



**MINUTES OF THE PUBLIC HEARING OF  
MONDAY, AUGUST 15, 2022  
2023 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATION**

**CALL TO ORDER**

Mayor Mike Clement called the Public Hearing of the Board of Aldermen to order at 7:00 p.m.

**ROLL CALL AND STATEMENT OF QUORUM**

Roll call showed those present were Alderman Dodge, Alderman Ottenad, Alderman Huether, Alderman Baumann, Alderman Nolte, and Mayor Clement. Alderman Toben was absent. A quorum was present.

**PUBLIC HEARING**

The following notice of the public hearing was then read:

“The City of Manchester, Missouri will hold a public hearing to discuss the estimated allocation of \$24,300 in Community Development Block Grant (CDBG) funds which will become available after January 1, 2023. The public hearing will be held at 7:00 p.m. on Monday, August 15, 2022 at the Manchester Justice Center, 200 Highlands Boulevard Drive, Manchester, MO 63011.”

Speaking as a proponent, City Administrator Klocke reported that the Community Development Block Grant funds are allocated by the City annually to St. Louis County to help residents in specific areas with residential construction projects. He continued that previous years’ allocations have been successful in helping residents with projects and that future funds could be allocated to community improvement projects in the determined area in the future.

***COMMENTS FROM OPPONENTS, QUESTIONS OR COMMENTS FROM THE PUBLIC***

There were no opponents.

Hal Roth, owner of 48 Pas Dr, asked questions regarding the program. City Administrator Klocke answered explaining that the program must be applied for with St. Louis County by the homeowner on an individual basis. Alderman Baumann asked for clarification on the timeline of receiving funds in the program. City Administrator Klocke explained that the process of allocation from the federal government and application process can take time.

Mayor Clement suggested that a message about the funds go into the next issue of the Manchester Message.

Alderman Huether asked if residents would qualify for this program if they were outside of the determined area but qualified for assistance through other St. Louis County programs.

City Administrator Klocke responded that it could be possible but enrollment in some programs may disqualify one from others. He continued that the County would determine the eligibility.

**ADJOURNMENT**

Mayor Clement closed the public hearing at 7:12 p.m.



**MINUTES OF THE PUBLIC HEARING OF  
MONDAY, AUGUST 15, 2022  
TEXT AMENDMENT REGARDING  
FOOD TRUCKS AND SPECIAL EVENT REGULATIONS**

**CALL TO ORDER**

Mayor Mike Clement called the Public Hearing of the Board of Aldermen to order at 7:12 p.m.

**ROLL CALL AND STATEMENT OF QUORUM**

Roll call showed those present were Alderman Dodge, Alderman Ottenad, Alderman Huether, Alderman Baumann, Alderman Nolte, and Mayor Clement. Alderman Toben was absent. A quorum was present.

**PUBLIC HEARING**

The following notice of the public hearing was then read:

“**CASE #19-TXT-002** - City Staff proposes a Text Amendment to add Sections 405.870-905 to Article XX Supplementary Regulations and Sections 605.260-280 of the Municipal Code of the City of Manchester. The proposed changes include licensing requirements and procedures for Special Events.”

Speaking as a proponent, Director of Planning, Zoning and Economic Development Streiler explained that this text amendment addresses special events and food trucks in the City’s code. He explained that food trucks are essentially allowed in commercial districts with a permit and in a residential district a food truck would also need a special event permit. He continued that this amendment allowed for administrative approval of special events, rather than each coming before the Board.

***COMMENTS FROM OPPONENTS, QUESTIONS OR COMMENTS FROM THE PUBLIC***

There were no opponents or questions from the public.

Alderman Huether discussed need for clarification on when these permits would be required. City Administrator Klocke said staff would review the application to address the questions and potential confusion in the permits.

Director Streiler presented questions to the Board to see if they would want food truck permits waived in specific. Mayor Clement recommended modifications on the legislation that address what was discussed.

Mayor Clement stated the Planning and Zoning Commission reviewed this text amendment and gave a favorable recommendation to the Board of Aldermen.

**ADJOURNMENT**

Mayor Clement closed the public hearing at 7:29 p.m.



**MINUTES OF THE REGULAR BOARD OF ALDERMEN MEETING  
OF MONDAY, AUGUST 15, 2022  
AT 200 HIGHLANDS BOULEVARD DRIVE**

**CALL TO ORDER**

Mayor Mike Clement called the Regular Board of Aldermen Meeting to order at 7:29 p.m.

**ROLL CALL AND STATEMENT OF QUORUM**

Roll call showed those present were Alderman Dodge, Alderman Ottenad, Alderman Huether, Alderman Baumann, Alderman Nolte, and Mayor Clement. Alderman Toben was absent. A quorum was present.

**APPROVAL OF THE MINUTES**

*August 1, 2022 Regular Board of Aldermen Meeting*

Alderman Huether made the motion to approve the minutes of the Monday, August 1, 2022 Regular Board of Aldermen Meeting. The motion was seconded by Alderman Baumann and carried unanimously, with no objections from any members of the Board of Aldermen.

**ESTABLISHMENT OF ORDER OF ITEMS ON THE AGENDA**

Alderman Huether made the motion to approve the Order of Items on the Agenda, as presented. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

**CONSIDERATION OF PETITIONS**

*Comments from the Public*

There were none.

**REPORTS FROM THE MAYOR**

*Proclamation for Prosecuting Attorney Mark Levitt - 25 Years of Service*

Mayor Clement gave a proclamation to the City's Prosecuting Attorney Mark Levitt for his 25 years of service with the City.

*Appointment of Shawn Sieve to the Lafayette Community Improvement District Board of Directors*

City Administrator Klocke explained that the City can have two Directors on the Lafayette Community Improvement District Board of Directors and has requested that Director of Finance Sieve be appointed as one of the Directors.

Alderman Ottenad made the motion to appoint Finance Director Shawn Sieve to the Lafayette Community Improvement District Board of Directors. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

### ManchesterCares 501(c)3 Update

Mayor Clement reported that the group is moving in getting the bylaws drafted and reviewed.

### Mayoral Reports

Mayor Clement commended the Community Band on their performances this summer. He continued with acknowledging the success of the Shakespeare in the Park event and notified the Board of upcoming events in the City. The Mayor updated the Board on the pool closing schedule as school begins.

## **REPORTS FROM THE CITY ADMINISTRATOR**

### Introduction of Planner Ethan Hendricks

Director Streiler introduced Ethan Hendricks as the City's new Planner. Ethan joins the City from O'Fallon, MO as their Planner.

### Lafayette CID Report

City Administrator Klocke updated the Board on the financials of at the Lafayette CID that was presented at the last Lafayette CID meeting. He reported that the District is doing well and paying off the loans at a good rate.

### Food Truck Discussion

City Administrator Klocke explained that the fee amount for the food truck permit is in the legislation being read later in the meeting. He continued that if there are any changes the Board wishes to see they can be made prior to the second reading in September.

### Discussion of Parking of Trailer and Campers

City Administrator Klocke explained that this discussion was in response to a resident's concern that current legislation does not allow people enough time to pack, or unpack, their RV's or trailers. Currently they are allowed in the driveway for 48 hours. City Administrator Klocke explained the history of the legislation and potential changes that could be made.

Alderman Ottenad added context from when the 48-hour legislation was passed. She expressed concern on letting RV's stay on driveways for weeks but could see an extension to 72-hours being reasonable based on accounts provided by Code Enforcement.

Code Enforcement Supervisor Plowman explained that a handful of residents over the last few years have expressed that 48-hours is not enough time to get everything taken care of. Most ask for a 24-hour extension. He continued that blocking the sidewalk is a separate ordinance violation, so that would not be applicable to this conversation, but the 72-hour allowance would give the 24 additional hours that were requested in previous cases. Code Enforcement Supervisor Plowman answered the Board's questions and explained that construction dumpsters would not be under this ordinance and were permitted through the dumpster permit application.

### List of Paid Bills (Warrant dates of 07-26-2022 to 08-09-2022)

There were no questions.

## **Reports from the Committees**

### **Planning and Zoning Commission**

Mayor Clement reported that the Planning and Zoning Commission did not meet.

### **Veterans Commission**

Alderman Huether reported that the Veteran's Commission had not met but would be meeting later in the week to discuss Homecoming and POW/MIA Remembrance Ceremony.

### **Homecoming Committee**

Alderman Ottenad reported that the Homecoming Committee met on August 9th. She explained that 10% of the beer booths sales will go to four different organizations that will be helping volunteer at Homecoming. She said the next meeting will be August 30<sup>th</sup>.

### **Audit and Finance Committee**

Mayor Clement reported that the Audit and Finance Committee did not meet.

### **Tree Advisory Board**

Alderman Dodge reported that the Tree Advisory Board did not meet.

## **ACTION ON OLD BILLS**

None.

## **INTRODUCTION OF NEW LEGISLATION**

### **Resolution No. 22-0882**

#### ***Purchase of Bullet Proof Vests***

Alderman Ottenad read Proposed Resolution No. 22-0882, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF MANCHESTER TO EXPEND THE SUM OF ELEVEN THOUSAND TWO HUNDRED FORTY-SIX DOLLARS AND SIXTY CENTS (\$11,246.60) TO FIRSTSPEAR, LLC. FOR THE PURCHASE OF TWELVE BULLET PROOF VESTS AND TO ISSUE A PURCHASE ORDER THEREFOR," by title only.

Alderman Ottenad made the motion for approval of Resolution No. 22-0882. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

### **Resolution No. 22-0883**

#### ***2023 Community Development Block Grant Allocation***

Alderman Dodge read Proposed Resolution No. 22-0883, entitled: "A RESOLUTION OF THE CITY OF MANCHESTER BOARD OF ALDERMEN ENDORSING THE 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MUNICIPAL APPLICATION," by title only.

Alderman Dodge made the motion for approval of Resolution No. 22-0883. The motion was seconded by Alderman Huether and carried unanimously, with no objections from any members of the Board of Aldermen.

### **Resolution No. 22-0884**

## *Connecting the Parks Generator*

Alderman Baumann read Proposed Resolution No. 22-0884, entitled: "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH COOPER ELECTRICAL SERVICES LLC IN THE AMOUNT OF FORTY-TWO THOUSAND SIX HUNDRED AND TWO DOLLARS (\$42,602.00) FOR THE CONNECTION OF THE EMERGENCY STANDBY GENERATOR EQUIPMENT FOR THE PARKS, RECREATION AND ARTS BUILDING," by title only.

Alderman Baumann made the motion for approval of Resolution No. 22-0884. The motion was seconded by Alderman Ottenad and carried unanimously, with no objections from any members of the Board of Aldermen.

## *BILL NO. 22-2480*

### *Amending Section 345.080 Regarding Pedestrians Rights and Duties*

Alderman Nolte read Proposed Bill No. 22-2480, entitled: "AN ORDINANCE AMENDING A PORTION OF THE TRAFFIC CODE, CHAPTER 345 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, MISSOURI, RELATING TO PEDESTRIANS' RIGHTS AND DUTIES," by title only.

Alderman Nolte stated Emergency Legislation has been requested, so he made the motion for approval of emergency legislation. The motion was seconded by Alderman Huether, and carried unanimously, with no objections.

Alderman Nolte read for the second time Bill No. 22-2480, entitled: "AN ORDINANCE AMENDING A PORTION OF THE TRAFFIC CODE, CHAPTER 345 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, MISSOURI, RELATING TO PEDESTRIANS' RIGHTS AND DUTIES," by title only.

Alderman Nolte made the motion that Bill No. 22-2480, become Ordinance No. 22-2364. The motion was seconded by Alderman Huether.

A poll of the Board showed:

Alderman Nolte – aye  
Alderman Dodge – aye  
Alderman Ottenad – aye  
Alderman Huether – aye  
Alderman Baumann – aye  
Alderman Toben – absent

Mayor Clement announced that the motion passed 5 to 0, with no objections from any members of the Board of Aldermen.

## *BILL NO. 22-2481*

### *Conflict of Interest Biennial Adoption*



Alderman Dodge read Proposed Bill No. 22-2481, entitled: "AN ORDINANCE RE-AFFIRMING THE PROVISIONS OF SECTIONS 120.010 THROUGH 120.070 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, MISSOURI WHICH ESTABLISHES A PROCEDURE TO PROVIDE FOR THE DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST FOR CERTAIN MUNICIPAL OFFICIALS OF THE CITY OF MANCHESTER, MISSOURI," by title only.

No further action at this time.

**BILL NO. 22-2482**

*Repeal of Section 210.2330 and 210.2340 - Begging and Pedestrians Soliciting Rides or Business*

Alderman Nolte read Proposed Bill No. 22-2482, entitled: "AN ORDINANCE REPEALING SECTIONS 210.2330 AND 210.2340 OF THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER RELATING TO BEGGING AND PEDESTRIANS SOLICITING RIDES OR BUSINESS," by title only.

No further action at this time.

**BILL NO. 22-2483**

*Food Truck and Special Event Regulations*

Alderman Huether read Proposed Bill No. 22-2483, entitled: "AN ORDINANCE AMENDING CHAPTER 405 AND CHAPTER 605 BY ADOPTING PROCEDURES AND REQUIREMENTS FOR SPECIAL EVENTS AND DEFINITIONS AND REGULATIONS FOR FOOD TRUCKS," by title only.

No further action at this time.

**MISCELLANEOUS**

**Comments from the Public**

Hal Roth, owner of 48 Pas Dr, asked for clarification on the emergency legislation that was requested on an Ordinance. It was explained that the Bill can be read both times and be voted on when emergency legislation is requested and that Ordinance No. 22-2364 pertains to traffic safety violations of standing in streets when there is adjacent sidewalk available. City Administrator Klocke explained that this legislation is to deal with safety of pedestrians and drivers in roadways.

Mr. Roth asked about the success of pulling expired temporary tags from cars. Chief Will explained they are still confiscating expired temporary tags from vehicles when pulled over. Mr. Roth also made a comment about people registering cars in other states while they live in Manchester.

**ADJOURNMENT**

There being no further business, Alderman Ottenad made the motion to adjourn. The motion was seconded by Alderman Baumann and carried unanimously. The meeting adjourned at 8:11 p.m.