



**REGULAR MEETING
OF THE
CITY COUNCIL
City of Maplewood, Missouri**

City Council Chambers, City Hall
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, October 14, 2025
7:00 PM**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Excuse Council Member(s)
5. Approval of September 23, 2025, City Council regular meeting minutes
6. Public Hearing:
 - a. Application for a Full Liquor License and Sunday Liquor by the Drink License for Falcon-Atilano LLC d/b/a Altos Cantina Mexican Kitchen at 3248 Laclede Station Road
7. Public Comment
8. Announcements
9. Presentations
10. Unfinished Business:
 - a. Bill 6296 – Final Reading: Amending the Maplewood Code of Ordinances, Chapter 2 — Administration, Article II — Mayor and Council, Division 2 — Code of Ethics, Sections 2-44 through 2-49, and Article VII — Boards, Commissions and Authorities, Division 4 — Code of Ethics, Sections 2-500 and 2-501, to update ethics codes for City Council members and board and commission members
11. New Business:
 - a. Approving a Full Liquor License and Sunday Liquor by the Drink License for Falcon-Atilano LLC d/b/a Altos Cantina Mexican Kitchen at 3248 Laclede Station Road
 - b. Resolution 25-44: Entering into an additional services agreement with PGAV Planners, LLC for additional professional consulting services related to the completion and adoption of the city’s Comprehensive Plan

- c. Resolution 25-45: Authorizing the disposal of city records that have met their minimum retention periods
- d. Resolution 25-46: Appointing Julius Phillips to the Special Business District Tax Advisory Commission and establishing his term of office as expiring June 30, 2028
- e. Bill 6297 – First and Second Reading: Amending the Maplewood Code of Ordinances, Section 50-90 — Tampering with motor vehicles, to add the offense of unlawfully gaining entry into motor vehicles and to update provisions related to tampering with motor vehicles

12. Council and Staff Reports:

- a. Mayor’s Report
- b. Ward 1 Report
- c. Ward 2 Report
- d. Ward 3 Report
- e. City Attorney’s Report
- f. City Manager’s Report

13. Public Comment

14. Motion to hold a Closed Session pursuant to RSMo § 610.021 to discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)];
- b. Real estate matters [§ 610.021(2)];
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)];
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)];
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]; and/or
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

15. Adjournment

Addressing the Council

Individuals wishing to speak during Public Hearings or Public Comment periods must sign in before the meeting and will be called to the podium when it is their turn. Each speaker has a three-minute time limit. Written comments may be emailed to cityclerk@maplewoodmo.gov by 12:00 PM (noon) on the meeting day. The Council will receive all emailed comments, but comments will not be read aloud during the meeting.

Accessibility Notice

The City of Maplewood is committed to making public meetings accessible to all residents. To request accommodations or assistance, please contact the Deputy City Clerk at cityclerk@maplewoodmo.gov or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY). Please make your request at least 48 hours prior to the meeting to ensure appropriate arrangements can be made.

Virtual Access

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Posted on October 10, 2025, at Maplewood City Hall and maplewoodmo.gov



RECORD OF PROCEEDINGS

Regular Meeting of The City Council City of Maplewood, Missouri

City Council Chambers, City Hall
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, September 23, 2025
7:00 PM**

1. Call to Order: The meeting was called to order at 7:00 PM, with Mayor Greenberg presiding.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Roll Call: The following Council Members were present:

- Council Member Faulkingham
- Council Member Garcia
- Mayor Greenberg
- Council Member Homa
- Council Member Mattox
- Council Member Page
- Council Member Wiley

A quorum was present.

4. Motion to Excuse Council Member(s): None

5. Approval of minutes:

- a. **September 9, 2025, City Council Work Session Minutes**
- b. **September 9, 2025, City Council regular meeting minutes**

Motioned by: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: Approved unanimously by voice vote.

6. Public Comment:

- Melissa Dierker of Ward 3 expressed her concerns regarding the City's decision to lower the flag in response to the death of Charlie Kirk. She also thanked Council Members Homa and Wiley for attending the previously scheduled protest in support of transgender rights. Ms. Dierker requested that the City establish a clear and transparent policy regarding flag procedures. She acknowledged that the recent lowering was ordered by the State Governor but emphasized the need for a local policy that reflects Maplewood's values. Such a policy, she noted, would help ensure that actions like lowering the flag communicate inclusion and unity.
- In response, the Council agreed to revisit the development of a flag policy with the City Attorney. The goal is to establish guidelines on when and which flags may be displayed, so that decisions are not subjective or dictated by outside forces inconsistent with the City's views.

7. Announcements:

Council Member Garcia announced the following upcoming community events:

- Schlafly Bottleworks will host a community artisan market this weekend
- A Ward 3 meeting is scheduled for Saturday, October 4, at Greenwood Park
- Regional Night Out will take place on Tuesday, October 7

Mayor Greenberg wished members of the Jewish community a happy new year in recognition of Rosh Hashanah.

8. Unfinished Business:

- a. **Bill 6291 – Amending the Maplewood Code of Ordinances, Chapter 56 — Zoning, Section 56-3 — Definitions, Section 56-72 — Permitted Uses (SR District), Section 56-106 — Permitted Uses (LR District), Section 56-131 — Permitted Uses (MR District), and Section 56-880 — Group Living Facilities, to redefine group homes and allow group homes as permitted uses in residential districts**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: None

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Bill 6291 was approved as Ordinance 6085

- b. **Bill 6292 – Establishing tax rates for the City of Maplewood and the Maplewood Special Business District for 2025**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: None

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Bill 6292 was approved as Ordinance 6086

- c. **Bill 6293 – Amending the Maplewood Code of Ordinances, Chapter 30 — Human Relations, Section 30-19 — Definitions, to revise the definition of “Source of Income” to comply with state law**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: Council thanked the City Attorney for offering clarifications to ensure the city complies with the law.

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Bill 6293 was approved as Ordinance 6087

- d. **Bill 6294 – Amending the Maplewood Code of Ordinances, Chapter 2 — Administration, Article VII — Boards, Commissions and Authorities, Division 1 — Generally, to amend Section 2-361 — Boards and Commissions and add Section 2-362 — Rules of Procedure**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: None

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Bill 6294 was approved as Ordinance 6088

- e. **Bill 6295 – Amending the Maplewood Code of Ordinances, Chapter 2 — Administration, Article VII — Boards, Commissions and Authorities, to add Division 5 — Police Advisory Board**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: The new board will be established, consisting of five members who may be residents, business owners, or employees of Maplewood businesses.

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Bill 6295 was approved as Ordinance 6089

9. New Business:

- a. **Resolution 25-42: Accepting the bid from Reinhold Electric in the amount of thirteen thousand four hundred fifty-seven dollars (\$13,457.00) for boring and repairing damaged electrical lines to the antique lighting on the 7400 block of Manchester Road**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: The duration of the current work will be less than a week, with boring required to assess the extent of the damage. At present, it is unclear which street project caused the damage to the lights. Council Member Homa asked whether the repairs are being handled by a contracted vendor. After reviewing the vendor, he reported that it is not a union shop and suggested that the City consider adopting “responsible bidder” language in future contracts to prioritize union vendors. Council Member Garcia inquired whether there are consequences if a project is found to have caused damage to existing wiring. Staff explained that while the City could pursue accountability if the party responsible were identified, it is unlikely the source of the damage can be definitively proven. They believe the damage was caused by an outside contractor rather than the City’s electrical contractor. The Council briefly discussed bidding practices, noting that the number of bidders for recent projects has typically been low, ranging from two to four

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Resolution 25-42 was approved

- b. **Resolution 25-43: Authorizing the purchase of security camera systems from GOINET, Inc. in the amount of forty-nine thousand four hundred seventy-nine dollars (\$49,479) for facility security improvements and public safety enhancement**

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: With the exception of new cameras being added to Kellogg Park at the request of citizens and a new camera in the Marietta parking lot, the project involves replacing the existing camera system.

Roll Call Vote:

- Council Member Faulkingham-Yes
- Council Member Garcia-Yes
- Mayor Greenberg-Yes
- Council Member Homa-Yes
- Council Member Mattox-Yes
- Council Member Page-Yes
- Council Member Wiley-Yes

Outcome: Resolution 25-43 was approved

- c. **Bill 6296 – Amending the Maplewood Code of Ordinances, Chapter 2 — Administration, Article II — Mayor and Council, Division 2 — Code of Ethics, Sections 2-44 through 2-49, and Article VII — Boards, Commissions and Authorities, Division 4 — Code of Ethics, Sections 2-500 and 2-501, to update ethics codes for City Council members and board and commission members was given its first and second readings.**

First Reading:

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: Council Member Faulkingham thanked staff and the City Attorney for including clear and well-defined language in the bill regarding the consequences of ethics violations.

Outcome: The bill was moved to its second reading

Second Reading:

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: The bill was unanimously approved by a voice vote of the Council and will move to its third and final reading at the next meeting

10. Council and Staff Reports:

Mayor's Report:

- Mayor Greenberg expressed satisfaction at the outcome of the Ward 2 meeting

Ward Reports:

Ward 1:

- Council Member Garcia expressed support for council members attending each other's ward meetings to gain a better understanding of residents' needs and concerns.
- Council Member Wiley recognized Bisexual Visibility Day, noting its annual observance since 1999, and extended recognition to members of the bisexual community.
- Council Member Wiley also acknowledged Hispanic Heritage Month, noting both the challenges faced by the Hispanic community and the value of Maplewood's inclusiveness.

Ward 2:

- Council Members Page and Mattox report that residents at the Ward 2 meeting expressed appreciation for public safety efforts while noting the need for additional resources. Residents raised topics such as a lighting study, park improvements, and the installation of the new "No Trucks" sign on Roseland Terrace. They also expressed gratitude to the Mayor, Council, and staff for their collaboration.
- Mayor Greenberg welcomed Celeste Grayer as Social Services Coordinator for the City of Maplewood and Richmond Heights.
- Council Member Wiley commented that some of the recent measures taken at the bus stop are intended to be temporary and suggested continued discussion regarding milestones necessary to restore resources in Ward 2.
- Council Member Mattox reminded residents that the Community Yard Sale will be held on Saturday, October 4, with free permits available through registration at The Heights Community Center.

Ward 3:

- Council Member Homa announced that the Ward 3 meeting will take place on Saturday, October 4, at Greenwood Park, and encouraged residents to attend.

City Attorney's Report: No report

City Manager's Report: City Manager Withycombe provided the following updates:

- Announced Celeste Grayer as the new Social Services Coordinator for the Cities of Maplewood and Richmond Heights, providing an overview of her experience and skills. She will focus on internal policy development for the position before community partner introductions.
- Representatives from Maplewood's public safety departments will attend the St. Louis County District 5 meeting on October 2, 6:00 pm at MRH High School with District 5 County Council Member Lisa Clancy and County Executive Sam Page.
- October 8 meetings are scheduled with Creative Entourage for Council Members to provide input on City values and vision for the Branding Initiative.
- The City Attorney has been monitoring Missouri legislation and preparing ordinance amendments to align with state law for Council consideration

11. Public Comment: None

12. Motion to Hold a Closed Session Pursuant to RSMo § 610.021 to Discuss:

No closed session meeting needed

13. Adjournment:

Motion to Adjourn: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: Unanimously approved by voice vote. With no remaining matters to be discussed, the meeting adjourned at 7:34 PM.

Certification:

I certify that the above minutes are a true and accurate record of the City Council meeting held on **September 23, 2025**.

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Date Approved: October 14, 2025



PUBLIC HEARING NOTICE

LIQUOR LICENSE

The Maplewood City Council will hold a Public Hearing on Tuesday, October 14, 2025, at 7 pm in Council Chambers of City Hall at 7601 Manchester Road. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

A request by Erika Escamilla for a Full and Sunday Liquor License for Altos Cantina Mexican Kitchen at 3248 Laclede Station Rd.

Speakers must attend in person and sign in to address the City Council. The public can watch live at youtube.com/@cityofmaplewood8819. Public comments may also be submitted to cityclerk@maplewoodmo.gov by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided upon request. To request an accommodation, please call City Hall at 314-645-3600 or use Relay Missouri at 1-800-736-2966 at least 48 hours before the meeting.

Posted on October 3, 2025, at Maplewood City Hall and maplewoodmo.gov

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 2 — ADMINISTRATION, ARTICLE II — MAYOR AND COUNCIL, DIVISION 2 — CODE OF ETHICS, SECTIONS 2-44 THROUGH 2-49, AND ARTICLE VII — BOARDS, COMMISSIONS AND AUTHORITIES, DIVISION 4 — CODE OF ETHICS, SECTIONS 2-500 AND 2-501, TO UPDATE ETHICS CODES FOR CITY COUNCIL MEMBERS AND BOARD AND COMMISSION MEMBERS

WHEREAS, the current ethics codes have proven difficult to implement effectively due to structural issues that create potential conflicts of interest, unclear procedures, and insufficient independence in the investigative process; and

WHEREAS, the proposed revisions address these deficiencies while maintaining appropriate accountability mechanisms and due process protections; and

WHEREAS, the updates modernize prohibited conduct definitions to provide clearer guidance on acceptable behavior while addressing contemporary issues; and

WHEREAS, procedural improvements include establishing independent investigation processes rather than relying on council-based ethics committees; and

WHEREAS, these amendments incorporate best practices from other municipalities and strengthen accountability while providing fair procedures that protect both complainants and accused parties through independent oversight mechanisms.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Section 2-44 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-44. Prohibited acts or conduct constituting violations.

The following actions shall constitute a violation of the code of ethics of the city council:

- (1) Engaging in conduct while performing official duties or when identifiable as a council member that involves threats, harassment, or behavior that materially disrupts official proceedings or significantly damages the dignity of the office.**
- (2) Conveying the impression of representing the full council or the city without prior assent and delegation by a majority of the council, or purporting to speak on behalf of the city council when expressing individual opinions or positions.**
- (3) Harassment, intimidation, or improper contact with other members of the city council, board or commission members appointed by the council, or city employees, including but not limited to: repeated unwelcome contact outside normal business hours or official channels; contact that threatens employment, appointment, or official standing; contact that creates a hostile work environment; or contact that violates reasonable boundaries of professional interaction or personal privacy.**

- (4) **Using official position or the authority of office to threaten, intimidate, coerce, or improperly influence citizens, employees, board members, or other officials, or causing others to engage in such conduct on the council member's behalf, whether directly or through the implication that cooperation or compliance will affect official decisions or actions.**
- (5) **Unauthorized interference in city administration by giving direct orders to staff, disrupting city operations, or bypassing the city manager in matters requiring council action through proper channels.**
- (6) **Interruption and/or disruption of the functions and procedures of boards and commissions appointed by the council.**
- (7) **Using an elected office to obtain financial gain, either directly or indirectly.**
- (8) **Accepting gifts, gratuities, or things of value in violation of state statute or city conflict of interest policies.**
- (9) **Any direct or indirect, actual or attempted violations of the Charter.**
- (10) **Conduct that materially undermines public confidence in city government through actions demonstrably contrary to the public interest or that violate the oath of office.**
- (11) **Disclosure of confidential information obtained in executive session or through official duties without proper authorization.**
- (12) **Misuse of city resources, including staff time, equipment, or facilities for personal benefit.**

Section II. Section 2-45 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-45. Persons authorized to present grievances.

Grievances for violations of the code of ethics of the city council can be filed by the following:

- (1) **The mayor**
- (2) **Members of the council**
- (3) **Chairperson and members of council-appointed boards and commissions**
- (4) **City employees**
- (5) **Residents of the city**
- (6) **Persons operating a business in the city**
- (7) **Any person who has had direct dealings with the city and alleges the council member's conduct affected those dealings**
- (8) **Any person with personal knowledge of the alleged violation**

Section III. Section 2-46 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-46. Procedures for filing charges.

Procedures for filing charges of violations of the code of ethics of the city council shall be as follows:

- (1) ***Reporting violations.*** Any person authorized under Section 2-45 may file a written complaint alleging violations of this code of ethics. The complaint shall be submitted to the city manager, who shall forward it to the city attorney for initial review.
- (2) ***Initial review.*** The city attorney shall conduct an initial review to determine whether the complaint alleges conduct that, if true, would constitute a violation of this code and whether the complaint warrants further investigation.
- (3) ***Notice to council.*** Upon completion of the initial review, if the complaint appears to have merit, the city manager shall provide written notice to all members of the city council that a complaint has been filed, identifying the accused member and the general nature of the allegations, while maintaining confidentiality of specific details during the investigation phase.
- (4) ***Council referral decision.*** The disinterested members of the city council (excluding any member who is the subject or source of the complaint) shall meet to determine how the investigation should proceed. The accused member shall not participate in this meeting but may submit a written statement for the council's consideration. The disinterested members may refer the matter to:
 - (a) An independent investigator
 - (b) The Missouri Ethics Commission
 - (c) The appropriate law enforcement agency
 - (d) Informal resolution procedures if appropriate
- (5) ***Investigation oversight.*** While the disinterested council members determine the method of investigation, they shall not conduct the investigation themselves or direct its specific procedures. The chosen investigative entity shall maintain independence in conducting the investigation.
- (6) ***Advisory opinions.*** Any council member may request an advisory opinion from the city attorney regarding the application of this code of ethics to specific situations. The request shall provide sufficient detail to fully describe the situation and shall be certified as accurate by the requesting member. No person who relies in good faith upon an advisory opinion may be found in violation of this code, except where the opinion was obtained through fraud or material omission of facts. Advisory opinions shall be retained by the city clerk and made available to the public upon request.

Section IV. Section 2-47 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-47. Resolution procedures.

- (1) ***Disciplinary authority.*** The disinterested members of the city council, with assistance from the city attorney, shall serve as the disciplinary authority for ethics violations.

- (2) ***Hearing procedures.*** Upon receipt of an investigative report indicating probable cause of a violation:
 - (a) The accused member shall receive written notice and opportunity for a hearing
 - (b) Hearings shall be conducted within 40 days unless extended for good cause
 - (c) Hearings shall be open to the public unless conducting such a hearing as a closed session is authorized by law
 - (d) The accused member may be represented by counsel at their own expense
 - (e) A transcript shall be made unless waived by all parties
- (3) ***Standards.*** Findings shall be based on a preponderance of the evidence standard.
- (4) ***Decision.*** The disciplinary authority shall render a written decision within ten business days after the hearing, determining whether a violation occurred and imposing appropriate discipline.

Section V. Section 2-48 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-48. Discipline.

- (1) ***Available discipline.*** Council members found to have violated this code may be subject to:
 - (a) Written warning
 - (b) Public censure
 - (c) Required training
 - (d) Suspension from committee assignments
 - (e) Removal from leadership positions
 - (f) Other appropriate disciplinary measures
- (2) ***Factors in discipline.*** The severity of discipline shall be commensurate with:
 - (a) The nature and severity of the violation
 - (b) The impact on the city and public trust
 - (c) Any pattern of violations
 - (d) Whether the violation was willful or inadvertent
- (3) ***Removal from office.*** Removal from office shall be reserved for the most serious violations involving criminal conduct, financial harm to the city, or conduct that significantly damages public trust.

Section VI. Section 2-49 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-49. Timetable.

- (1) ***Initial review.*** The city attorney shall complete the initial review of any ethics complaint within ten (10) business days of receipt.

- (2) ***Council referral decision.*** The disinterested members of the city council shall determine the method of investigation within fifteen (15) days of receiving notice from the city manager that a complaint may have merit.
- (3) ***Investigation timeline.***
 - (a) Independent investigations shall be completed within sixty (60) days unless extended for good cause
 - (b) Referrals to the Missouri Ethics Commission shall proceed according to state statutory timelines
 - (c) Criminal referrals shall proceed according to law enforcement timelines
- (4) ***Hearing schedule.*** Upon receipt of an investigative report indicating probable cause of a violation, a hearing shall be scheduled within forty (40) days unless the disciplinary authority determines more time is required, not to exceed thirty (30) additional days.
- (5) ***Final decision.*** The disciplinary authority shall render a written decision within ten (10) business days after the close of the hearing or receipt of proposed findings of fact and conclusions of law, whichever is later.
- (6) ***Extensions.*** Any timeline in this section may be extended by mutual agreement of the parties or by the disciplinary authority for good cause shown.

Section VII. Section 2-500 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-500. Conduct of appointed members of the city's boards and commissions.

Appointed members of the city's boards and commissions shall be committed to promoting the highest standards of conduct in public service and shall adhere to the following code of conduct:

- (1) ***Commitment to public service.*** Members shall serve the community with dedication, placing the interests of the municipality and its residents above personal or private interests.
- (2) ***Integrity and honesty.*** Members shall act with honesty and integrity, avoiding conflicts of interest and disclosing any potential conflicts promptly. They shall not use their position for personal gain.
- (3) ***Transparency.*** Members shall conduct their duties in an open and transparent manner, providing accurate and timely information to the public. They shall comply with all applicable open meeting laws and regulations.
- (4) ***Fair and impartial decision-making.*** Members shall make decisions without bias, considering the best interests of the entire community. They shall avoid favoritism and treat all individuals and groups fairly.
- (5) ***Confidentiality.*** Members shall respect the confidentiality of sensitive information discussed during board and commission meetings. They shall not disclose confidential

information without proper authorization.

- (6) *Respect and professionalism.* Members shall treat fellow board and commission members, municipal staff, and the public with respect and professionalism. They shall foster a collaborative and inclusive environment.
- (7) *Community engagement.* Members shall actively engage with the community, seeking input and feedback, and representing the diverse interests and needs of the residents.
- (8) *Compliance with laws and policies.* Members shall comply with all applicable laws, regulations, and municipal policies. They shall seek guidance when unsure about the ethical implications of a situation.
- (9) ***Official representation and personal speech.*** Members shall not speak on behalf of the city or represent that their personal views are official positions of the city, its boards, or commissions. When engaging in personal speech, including social media communications, members shall make clear they are speaking in their individual capacity and not as representatives of the city. Members shall avoid statements or communications that could reasonably be interpreted as official city positions or that could create confusion about their role as individual citizens versus appointed officials.

Section VIII. Section 2-501 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 2-501. Compliance and enforcement.

- (1) ***Reporting violations.*** Any person may file a written complaint alleging a violation of this code of ethics within 45 days of the alleged violation or discovery thereof. Complaints shall be submitted to the city manager, who shall forward them to the city attorney for initial review.
- (2) ***Initial review.*** The city attorney shall conduct an initial review to determine whether the complaint alleges conduct that, if true, would constitute a violation of this code and whether the complaint warrants further investigation.
- (3) ***Notice to council.*** Upon completion of the initial review, if the complaint appears to have merit, the city manager shall provide written notice to all members of the city council that a complaint has been filed, identifying the accused board or commission member and the general nature of the allegations.
- (4) ***Council referral decision.*** The disinterested members of the city council shall meet to determine how the investigation should proceed. The disinterested members may refer the matter to:
 - (a) An independent investigator
 - (b) The appropriate law enforcement agency
 - (c) Informal resolution procedures if appropriate

- (5) ***Investigation oversight.*** The chosen investigative entity shall maintain independence in conducting the investigation. The accused board or commission member shall have the opportunity to respond to allegations and present evidence during the investigation.
- (6) ***Resolution procedures.*** Upon receipt of an investigative report indicating probable cause of a violation:
 - (a) The accused member shall receive written notice and opportunity for a hearing before the city council
 - (b) Hearings shall be conducted within 40 days unless extended for good cause
 - (c) The accused member may be represented by counsel at their own expense
 - (d) Findings shall be based on a preponderance of the evidence standard
- (7) ***Discipline.*** Board and commission members found to have violated this code may be subject to written warning, public censure, required training, suspension, or removal from their position by the City Council. The severity of discipline shall be commensurate with the violation’s nature and impact.
- (8) ***Timeline.*** Investigations shall be completed within 60 days unless extended for good cause. The city council shall render a written decision within 10 business days after any hearing.
- (9) ***Confidentiality.*** To the extent possible and consistent with applicable law, the city shall maintain confidentiality of complaints and investigations until concluded. Any hearing before the city council under this section shall be an open meeting.

Section IX. This Ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Tiffany Hyde, Resource Development and Public Engagement Manager
Date: October 9, 2025
Re: **Request for a Full and Sunday Liquor by the Drink License for Falcon-Atilano LLC d/b/a Altos Cantina Mexican Kitchen at 3248 Laclede Station Rd**

Falcon-Atilano LLC d/b/a Altos Cantina Mexican Kitchen has acquired the Mexican restaurant previously operated as Cowbron Mexican Restaurant at 3248 Laclede Station Road. The new owners have applied for a Full Liquor License and a Sunday Liquor by the Drink License, which are the same license types held by the previous owners.

Please contact me with any questions, comments, or concerns regarding this matter.

PETITION FOR LIQUOR LICENSE
CITY OF MAPLEWOOD
7601 Manchester Road
Maplewood, MO 63143
(314) 645-3600

SECTION 1

DATE: 8-26-2025

1. NAME OF ESTABLISHMENT: Falcon-Atilano LLC (dba - Altos Cantina Mexican Kitchen)
2. ADDRESS OF ESTABLISHMENT: 3248 Laclede Station Rd

Maplewood MO 63143
(CITY) (STATE) (ZIP) (PHONE)

3. Is ownership a corporation or partnership? If so, list names and addresses of individuals and their title(s):

Partnership: Erika Escamilla (50% owner & managing officer), J Jesus Atilano Coronado (50% owner)

4. NAME OF OWNER OR MANAGING OFFICER: Erika Escamilla

5. Type of license requested - separate license shall be obtained for each of the following classes of sales: (Please check each classification that applies)

Indicate Type of License Applied For:

Fee

- A. STORAGE OF NON-INTOXICATING BEER
 For beer depot or store room, handling, selling or storing non-intoxicating beer. \$75.00
- B. FULL LIQUOR LICENSE
X To sell intoxicating liquor in excess of 5% by weight, by the drink at retail for consumption on the premises where sold. \$450.00
- C. PACKAGED INTOXICATING LIQUOR
 To sell intoxicating liquor in the original package at retail only, and not for consumption on the premises where sold. \$150.00
- D. SUNDAY PACKAGE LIQUOR LICENSE
 To sell intoxicating liquor in the original package at retail only, and not by the drink, not for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail in the original package) on Sundays between the hours of 9:00 a.m. and 12:00 midnight. \$300.00
- E. MALT LIQUOR BY THE DRINK - 5% OR WINES NOT IN EXCESS OF 14% ALCOHOL BY WEIGHT
 To sell malt liquor containing alcohol over 3.2% but not more than 5% by weight at retail by the drink for consumption on the premises, where sold (includes light wines. \$ 52.50

F. PACKAGED MALT LIQUOR OR LIGHT WINES (5% MALT LIQUOR)
To sell malt liquor containing over 3.2% but not more than 5% by weight in the original package at retail only, and not for consumption on the premises, where sold. \$ 22.50

~~X~~ G. SUNDAY LIQUOR BY THE DRINK
To sell intoxicating liquor in excess of 5% percent by weight by the drink at retail for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail by the drink for consumption on the premises) on Sundays between the hours of 9:00 a.m. and 12:00 midnight provided all requirements of state law are complied with. \$300.00

H. MANUFACTURER SOLICITOR'S LICENSE
To sell intoxicating liquor containing not in excess of twenty-two percent (22%) of alcohol by weight and the privilege of selling to duly licensed wholesalers and soliciting orders for sale of intoxicating liquor containing not in excess of twenty-two percent of alcohol by weight, to, by or through a duly licensed wholesaler on the premises where sold. \$250.00

I. ORIGINAL PACKAGE TASTING
To conduct wine, malt beverage and distilled spirit tasting on the licensed premises upon receipt of a special permit. \$ 25.00

Applicant hereby agrees that if a license is granted upon this petition, that applicant or any officer, agent, employee, or servant of applicant will not violate any provision of said Ordinance No. 4121 or of any amendments hereafter made to said ordinance, or any law of the State of Missouri or other ordinance of the City of Maplewood while in and upon the premises of the applicant herein described or knowingly allow any other person so to do.

~~X~~ Erika Escamilla
Printed Name of Applicant

Erika Escamilla
Signature

8/26/25
Date

SECTION III - GENERAL INFORMATION

1. Do you own, or rent, the premises for which you seek a license? Rent

2. What interest, if any, does the landlord have, directly or indirectly, in the business in which you intend to engage, if the license is granted? Explain:
None

3. Have you ever been employed by any person, partnership, or corporation that has a license suspended or revoked by the Supervisor of Liquor Control of the State of Missouri?
No

If so, give details: _____

4. Has any license heretofore issued by the Supervisor of Liquor Control for the premises for which you seek a license ever been suspended or revoked by the Supervisor of Liquor Control?
No

If so, give details: _____

5. Is there now employed, or do you expect to employ in the business to be licensed hereunder, any person who has been convicted of any crime?
No

If so, give details: _____

6. Has there been issued to you within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) designating you or the premises for which you seek a license as a person or place for dealing in intoxicating liquor other than malt liquors?
No

7. Has there been issued to any other person within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) describing the place for which you seek a license as a place for dealing in intoxicating liquor other than malt liquors?
No

8. Have you or any member of your household or immediate family ever had any license issued by the Supervisor of Liquor Control for the State of Missouri or by the licensing authority of any other state or city, suspended or revoked?
No

9. Is there now employed or do you expect to employ in the business to be licensed hereunder any person who has at any time had a license from the Supervisor of Liquor revoked or suspended?
No

If so, give details: _____

10. Have you or any member of your household or immediate family ever made application for a license from the Supervisor of Liquor Control which was denied?

No

If so, name the applicant, approximate date of denial, and details regarding same

11. Does your landlord now hold or has he ever held a license of any kind issued by the Supervisor of Liquor Control? No

12. Does the former owner of the business have any interest, either directly or indirectly in the business for which you seek a license? No

If so, give details: _____

13. State names of any person, firm or corporation that has advanced or will advance any money to you to purchase or operate the business for which you seek a license

None

14. Have you any interest, directly or indirectly, in any brewery, winery, distillery, rectifying or blending plant, or wholesale liquor concentrate either as part owner, stockholder, agent or employee? No

If so, give details: _____

15. State the name and address of any distiller, wholesaler, winemaker, brewer, or any other employee, officer or agent thereof who has or will have any financial interest, directly or indirectly, in the business for which you seek a license None

16. State the name of any distillery, wholesaler, winemaker, brewer, or any employee, officer or agent thereof who has loaned or who will, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to you, except ordinary commercial services, if any, as are permitted by the regulations of the Supervisor of Liquor Control:

None

17. State the name and residence of any person, firm or corporation, if any, who is interested or who will become interested, directly or indirectly, other than hereinabove set out, in the business for which you seek a license and the nature of such interest

None

18. What is the distance, in feet, measured in a straight line from the nearest point of above described premises to the nearest point of the premises of a school, church, or other building regularly used as a place of religious worship?

Webster University 6864 feet * Kingdom church, 7717 Big Bend Blvd, Webster Groves, MO 2640 feet

19. Has any bonding company ever canceled any bond signed by it for you in connection with any license issued to you by the Supervisor of Liquor Control? NO
20. Has any bonding company ever refused to sign any such bond for you? NO
21. Is this application being made by you as a subterfuge to permit any person other than yourself to secure a license from the Supervisor of Liquor Control in your name for his benefit? NO

x Erika Escamilla
(Signature of Applicant)

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

Erika Escamilla of lawful age, being first duly sworn upon Oath, deposes and says that Erika has/have read this application and understands same and knows the contents thereof and the answers and statements contained therein and the same are true.

Subscribed and sworn to before me this 26th day of August 20 25.

Andrea J. Murry Andrea J. Murry
Notary Public

This space reserved
for photo on
acceptance of
application by City Clerk.

ANDREA J MURRY
NOTARY PUBLIC - NOTARY SEAL
STATE OF MISSOURI
COMMISSIONED FOR ST. LOUIS COUNTY
MY COMMISSION EXPIRES OCT. 26, 2025
ID #19513408

RECORD OF ARREST

A. Have you ever been arrested or indicted for the violation of any Federal, State, or City Laws?

NO

If so, give details: _____

B. Have you ever been convicted for the violation of any city ordinance, State or Federal Laws relating to liquor, gambling, immorality, peace disturbance?

NO

If so, give details: _____

I, Erika Escamilla, hereby authorize the City of Maplewood Police Department to perform a police check on the information I have submitted. And I am willing to submit to fingerprinting and photographing, if requested.

Date: 8/26/25 Signature of Applicant: Erika Escamilla

Results of Police Check:

Signature: Chief of Police

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

RETAIL LIQUOR BY DRINK

311196

\$300.00

EXPIRATION DATE: JUNE 30, 2026

EFFECTIVE DATE: AUGUST 12, 2025

ST. LOUIS CO.

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: ERIKA ESCAMILLA

SPECIAL PERMITS: EMP-MINORS

ALL OF THE FIRST FLOOR OF A BUILDING AT 3248 LACLEDE STATION RD,
MAPLEWOOD, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Mark S. James

DIRECTOR OF PUBLIC SAFETY

Christen Templeton

ACTING SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

FALCON-ATILANO LLC
ALTOS CANTINA MEXICAN KITCHEN
3248 LACLEDE STATION RD
WEBSTER GROVES, MO 63143

LICENSE NOT TRANSFERABLE

Memorandum



To: Mayor and City Council
From: Tanya Bohlken, Deputy City Clerk
Date: October 9, 2025
Re: **Additional Services Agreement with PGAV for Comprehensive Plan Completion**

On June 11, 2024, the City Council approved a professional services agreement with PGAV Planners, LLC in the amount of \$135,000 to update and revise the City's Comprehensive Plan. PGAV has made significant progress on this project and has presented a draft Comprehensive Plan to the Steering Committee and Plan and Zoning Commission for review.

The Steering Committee approved the draft plan, and the Plan and Zoning Commission held work sessions on September 3 and September 15, 2025, to discuss the draft. Following the Commission's review, additional work is necessary to address their comments and feedback, including potential revisions to the plan's Objectives and Key Results (OKRs), before the plan can move forward for adoption. Staff has been coordinating with PGAV and the Plan and Zoning Commission to determine the best path forward to incorporate the Commission's feedback while maintaining consistency with the extensive public engagement and Steering Committee input received throughout the planning process. PGAV has submitted a proposal for additional services in an amount not to exceed \$40,000 to complete this work.

The additional services include meeting with City staff to discuss how to address Planning & Zoning Commission comments and propose solutions, meeting with the Planning & Zoning Commission to discuss those solutions and define a way forward, meeting with City staff to confirm next steps, making edits to the draft plan as discussed, and conducting a joint work session with the Planning & Zoning Commission and Steering Committee to share the updated draft Comprehensive Plan. The additional scope does not contemplate additional analysis, but plans for wordsmithing in sections, removing certain Key Results, and adding new Key Results where required based on the Commission's feedback.

The deliverables associated with this additional work are four additional meetings and an updated Comprehensive Plan for adoption. PGAV anticipates completing this work by the end of December 2025, with Commission adoption anticipated in early January.

PGAV will perform the work outlined above on an hourly basis. Fees will be invoiced monthly based on work completed. Staff and PGAV anticipate the additional work will cost in the range of \$10,000 to \$15,000.

Staff recommends approval of this additional services agreement to ensure the successful completion and adoption of the plan. The additional work is necessary to address the thoughtful feedback provided by the Planning & Zoning Commission and will result in a stronger final document that reflects the City's goals and objectives.

September 25, 2025

Amber Withycombe
City Manager
City of Maplewood
7601 Manchester Rd.
Maplewood, MO 63143

Dear Amber,

In accordance with City of Maplewood's (the "City" or "Client") request for additional scope for the completion of the Comprehensive Plan, PGAV Planners, LLC ("PGAV" or "Consultant") is happy to provide the following proposal for Additional Services.

This letter includes the following:

1. General Description
2. Notices
3. Termination
4. Scope of Services
5. Deliverables
6. Timing
7. Professional Fees and Reimbursable Expenses
8. Agreement

General Description

Continuing services to work with the City, Steering Committee, and Planning & Zoning Commission to complete and adopt the Comprehensive Plan.

Notices

The relationship between PGAV ("the Consultant") and the City is one that requires confidence, an ability to work well together, the need to promptly share and evaluate pertinent information, and a willingness to communicate and to respond in a timely manner. If either party believes its expectations or its needs for information from the other party (or within the other party's control) are not being met in a satisfactory manner, each party agrees to notify the other party about the shortcoming. The purpose of such notices is to stimulate timely communication and avoid disputes. A notice from one party to another may be a telephone call or electronic mail.

Termination

This Agreement may be terminated by either party upon not less than seven days written notice given by registered mail to the above-named persons. In the event of termination, PGAV may submit a final invoice to the City covering (a) actual fees accrued by PGAV at the date of termination, calculated at PGAV's standard hourly rates since the date of the last invoice, plus (b) the amount for Additional Services performed by PGAV through the date of termination as authorized under this Agreement, plus (c) reimbursable expenses of PGAV incurred under the performance under this Agreement through the date of termination.

Scope of Services

- Meet with City Staff to discuss how to address Planning & Zoning Commission comments and propose solutions
- Meet with Planning & Zoning Commission and talk through those solutions and define a way forward
- Meet with City Staff to confirm next steps
- PGAV to make edits as discussed
- Work Session with the Planning & Zoning Commission and Steering Committee to share updated draft Comprehensive Plan

Deliverables

The deliverables associated with the aforescribed tasks are:

1. 4 Additional Meetings
2. Updated Comprehensive Plan for Adoption

Timing

We anticipate this work to be completed by December 2025.

Professional Fees and Reimbursable Expenses

PGAV will perform the work outlined above on an hourly basis, not to exceed Forty Thousand Dollars (\$40,000). Fees invoiced will be submitted on a monthly basis based on the work completed.

Agreement

This letter, when countersigned by a duly authorized representative of the Client will serve as the entire Agreement for the services outlined herein.

Thank you for the opportunity to work with you on this Project.

On Behalf of:

Accepted:

Andy Struckhoff
 President
 PGAV Planners

Amber Withycombe
 City Manager
 City of Maplewood, MO

RESOLUTION

R25-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADDITIONAL SERVICES AGREEMENT WITH PGAV PLANNERS, LLC FOR ADDITIONAL PROFESSIONAL CONSULTING SERVICES RELATED TO THE COMPLETION AND ADOPTION OF THE CITY’S COMPREHENSIVE PLAN

WHEREAS, on June 11, 2024, the City Council approved Resolution R24-40 authorizing a professional services agreement with PGAV Planners, LLC in the amount of one-hundred thirty-five thousand dollars (\$135,000) to provide professional planning services relating to updating and revising the City’s Comprehensive Plan; and

WHEREAS, PGAV Planners, LLC has substantially completed the work outlined in the original agreement and presented a draft Comprehensive Plan to the Planning & Zoning Commission for review; and

WHEREAS, the Planning & Zoning Commission has provided comments and feedback that require additional meetings and revisions to complete the Comprehensive Plan and move it forward for adoption; and

WHEREAS, PGAV Planners, LLC has submitted a proposal for additional services dated September 25, 2025, in the amount of forty thousand dollars (\$40,000) to address Planning & Zoning Commission comments, conduct additional meetings, and prepare an updated Comprehensive Plan for adoption; and

WHEREAS, staff recommends approval of this additional services agreement to ensure the successful completion and adoption of the City’s Comprehensive Plan by December 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

The City Manager is hereby authorized to enter into an additional services agreement with PGAV Planners, LLC for additional professional consulting services related to the completion and adoption of the City’s Comprehensive Plan in an amount not to exceed forty thousand dollars (\$40,000).

Passed this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Tanya Bohlken, Deputy City Clerk
Date: October 9, 2025
Re: **Authorization for Disposal of City Records**

The City maintains records in accordance with the retention schedules published by the Missouri Secretary of State's Records Management Division. On September 9, 2025, the City Council adopted Ordinance No. 6079, which formally adopted these state retention schedules as the City's official records retention policy.

The Missouri Secretary of State's Local Records Program conducted two site visits to review City records. On March 20, 2025, the program reviewed 61.00 cubic feet of records, and on June 4, 2025, reviewed an additional 13.23 cubic feet of records. Both reviews confirmed that the identified records have met their minimum retention periods under state law and are eligible for disposal.

The records recommended for disposal include various financial records such as accounts payable and receivable, banking and investment records, subsidiary ledgers, receipts, budget preparation records, fixed assets inventory, audit reports, federal and state tax records, and employment recruitment records from years ranging from 1989 to 2024. Additionally, employee benefit administration records, zoning violation records, and non-records copies are included in the disposal recommendation.

The City Manager, serving as the Records Custodian for the City, has authorized the Deputy City Clerk to proceed with the disposal of these records in accordance with the adopted retention schedules and state law. Two disposition lists from the Missouri Secretary of State's Local Records Program are attached, detailing the specific record series, inclusive dates, and cubic footage of records eligible for disposal.

Upon approval by the City Council, these records will be properly disposed of and the action will be recorded in the official minutes as required by RSMo 109.230.

Please see the enclosed resolution authorizing the disposal of City records that have met their minimum retention periods. Please contact me with any questions, comments, or concerns regarding this matter.



LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: City of Maplewood, Clerk's Office
DATE: March 20, 2025

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

During this record disposition, 61.00 cubic feet of municipal records were reviewed.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Accounts Payable Records (GS007), Completion of audit, destroy	2012-2024	26.70 cf.
Accounts Receivable Records (GS008), Completion of audit, destroy	2019-2022	7.10 cf.
Banking and Investment Records (GS010), Completion of audit plus 1 year, destroy	2018-2022	4.65 cf.
Fixed Assets Inventory (GS054), Retain superseded inventories through completion of audit, destroy	2011-2021	5.20 cf.
Audit Reports - Non-Financial (GS074), Retain working papers and supporting documentation 5 years from report date, destroy	2019	1.00 cf.
Budget Preparation Records (GS004), Completion of audit, destroy	2019, 2021	0.75 cf.
Subsidiary Ledgers (GS006), Completion of audit, destroy	2019-2022	4.59 cf.
Employment Recruitment and Selection Records (GS062), Applications for employment, Retain unsolicited applications and resumes 6 months if not returned to the solicitor, destroy securely	2020-2022	0.15 cf.
Federal and State Tax Records (GS034), 5 years, destroy securely	2013-2020	1.00 cf.
Non-records , copies, destroy	2005-2013	1.00 cf.

Total Cubic Feet: 52.14 cf.

Read into City Minutes – Date: _____

Destroyed – Date: _____

Signature: _____

Date: _____



LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: City of Maplewood, Clerk's Office

DATE: June 4, 2025

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

During this visit, 13.23 cubic feet of records were reviewed.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Receipts (GS011), Completion of audit, destroy	2023	3.40 cf.
Banking and Investment Records (GS010), COA + 1 year	1995, 2022-2023	1.80 cf.
Employee Benefit Records--Administration (GS116), 6 Years after end of Calendar Year	1989-1999	0.20 cf.
Zoning Violations (GS113), 5 Years after correction of violation	2004	0.33 cf.

Total Cubic Feet: 5.73

Read into City Minutes – Date: _____

Destroyed – Date: _____

Signature: _____ Date: _____

RESOLUTION

R25-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE DISPOSAL OF CITY RECORDS THAT HAVE MET THEIR MINIMUM RETENTION PERIODS

WHEREAS, on September 9, 2025, the City Council adopted Ordinance No. 6079, which established the records retention schedules published by the Missouri Secretary of State as the City’s official records retention policy; and

WHEREAS, the Missouri Secretary of State’s Local Records Program conducted site visits on March 20, 2025, and June 4, 2025, to review City records and prepare disposition lists; and

WHEREAS, during these visits, a total of 74.23 cubic feet of records were reviewed and determined to have met their minimum retention periods under the State of Missouri Records Retention Schedule as required by RSMo 109.230; and

WHEREAS, the Deputy City Clerk received authorization from the City Manager, as Records Custodian for the City, to proceed with records disposal; and

WHEREAS, the City Council deems the records listed therein acceptable for disposal in accordance with state law and the City’s adopted retention policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

The City Council hereby authorizes the disposal of the records listed on the attached disposition lists dated March 20, 2025, and June 4, 2025. These records have met the minimum retention periods listed in the State of Missouri’s Records Retention Schedule and are hereby approved for disposal. The disposition lists are made a permanent part of this record.

Passed this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: October 9, 2025
Re: **Recommended Appointment to SBD Commission**

A vacancy has existed on the Special Business District Tax Advisory Commission for more than a year following the resignation of Chris Kelling, formerly of Burger Champ. The City did not receive eligible applications for this position during the annual spring appointment period. Julius Phillips has now submitted an application expressing interest in serving on the Commission.

Mr. Phillips owns VintageGold88, a vintage and collectible store located at 7170 Manchester Road within the Special Business District. He brings over five years of municipal experience from his work with the City of St. Ann, where he regularly attended board and commission meetings and collaborated with members to advance city initiatives and community objectives. His combination of business ownership and municipal background provides practical knowledge of stakeholder partnerships, event planning, and neighborhood economic development.

Staff recommends Council approval of Mr. Phillips' appointment to the SBD Commission for a term expiring June 30, 2028. His business location within the district, combined with his municipal government experience and community engagement background, position him well to contribute meaningfully to the Commission's work.

Boards and Commissions Application

Print

Del

Submitted by: Julius Phillips

Submitted On: 2025-10-06 10:50:36

Submission IP: 97.212.9.167 (172.31.16.188)

proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: City Council

Due Date: Open



City of Maplewood, MO

Boards and Commissions Application

Contact Information

* **First Name:**

Julius

* **Last Name:**

Phillips

* **Address:**

7170 suit A

* **City:**

Manchester

* **State:**

MO

* **Zip:**

63143

* **Email Address**

phillipsfirmulallc@yahoo.com

* **Primary Phone (numbers only)**

3149646707

Other Phone (numbers only)

Ex. (123) 456-7890

Personal Information

Current Employer (optional)

VintageGold88

Occupation (optional)

Work Phone (numbers only)

Ex. (123) 456-7890

* Are you a Maplewood resident?

Yes No

* Do you work for a Maplewood business?

Yes No

* Reason(s) for wanting to serve on a board or commission:

I want to serve on the board to help strengthen the Maplewood business district by increasing visibility, supporting community events, and fostering collaboration between business owners and the city. My goal is to contribute to improvements that benefit both residents and local businesses, while ensuring the district continues to grow as a vibrant, welcoming place for the entire community.

* What experience or qualifications do you have relating to the function of the board or commission?

I bring over five years of experience working within city government, where I regularly attended board and commission meetings, collaborated with members, and worked to achieve goals that supported both city initiatives and community needs. In addition, as the owner of a local business, I have firsthand experience understanding the challenges and opportunities in our district. This combination of municipal and entrepreneurial experience gives me a well-rounded perspective that I believe would add value to the board.

* Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments or office(s)?

Yes No

If you checked yes, please list date(s) and position(s) held.

List civic or community activities with which you have been involved.

I've served 5+ years working with city government—regularly attending boards and commissions and collaborating to achieve municipal goals. I was Mental Health Coordinator at St. Ann PD, coordinating services and cross-agency collaboration. As owner of Vintage Gold 88, I organize vendor markets and community events, manage event spaces, and drive local outreach. These roles give me practical experience in stakeholder partnership, event planning, and neighborhood economic development.

If you would like to attach any documents or items that may be of interest to the Mayor or Council for the application review process, please do so below.

No file chosen

References

Please list two references. At least one reference needs to be a Maplewood resident who is familiar with your experience and abilities.

* Reference Name:

John Intagliata

* Reference Email Address:

john@intagliocreative.com

* Reference Phone (numbers only):

3146451980

* Maplewood resident?

Yes No

* Reference Name

Chasity mattox

* Reference Email Address

C-mattox@cityofmaplewood.gov

* Reference Phone (numbers only)

(314) 593-0045

* Maplewood resident?

Yes No

I am interested in serving on the following Board(s) or Commission(s):

(Please rank in order of preference, 1 being your most preferred board/commission.)

* **Board of Adjustment and Housing Board of Appeals**

5



* **Civil Service Commission**

8



* **Design & Review Board and Historic Preservation Commission**

4



* **Human Services Commission**

7



* **Library Board**

9



* **Parks & Recreation Commission**

6



* **Plan and Zoning Commission**

3



* **Police Advisory Board**

2



* **Special Business District Tax Advisory Commission**

1



Members of the SBD Tax Advisory Commission must be individuals who own property or operate as a municipally licensed business within the boundaries of the district.

* **Sustainability Commission**

4



* **Have you read the duties and responsibilities of the board or commission for which you are applying?**

Yes **No**

* **Will you be able to attend the regular meetings of the boards and commissions to which you may be appointed?**

Yes **No**

By submitting this form, you affirm that the information contained in this application is true and accurate to the best of your knowledge and that you are the person named in the applicant section of this form. In addition, you acknowledge that upon receipt by the City, this form is a public record and its contents will be provided to anyone requesting a copy and that your name, street number/address will be made available to the public via the council meeting agenda, which is posted on the internet.

If you have any questions, please contact the City Clerk at (314) 646-3604 or cityclerk@cityofmaplewood.com.

* **Electronic Signature**

Julius Phillips

* **Date**

10/06/2025

Format: MM/DD/YYYY

* **Email address**

phillipsfirmulallc@yahoo.com

This field is not part of the form submission.

RESOLUTION

R25-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, APPOINTING JULIUS PHILLIPS TO THE SPECIAL BUSINESS DISTRICT TAX ADVISORY COMMISSION AND ESTABLISHING HIS TERM OF OFFICE AS EXPIRING JUNE 30, 2028

WHEREAS, Julius Phillips has expressed a willingness to serve on the Special Business District Tax Advisory Commission; and

WHEREAS, a vacancy exists on the Special Business District Tax Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS: Julius Phillips is hereby appointed to the Special Business District Tax Advisory Commission; and

BE IT FURTHER RESOLVED that his term of office is established as expiring June 30, 2028.

Passed this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Matt Nighbor, Chief of Police
Date: October 9, 2025
Re: **Ordinance Amending Section 50-90 — Tampering with Motor Vehicles**

On August 28, Missouri Senate Bill 754 became effective, creating a new criminal offense under RSMo 569.175 for unlawfully gaining entry into motor vehicles. This new state law specifically targets individuals who lift door handles or otherwise try the doors and locks of successive motor vehicles for the purpose of committing theft.

This criminal activity, commonly known as “car hopping,” has become a significant problem in municipalities throughout Missouri and the St. Louis region. The new state law makes this offense a Class A misdemeanor and provides law enforcement with clear authority to address this behavior before vehicles are actually entered or property is stolen.

The proposed ordinance amends Section 50-90 of the Maplewood Code of Ordinances to incorporate this new state offense into local law, providing our police department with enforcement authority. The ordinance also modernizes and clarifies existing provisions related to tampering with motor vehicles, including adding an exception for property owners who may need to check vehicles parked on their property.

Key provisions of the amended ordinance include the new offense of unlawfully gaining entry into motor vehicles, which prohibits trying door handles on multiple vehicles in succession for the purpose of stealing. The term “successive” is defined as trying the doors and locks of one vehicle after another. Property owners are explicitly exempted from this prohibition when checking vehicles on their own property. Existing tampering provisions are reorganized and updated for clarity, including prohibitions on entering vehicles without permission and tampering with vehicles for the purpose of theft. Gender-neutral language replaces outdated terms throughout the section.

The ordinance aligns Maplewood’s code with current state law and provides our police officers with the tools needed to proactively address vehicle-related theft in our community.

Please see the enclosed ordinance amending Section 50-90 of the Code of Ordinances. Please contact me with any questions, comments, or concerns regarding this matter.

Title XXXVIII CRIMES AND PUNISHMENT; PEACE OFFICERS AND PUBLIC DEFENDERS

Chapter 569

Effective - 28 Aug 2025

569.175. Unlawfully gaining entry into a motor vehicle, offense of — penalty. — 1. A person commits the offense of unlawfully gaining entry into motor vehicles if the person lifts the door handles or otherwise tries the doors and locks of successive motor vehicles to gain entry into the motor vehicles for the purpose of committing the offense of stealing unless the person is the owner of the motor vehicles or has the owners' permission to enter the motor vehicles. For purposes of this section, "successive" means lifting the door handles or otherwise trying the doors and locks of one vehicle after another.

2. The offense of unlawfully gaining entry into motor vehicles is a class A misdemeanor.

(L. 2025 S.B. 71)

---- end of effective 28 Aug 2025 ----
use this link to bookmark section 569.175

Click here for the Reorganization Act of 1974 - or - Concurrent Resolutions Having Force & Effect of Law

In accordance with Section 3.090, the language of statutory sections enacted during a legislative session are updated and available on this website on the effective date of such enacted statutory section.

Other Information

Other Links



Missouri Senate



MO.gov



Missouri House

Errors / suggestions - WebMaster@LR.mo.gov



History and Fun Facts

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, SECTION 50-90 — TAMPERING WITH MOTOR VEHICLES, TO ADD THE OFFENSE OF UNLAWFULLY GAINING ENTRY INTO MOTOR VEHICLES AND TO UPDATE PROVISIONS RELATED TO TAMPERING WITH MOTOR VEHICLES

WHEREAS, the Missouri General Assembly enacted RSMo 569.175, which creates the offense of unlawfully gaining entry into motor vehicles, effective August 28, 2025; and

WHEREAS, RSMo 569.175 makes it a Class A misdemeanor to lift door handles or otherwise try the doors and locks of successive motor vehicles for the purpose of committing theft; and

WHEREAS, this criminal activity has become a significant problem in municipalities throughout Missouri, including Maplewood; and

WHEREAS, the City Council finds it necessary and appropriate to adopt local enforcement provisions consistent with state law to protect residents and their property from this unlawful activity; and

WHEREAS, the City Council further finds it appropriate to update and clarify existing provisions related to tampering with motor vehicles.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Section 50-90 of the Maplewood Code of Ordinances is hereby amended to read as follows:

Sec. 50-90. Tampering with and unlawfully gaining entry into motor vehicles.

(a) *Unlawfully gaining entry into motor vehicles.* A person commits the offense of unlawfully gaining entry into motor vehicles if the person lifts the door handles or otherwise tries the doors, trunks or locks of successive motor vehicles to gain entry into the motor vehicles for the purpose of committing the offense of stealing unless the person is the owner of the motor vehicles or has the owners' permission to enter the motor vehicles. For purposes of this section, "successive" means lifting the door handles or otherwise trying the doors, trunks or locks of one vehicle after another.

(b) *Tampering with motor vehicles.* No person shall:

- (1) Drive, operate, use, or tamper with a motor vehicle or trailer without the permission of the owner thereof;**
- (2) Operate or ride in or upon another's motor vehicle or trailer without the permission of the owner or person in charge thereof;**
- (3) Enter a motor vehicle of another without the permission of the owner of the motor vehicle;**

(4) Tamper with the motor vehicle of another for the purpose of attempting to steal a motor vehicle or its contents.

(c) *Exceptions.* It shall not be a violation of subsections (a) or (b)(3) of this section for the owner of property upon which a motor vehicle is parked to lift door handles, try doors or locks, or enter the motor vehicle. This Section shall not apply to any law enforcement officer or other public employee who engaged in the acts described herein while in the performance of official duties.

(d) *Application to employees.* The provisions of this section shall apply to any person employed by the owner of the motor vehicle as a chauffeur or registered operator if the motor vehicle is driven or operated, used or tampered with without the owner's knowledge or expressed consent, or in violation of the owner's instructions.

Section II. This Ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 28th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 28th day of October, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: October 9, 2025
Re: City Manager's Report

Public Works Director Transition

Anthony Traxler, Assistant City Manager and Director of Public Works, has resigned to accept the position of City Administrator for the City of Arnold. His last day with Maplewood will be October 29, 2025.

Anthony has served Maplewood for over two decades across multiple roles. He was first hired in January 2000 as Assistant City Manager and City Clerk, serving in that capacity until 2004. He returned to Maplewood in 2008 as Director of Public Works, and during a critical period in 2020 and 2021, he served as Interim City Manager, providing leadership during a time of transition. Throughout his tenure, Anthony has demonstrated unwavering commitment to our community and has advanced numerous infrastructure projects and operational improvements. His institutional knowledge, leadership, and collaborative approach have been invaluable assets to the City.

Council will honor Anthony's service at its October 28 meeting. Staff will post the Public Works Director position before Anthony's departure and will provide Council with updates on the recruitment timeline and process.

I congratulate Anthony on this well-deserved appointment and thank him for his years of dedicated service to the Maplewood community.

Delinquent Business License Enforcement Update

Staff continues to actively pursue compliance with the City's business licensing requirements for Fiscal Year 2026 (July 1, 2025 – June 30, 2026). As part of these efforts, the following businesses have been referred to the Community Resource Officers for citation due to operating without a valid Maplewood business license:

- Saratoga Lanes
- Strange Donuts
- Green RX Facility Maintenance
- Chok Holdings
- Dishandat
- Rampant Creative Group
- Jackson Hewitt Tax Service
- All Love

Staff is currently working with nine additional businesses that remain noncompliant due to missing documentation or outstanding license payments. These businesses have been actively working with staff to resolve their licensing issues. If these businesses do not achieve compliance, they will be referred to the Police Department for citation:

- McAlister's Deli
- Gordon Food Service
- Success Vision
- Porter's Chicken
- Puff Zone
- Continua Interiors
- Blk Mkt Eats
- Han Lao
- Robata

Staff will continue to monitor these cases and pursue enforcement as necessary to ensure compliance with City licensing requirements.