



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

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

**Tuesday, August 12, 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 Minutes
 - a. July 8, 2025, City Council regular meeting minutes
6. Public Hearing
 - a. Amending the zoning ordinance (Sections 56-204 & 56-232) to allow retail pop-up stores in the CB District and to amend the AB District to allow residential uses.
 - b. Amending the zoning ordinance (Sections 56-3, 56-72, 56-106, 56-131 & 56-880) to change the definition of a group home and allow group homes as permitted uses within residential zoning districts.
7. Public Comment
8. Announcements
9. Presentations
 - a. Honoring and commending Andrew Neff on his retirement from the City of Maplewood after 30 years of service
 - b. Parks & Recreation Commission update by Laine Schenkelberg, Chair
10. Unfinished Business:
 - a. Bill 6284 – Final Reading: Re-adopting and establishing and making public a procedure to disclose potential conflicts of interest and substantial interests for certain municipal officials

11. New Business:

- a. Resolution 25-36: Authorizing the City Manager to purchase duty and training ammunition from Sunset Law Enforcement in the amount of fifteen thousand seven hundred fourteen dollars and eighty-eight cents (\$15,714.88)
- b. Resolution 25-37: Authorizing the City Manager to enter into a five-year lease agreement with Axon Enterprise, Inc. for the purchase of seventeen TASER 10 Conducted Energy Weapons in the total amount of one hundred twenty-nine thousand sixty-one dollars and eighty cents (\$129,061.80)
- c. Bill 6285 – First and Second Reading: Adopting the records retention schedules published by the Missouri Secretary of State and authorizing the destruction of City records in accordance therewith
- d. Bill 6286 – First and Second Reading: Amending the Maplewood Code of Ordinances, Chapter 30 Human Relations, Section 30-19 — Definitions, to update terminology and add new definitions; Section 38-8 — Unlawful Acts Prohibited, to expand protected categories; and adding new Sections 30-30 — Employment Discrimination Prohibited and 30-31 — Discrimination by Contractors with the City
- e. Bill 6287 – First and Second Reading: Authorizing an Intergovernmental Agreement with the Center for Advanced Skills Training in Law Enforcement to provide law enforcement training services
- f. Bill 6288 – First and Second Reading: Amending the Maplewood Code of Ordinances, Chapter 50 Traffic and Motor Vehicles, by adding new Section 50-97 — Golf Carts and Low-Speed Vehicles
- g. Bill 6289 – First and Second Reading: Amending the Maplewood Code of Ordinances, Chapter 50 Traffic and Motor Vehicles, Section 50-119 — Streets closed to commercial vehicles, to add Roseland Terrace and Laclede Station Road.
- h. Bill 6290 – First and Second Reading: Amending the Maplewood Code of Ordinances, Chapter 56 Zoning, Section 56-204 — Permitted Uses (CB District) and Section 56-232 — Permitted Uses (AB District), to allow pop-up retail stores in the CB District and residential and office uses in the AB District
- i. Bill 6291 – First and Second Reading: 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

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

Watch this meeting live or view previous meetings at www.youtube.com/@cityofmaplewood8819

Posted on August 8, 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, July 8, 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 Wiley

Absent:

- Council Member Mattox
- Council Member Page

A quorum was present.

4. Motion to Excuse Council Members Mattox and Page

Motion to excuse: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: Approved unanimously by voice vote

5. Approval of City Council meeting minutes:

- June 10, 2025, City Council work session minutes
- June 10, 2025, City Council regular meeting minutes
- June 10, 2025, City Council closed session minutes
- June 20, 2025, City Council retreat minutes

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: Approved unanimously by voice vote.

6. Public Comment:

Resident Shae Marks expressed concerns regarding a property management company that owns and operates multiple residential properties in Maplewood.

7. Announcements:

- Council Member Garcia announced Let Them Eat Art on Friday, July 11
- Council Member Wiley made note of the Comprehensive Plan open house on July 15 at 4:00 pm in Council Chambers.

8. Presentations:

- a. Public Works Superintendent Jason Watkins was presented with a resolution honoring his 25 years of full-time service to the City of Maplewood
- b. Police Chief Matthew Nighbor was presented with a resolution honoring his 20 years of service to the City of Maplewood
- c. Police Major John LeClerc was also honored for 20 years of service to the City of Maplewood. He was unable to attend the Council Meeting for a formal presentation.
- d. Bailey Schuchmann, Chair of the Human Services Commission, presented the Council with an update of the Commission’s recent work. The presentation included an overview of the Commission’s purpose, a summary of its 2024 activities, identified priorities for 2025, and outlined future goals.

9. Unfinished Business:

- a. **Bill 6283 – Authorizing the City Manager to execute documents to grant an easement to Maplewood Enterprises LLC and STL Multi Partners I, LLC to allow a parking lot access drive aisle** received its final reading.

Motion to approve

Motioned by: 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 Wiley-Yes

Outcome: **Bill 6283 was approved as Ordinance 6077**

10. New Business:

- a. **Bill 6284- Re-adopting and establishing and making public a procedure to disclose potential conflicts of interest and substantial interests for certain municipal officials** received its first and second readings

First Reading:

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Discussion: Confirmation was given that this is State Law

Outcome: The bill was unanimously approved by voice vote of the council.

Second Reading:

Motion to approve: Council Member Faulkingham

Seconded by: Council Member Homa

Outcome: The bill was unanimously approved by voice vote of the council. The third and final reading will take place at the next meeting.

11. Council and Staff Reports:

- a. **Mayor’s Report:** The mayor attended the groundbreaking ceremony for the Control Core Fire Training Facility today. The collaborative effort with regional fire departments underscores the importance of interagency cooperation in advancing our emergency response training.

b-d. Ward Reports:

- **Ward 1:** Council Member Wiley encouraged members of the Human Services commission in attendance to reach out to constituents and other concerned parties to attend the final round of the Comprehensive Plan meeting on July 15 at 4:00 PM.
- **Ward 2:** Mayor Greenberg wished to express condolences to Ward 2 Council Member Mattox on the passing of her father-in-law. Services will be tomorrow evening.
- **Ward 3:** No report

e. Attorney's Report: No report

f. City Manager's Report:

City Manager Withycombe reported the following to the Council:

- Proposed a work session for Tuesday, August 12, to discuss City investment opportunities in Ward 2
- Shared the first annual report from the Police Department
- Progress on the City's rental registry project
- Gave timeline updates regarding Greenwood Avenue reconstruction and Great Rivers Greenway trail construction, including the status of the Greenwood Avenue bridge replacement

12. Public Comment: None

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

- None needed at this time.

14. Adjournment:

- **Motion to Adjourn:** Council Member Faulkingham
- **Seconded by:** Council Member Homa

With no remaining matters to be discussed, the meeting adjourned at 7:43 PM.

Certification:

I certify that the above minutes are a true and accurate record of the City Council meeting held on **July 8, 2025**.

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Date Approved:



PUBLIC HEARING NOTICE

Zoning Ordinance Amendments

The Maplewood City Council will hold a Public Hearing on Tuesday, August 12, 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 the City of Maplewood Plan & Zoning Commission to amend the zoning ordinance (Sections 56-204 & 56-232) to allow retail pop-up stores in the CB District and to amend the AB District to allow residential uses.

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 July 18, 2025, at Maplewood City Hall and maplewoodmo.gov

Published on July 23, 2025, in the St. Louis Countian



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Posted on July 18, 2025, at Maplewood City Hall and maplewoodmo.gov

Published on July 23, 2025, in the St. Louis Countian

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI,
HONORING AND COMMENDING ANDREW NEFF ON HIS RETIREMENT FROM THE CITY OF
MAPLEWOOD AFTER 30 YEARS OF SERVICE

WHEREAS, Andrew C. Neff began his career with the City of Maplewood as a Firefighter/EMT on July 3, 1995; and

WHEREAS, through excellence in service and demonstrated leadership abilities, he has risen through the ranks of the department; and

WHEREAS, his commitment to innovation and exceptional dedication to community safety led to his appointment as Lead Engineer in 2017; and

WHEREAS, throughout his 30 years of service, he has shown unwavering commitment to the safety and wellbeing of our community; and

WHEREAS, on July 21, 2008, Andrew Neff demonstrated extraordinary heroism during a sniper attack in Maplewood, placing himself in the line of fire to provide emergency medical treatment to wounded colleagues and police officers; and

WHEREAS, his courageous actions during this incident earned him four medals of valor, including the Presidential Medal of Valor from the U.S. Department of Justice, the highest honor in our nation for public safety officers; and

WHEREAS, he has garnered the admiration and respect of his colleagues and staff; and

WHEREAS, Andrew Neff concluded his distinguished career and retired from service on July 30, 2025; and

WHEREAS, the City of Maplewood has greatly benefited from his dedication, heroism, and leadership.

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

The Mayor and City Council, on behalf of all of our citizens, do hereby honor and commend Andrew Neff on his attainment of 30 years of service with the City of Maplewood; and

BE IT FURTHER RESOLVED that the City Council thanks him for his 30 years of distinguished service to Maplewood and offers best wishes for a happy and fulfilling retirement.

Passed this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, RE-ADOPTING AND ESTABLISHING AND MAKING PUBLIC A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS

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

Section I. Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City. Terms used herein shall have the meanings ascribed to them in Section 105.450, R.S. Mo. (as amended).

Section II. Conflicts of Interest. The Mayor or any member of the City Council who has a substantial personal or private interest in any measure, bill, order or ordinance shall disclose on the records of the City Council the nature of their interest and shall disqualify themselves from voting on any matters relating to this interest. Substantial personal or private interest is defined as ownership by the individual, their spouse or dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity or other compensation or remuneration of \$5,000 or more per year from any individual, partnership, organization or association within a calendar year.

Section III. Disclosure Reports. Each elected official of the City and the City Manager shall disclose in writing the following information by May 1 if any such transactions were engaged in during the previous calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the City of Maplewood, other than compensation received as an employee or payment of any tax, fee or penalty due to the City of Maplewood, and other than transfers for no consideration to the City of Maplewood; and
- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the City of Maplewood, other than payment of any tax, fee or penalty due to the City of Maplewood or transactions involving payment for providing utility service to the City of Maplewood, and other than transfers for no consideration to the City of Maplewood.
- c. The City Manager also shall disclose by May 1 for the previous calendar year the following information:
 - 1. The name and address of each of the employers of the City Manager from whom

income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Missouri Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which he owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which he owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
3. The name and address of each corporation for which the City Manager served in the capacity of a director, officer or receiver.

Section IV. Filing of Reports. Reports shall be filed with the City Clerk and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section V. When Filed. The financial interest statements required to be filed hereunder shall be filed at the following times, but no person shall be required to file more than one financial interest statement in any calendar year:

- a. Each person appointed to office shall file any statement required hereunder within thirty days of such appointment or employment;
- b. Every other person required to file a financial interest statement hereunder shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Section VI. Filing of ordinance. The City Clerk shall send a certified copy of this ordinance on to the Missouri Ethics Commission within ten days of its adoption.

Section VII. Exclusion from Requirements of Sections 105.483 and 105.485, R.S.Mo. As provided in Section 105.485.4, R.S.Mo. (as amended) by the adoption of this Ordinance the City of Maplewood hereby excludes the City and its officers and employees from the requirements of Sections 105.483(11) and 105.485.2.

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

Passed this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Amber Withycombe, City Manager
From: Chief Matthew Nighbor
Date: July 21, 2025
Re: **Notice of Intent to Purchase Duty Ammunition**

The 2025/2026 Fiscal Year Budget allocates \$15,720 for the purchase of duty and training ammunition.

At the recommendation of the training coordinator, Sergeant Louis Boucher, the duty/training ammunition utilized by Maplewood police officers is Hornady 9mm. Hornady Law Enforcement ammunition is widely regarded for its quality and accuracy and has been the agency's preferred choice for the past year.

Sunset Law Enforcement is the sole authorized distributor of Hornady Law Enforcement ammunition.

I respectfully request authorization to purchase Hornady ammunition through Sunset Law Enforcement for \$15,714.88.

Attachments

Sunset Law Enforcement Quote (Order #0011475)
Hornady Manufacturing Source of Supply Letter

Quote

Sunset Law Enforcement
 303 Sherman Ave
 Ackley, IA 50601
 (641) 847-2464

Order Number: 0011475

Order Date: 7/7/2025

Salesperson:

Customer Number: 0063143

Sold To:

MAPLEWOOD POLICE DEPARTMENT
 ATTN: LOUIS BOUCHER
 7601 MANCHESTER RD
 SAINT LOUIS, MO 63143

Ship To:

MAPLEWOOD POLICE DEPARTMENT
 ATTN: LOUIS BOUCHER
 7601 MANCHESTER RD
 SAINT LOUIS, MO 63143

Confirm To:

LOUIS BOUCHER

Customer P.O.	Ship VIA	F.O.B.	Terms
EMAIL - BOUCHER	CROSS COUNTRY		NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
CEN90238 Horn 9mm Luger 135 gr FMJ Training (BRASS) (50) (32,350 RDS)	BX	647.00	0.00	0.00	\$21.240	\$13,742.28
CEN90225 Horn 9mm Luger +P 135gr FL Crit Duty (50 rds/box) (3500 RDS)	BX	70.00	0.00	0.00	\$28.180	\$1,972.60

**PRICES REFLECT CASH, CHECK OR ACH PAYMENT
 **4% CONVENIENCE FEE WILL BE ADDED FOR CARD USE

Net Order:	\$15,714.88
Less Discount:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$15,714.88



March 4, 2025

Hornady Manufacturing
3625 West Old Potash Hwy
Grand Island, NE 68803

RE: Source of Supply

To whom it may concern:

Thank you for your interest in Hornady Law Enforcement/Military ammunition. This letter is to certify that **Sunset Law Enforcement** of Ackley, IA is the sole authorized distributor of Hornady Law Enforcement products in the States of North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin and Illinois. Any questions regarding ammunition purchases, contracts, pricing, or bidding details therein can be directed to Mike Bright or to another representative of Sunset Law Enforcement.

This letter also certifies that the ammunition supplied by Hornady Manufacturing Co. is warrantied against defects in components and workmanship for a period of ten (10) years provided that it is maintained in a cool and dry environment free from any chemical exposure, whether it be liquids or air borne pollutants.

Hornady Manufacturing would like to thank you for your business, and we look forward to continuing our partnership with your agency, serving as your ammunition supplier for 2025 and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Schwarz'.

Steven Schwarz
Domestic Law Enforcement
Hornady Manufacturing Company

**DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**

EXEMPTION CERTIFICATE (USE BY STATE OR LOCAL GOVERNMENTS)

(For use by State and local governments (section 4221(a)(4) of the Internal Revenue Code).)

July 7, 2025 I hereby certify that I am Police Sergeant
(Month & Day) *(Title of Officer)*
of City of Maplewood; that I am authorized to execute this certificate; and that
(State or local government)

(check applicable type of certificate):

- The article or articles specified in the accompanying order, or on the reverse side hereof, (or)
 All orders placed by the purchaser for the period commencing 07/07/2025 and ending 07/07/2028,
(Date) *(Date)*
(period not to exceed 12 calendar quarters)

are, or will be, purchased from HORNADY/FIOCCHI/AGUILA/SUNSET LAW ENFORCEMENT for the
(Name of manufacturer)
exclusive use of The Maplewood Police Department
(Governmental unit)
of The City of Maplewood
(State or local government)

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a State, etc., is limited to the sale of articles purchased for its exclusive use¹. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

SIGNATURE

Sgt. Boucher # 327

PRINTED NAME

Sergeant Louis Boucher

ADDRESS

7601 Manchester Road, Maplewood, MO 63143

¹ A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" of the State or local government, within the meaning of section 4221(a)(4) of the code, and, therefore, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his duties.

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. In some cases, persons who sell firearms or ammunition tax-free use specific exemption certificates to support the tax-free sales. This form contains all required information for a properly executed certificate. This is being provided to promote uniformity among excise taxpayers and eliminate the need for taxpayers to design their own certificates. The information requested is required by Title 27, Code of Federal Regulations, Part 53.

We estimate the average burden associated with this collection of information is 45 minutes per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

TTB may not conduct or sponsor and you are not required to respond to, a collection of information unless it displays a current, valid OMB control number.

RESOLUTION

R25-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO PURCHASE DUTY AND TRAINING AMMUNITION FROM SUNSET LAW ENFORCEMENT IN THE AMOUNT OF FIFTEEN THOUSAND SEVEN HUNDRED FOURTEEN DOLLARS AND EIGHTY-EIGHT CENTS (\$15,714.88)

WHEREAS, the Fiscal Year 2026 Budget allocates \$15,720 for the purchase of duty and training ammunition for the Maplewood Police Department; and

WHEREAS, the Police Department has identified Hornady 9mm ammunition as its preferred duty and training ammunition based on quality and accuracy standards; and

WHEREAS, Hornady 9mm ammunition has been the agency's preferred choice and is recommended by the training coordinator; and

WHEREAS, Sunset Law Enforcement is the sole authorized distributor of Hornady Law Enforcement ammunition; and

WHEREAS, Sunset Law Enforcement has provided a quote for the required ammunition in the amount of fifteen thousand seven hundred fourteen dollars and eighty-eight cents (\$15,714.88); and

WHEREAS, the purchase amount is within the approved budget allocation and is necessary for officer training and public safety operations.

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

The City Manager is hereby authorized to purchase duty and training ammunition from Sunset Law Enforcement in the amount of fifteen thousand seven hundred fourteen dollars and eighty-eight cents (\$15,714.88) for the Maplewood Police Department.

Passed this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Amber Withycombe, City Manager
From: Chief Matthew Nighbor
Date: July 28, 2025
Re: **Request for Purchase of TASER 10 Devices through 5-Year Lease Agreement**

This memorandum serves to request approval for the procurement of 17 TASER 10 Conducted Energy Weapons (CEWs) through a 5-year lease agreement. This purchase is necessary due to the discontinuation of the department's current TASER X26 model.

The department currently uses the TASER X26 model, which has been discontinued by the manufacturer AXON. As a result:

- Replacement parts are no longer being produced.
- Repairs are no longer offered or supported.
- The associated software is obsolete and incompatible with modern systems.

These issues have limited the operational reliability of the current CEWs, creating functional concerns for the officers.

I respectfully request authorization to purchase 17 TASER 10 CEWS through Axon Enterprise, Inc. for a total amount of \$129,061.80. Axon Enterprise is the sole source provider of the TASER 10.

Lease Terms (5-year plan):

- September 2025 - \$25,812.36
- September 2026 - \$25,812.36
- September 2027 - \$25,812.36
- September 2028 - \$25,812.36
- September 2029 - \$25,812.36

The 2025/2026 Fiscal Year Budget allocates \$25,898 for the first-year lease payment of the Electronic Control Devices (TASER).

Attachments

Axon Enterprise Quote #Q-682792-45862JK



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-682792-45862JK

Issued: 07/24/2025



Quote Expiration: 08/15/2025

Estimated Contract Start Date: 10/15/2025

Account Number: 109818

Payment Terms:

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Maplewood Police Department - MO 7601 Manchester Rd Saint Louis, MO 63143-2811 USA	Maplewood Police Department - MO 7601 Manchester Rd Saint Louis MO 63143-2811 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Joe Koestner Phone: (480) 515-6377 Email: jkoestner@axon.com Fax:	Louis Boucher Phone: (636) 487-8096 Email: lboucher@maplewoodmo.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$129,061.80
ESTIMATED TOTAL W/ TAX	\$129,061.80

Discount Summary

Average Savings Per Year	\$6,255.72
TOTAL SAVINGS	\$31,278.61

Payment Summary

Date	Subtotal	Tax	Total
Sep 2025	\$25,812.36	\$0.00	\$25,812.36
Sep 2026	\$25,812.36	\$0.00	\$25,812.36
Sep 2027	\$25,812.36	\$0.00	\$25,812.36
Sep 2028	\$25,812.36	\$0.00	\$25,812.36
Sep 2029	\$25,812.36	\$0.00	\$25,812.36
Total	\$129,061.80	\$0.00	\$129,061.80

Quote Unbundled Price: \$160,341.60
 Quote List Price: \$134,166.00
 Quote Subtotal: \$129,061.80

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	60	\$43.97	\$43.33	\$43.33	\$41,596.80	\$0.00	\$41,596.80
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	60	\$111.72	\$86.66	\$85.75	\$87,465.00	\$0.00	\$87,465.00
A la Carte Hardware									
100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	4			\$86.00	\$0.00	\$0.00	\$0.00	\$0.00
101125	AXON VR - HOLSTER - T10 BLACKHAWK GRAY - LH	1			\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	12			\$86.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00
Total							\$129,061.80	\$0.00	\$129,061.80

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	17	2	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	AXON TASER 10 - MAGAZINE - INERT RED	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	260	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	10	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	17	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101124	AXON VR - HOLSTER - T10 BLACKHAWK GRAY - RH	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101751	AXON VR - HEADSET - HTC FOCUS VISION	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	17	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	3	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	17	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	4	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	09/15/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	240	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100401	AXON TASER 10 - CARTRIDGE - INERT	10	1	09/15/2025
A la Carte	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	12	1	09/15/2025
A la Carte	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	4	1	09/15/2025
A la Carte	101125	AXON VR - HOLSTER - T10 BLACKHAWK GRAY - LH	1	1	09/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	90	1	09/15/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	03/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	03/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	90	1	09/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2029
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	80	1	09/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	17	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	17	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	17	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101180	AXON TASER - DATA SCIENCE PROGRAM	16	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101703	AXON VR - USER ACCESS - TASER SKILLS	16	10/15/2025	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	20248	AXON TASER - EVIDENCE.COM LICENSE	16	10/15/2025	10/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	17
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	16
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	09/15/2026	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	17	09/15/2026	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	09/15/2026	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	4	09/15/2026	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	17	09/15/2026	10/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	09/15/2026	10/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	7601 Manchester Rd	Saint Louis	MO	63143-2811	USA
2	7601 Manchester Rd	Saint Louis	MO	63143-2811	USA

Payment Details

Sep 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	\$17,493.01	\$0.00	\$17,493.01
Year 1	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	\$8,319.35	\$0.00	\$8,319.35
Invoice Upon Fulfillment	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	12	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	4	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	101125	AXON VR - HOLSTER - T10 BLACKHAWK GRAY - LH	1	\$0.00	\$0.00	\$0.00
Total				\$25,812.36	\$0.00	\$25,812.36

Oct 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Sep 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	\$17,493.01	\$0.00	\$17,493.01
Year 2	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	\$8,319.35	\$0.00	\$8,319.35
Total				\$25,812.36	\$0.00	\$25,812.36

Sep 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	\$17,493.01	\$0.00	\$17,493.01
Year 3	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	\$8,319.35	\$0.00	\$8,319.35
Total				\$25,812.36	\$0.00	\$25,812.36

Sep 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	\$17,493.01	\$0.00	\$17,493.01
Year 4	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	\$8,319.35	\$0.00	\$8,319.35
Total				\$25,812.36	\$0.00	\$25,812.36

Sep 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	17	\$17,493.01	\$0.00	\$17,493.01
Year 5	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	16	\$8,319.35	\$0.00	\$8,319.35
Total				\$25,812.36	\$0.00	\$25,812.36

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

7/24/2025



RESOLUTION

R25-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE-YEAR LEASE AGREEMENT WITH AXON ENTERPRISE, INC. FOR THE PURCHASE OF SEVENTEEN TASER 10 CONDUCTED ENERGY WEAPONS IN THE TOTAL AMOUNT OF ONE HUNDRED TWENTY-NINE THOUSAND SIXTY-ONE DOLLARS AND EIGHTY CENTS (\$129,061.80)

WHEREAS, the Maplewood Police Department’s current TASER X26 Conducted Energy Weapons have been discontinued by the manufacturer, with replacement parts, repairs, and software support no longer available; and

WHEREAS, the Police Department requires seventeen (17) TASER 10 CEWs to replace the obsolete equipment for continued officer safety and public protection; and

WHEREAS, Axon Enterprise, Inc. is the sole source provider of TASER 10 devices and has provided a five-year lease agreement with annual payments of twenty-five thousand eight hundred twelve dollars and thirty-six cents (\$25,812.36); and

WHEREAS, the Fiscal Year 2026 budget allocates sufficient funds for annual lease payments.

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 a five-year lease agreement with Axon Enterprise, Inc. for the purchase of seventeen (17) TASER 10 Conducted Energy Weapons in the total amount of one hundred twenty-nine thousand sixty-one dollars and eighty cents (\$129,061.80), with annual lease payments of twenty-five thousand eight hundred twelve dollars and thirty-six cents (\$25,812.36).

Passed this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 12th day of August, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Tanya Bohlken, Deputy City Clerk
Date: August 8, 2025
Re: **Records Retention Ordinance**

Staff recommends adopting an ordinance to implement Missouri’s official records retention schedules. This action is required for legal compliance and proper records management.

The City currently lacks formal authorization to destroy public records as required by Missouri’s Sunshine Law and RSMo Chapter 109. Missouri law requires municipalities to retain records according to state schedules and obtain governing body approval before destroying any records. Without this ordinance, the City risks noncompliance, legal liability, and inconsistent recordkeeping practices.

The attached ordinance would adopt Missouri’s official records retention schedules, designate the City Clerk as Records Custodian, and require Council approval for all records destruction with documentation in Council minutes.

This ordinance ensures legal compliance, reduces liability exposure, provides clear operational procedures, and enhances transparency and accountability.

Council approval of the attached Records Retention Ordinance to bring Maplewood into compliance with Missouri law and establish proper records management procedures.

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2024

Removed Animal Control Section: 0101, 0102, 0104, 0105, 0107, 0108—Animal Control now has independent schedule

Municipal Records Retention Schedule

See also the General Records Retention Schedule, Ambulance District Records Retention Schedule, Fire District Records Retention Schedule, Hospital and Health District Records Retention Schedule, Library Records Retention Schedule; Police Clerk Records Retention Schedule, County Clerk-Election Authority Records Retention Schedule.

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey Forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule.

Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

Essential Records

Certain records are so important to the continued operations of a government or to the protection of the rights and property of citizens that the records are considered vital. Essential records require special safeguards to ensure that the information and evidence in the records will survive a disaster.

The best method to safeguard essential records is to store a duplicate copy in another location (i.e., bank vault, off-site private storage, or Secretary of State's Office). In many instances, duplicate copies are created as part of the regular operating routine of the office—security copies on computer tapes, microfilm, or paper copies distributed to other offices or agencies. If these copies and the originals are stored in separate buildings, these essential records are adequately protected.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;

- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
 Local Records Preservation Program
 PO Box 1747, Jefferson City, MO 65101-1747
 Telephone: (573) 751-9047
local.records@sos.mo.gov

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Municipal Records Retention Schedule

Administrative Records

0001

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accident Report Files

Reports describing accidents involving city employees resulting in personal injury

May include copies of Workers' Compensation claims

5 years after case concluded

Destroy securely

0003

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Annexation Records

Records used to annex property into city boundaries

May include correspondence, petitions, maps, surveys, and official annexation action.

6 years after recorded in minutes

Destroy

0008.2

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Budget Adjustments

Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year

5 years

Destroy

0012

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

City Seal

Records documenting the current and past city seals

Permanent

Archive; microfilm for preservation

0015.1

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Maintenance Guarantee Bonds (Private Development)

Term of contract plus term of bond plus 4 years

Destroy

0020

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Suggestion Forms

Records for suggestions by employees for programs, awards, or administrative action

Destroy when no longer of administrative value

Destroy

0022

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Franchises: Utilities, Cable TV, etc.

Records regarding franchises granted by the city to utility companies or other non-public organizations permitting them to provide services within the city. NOTE: ESSENTIAL RECORDS: see introduction for further guidance

Expiration/cancellation of franchise plus 5 years

Destroy

0024

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Historic Preservation Files

Records relating to historical preservation programs and projects in the city, be it individual historical structures or a district of the city

May include correspondence, plans, studies, progress reports, and grant records

Permanent for historical purposes

Archive; microfilm for preservation

0028

Note:

Land Trust Property Record

Removed, see General Records Retention Schedule, GS 103 Land Trust Property Records

0029

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Landfill Files

City Dump Records

Records dealing with the conception, implementation, and running of the city landfill

May include studies, costs, appraisals, testing, regulations, applications and reports of local, state, or federal agencies

Permanent

Archive; microfilm for preservation

0029a

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Landfill Files Certificate of Insurance

Records to verify that a hauler has insurance coverage and indicates the amount of coverage; submitted annually by the company and have an annual expiration date

5 years

Destroy

0030

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Landfill Fee Records

Daily Solid Waste Record; Solid Waste Tonnage Fee Form

Documents the quantity of waste material subject to fees, the dollar amount of fees collection, the collection costs incurred and the total dollar amount of waste tonnage fees.

May include: time shipment received or sent, name of individual or company transporting, type of waste, name and address of disposal area to which waste is transported, payment received or due.

3 Years

Destroy

See RSMo 260.330; 10 CSR 80-2.80

August 25, 2015

0039

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Petitions

Petitions signed by citizens requesting action by the city on issues of concern

May include petitions of initiative, referendum, recall, vacation of public rights of way, etc.

5 years, retain vacation of public rights of way with ordinances

Destroy

0043

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Proclamations

All official proclamations issued by the mayor, board, or council

1 year after recorded in official minutes, if not in minutes, retain permanently

Destroy those records not permanent, archive and microfilm those that are permanent

0048

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Index of Files

Index relating to all city files, often organized by major categories of records

Permanent

Archive

0054

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

County Recording (official): Plats, Ordinances, Contracts, etc.

Register of official recording activity with County Recorder and Secretary of State. NOTE: ESSENTIAL RECORDS - see introduction for further guidance

Permanent

Archive

0057

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Lost and Found

List of articles turned into the office

Date found, date released or other disposition

5 years, including audit

Destroy

Candidacy Records

Also Called: Declaration of Candidate for Nomination; Declaration of Intent of Write-in Candidate; Candidate Withdrawal; Filing Fee Receipt
Note: Located on the Election Authority Schedule, 028.009

Animal Control Records

0101

Also Called:
Function:
Content:

Animal Bite Records

Records documenting any animal biting incident
May include type of animal inflicting the bite, animal's owner, animal's history, name and address of patient, date bitten, location of wound, attending physician, treatment and results of observation of animal for signs of rabies
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

0102

Also Called:
Function:
Content:

Animal Control Cards

Records documenting the history of every animal received at the shelter
May include record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of the case
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

0104

Also Called:
Function:

Investigation Logs and Reports

Content:
Note:
Approval Date:

Chronological record of investigations of incidents and cases handled by animal control officers
May include location of capture, action taken, case number, and by who case was initiated
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

0105

Also Called:
Function:
Content:
Note:
Approval Date:

Pet and Animal Licenses or Permits

Dog License
Records documenting all licensed animals in the city
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

0107

Also Called:
Function:

Animal Control Enumeration Records

Content:
Note:
Approval Date:

Periodic count and registration of all animals and pets in the city subject to immunization and licensing
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

0108

Also Called:
Function:
Content:
Note:
Approval Date:

Ownership Verification Records, Animals

Records necessary to reclaim an animal when a summons has been issued
Note: See Animal Control Schedule
Approval Date: Removed August 28, 2024

Building Codes Records

0205

Note:

Approval Date:

Certificates of Occupancy File

Removed to General Records Retention Schedule GS 120
August 24, 2022

0207

Note:

Approval Date:

Dangerous Building File

Removed to General Records Retention Schedule GS 121
August 24, 2022

0208

Note:

Approval Date:

Monthly Reports of Building Permits Issued File

Removed to General Records Retention Schedule GS 122
August 24, 2022

0210

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Standardized Building Codes

Printed code books containing standard codes used in the enforcement of building construction by city building inspectors

Permanently as revised and updated - for administrative, legal, and historical purposes
Destroy

0211

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Street Address Log

Street Information Card; Street Number Locator Book

Master list of current streets and house numbers

May include street number and lot number

Until superseded or no longer needed for reference

Destroy

0215

Note:

Approval Date:

Certificate of Compliance: Building Codes

Removed to General Records Retention Schedule GS 124
August 24, 2022

0217

Note:

Approval Date:

Building Code Inspection and Enforcement File

Removed to General Records Retention Schedule GS 123
August 24, 2022

Cemetery Records

0303

Note:

Approval Date:

Cemetery Register

Removed to General Records Retention Schedule GS 109
August 21, 2018

0304

Note:

Approval Date:

Deed Books

Removed to General Records Retention Schedule GS 110
August 21, 2018

0305

Note:
Approval Date:

Interment Record Cards

Removed to General Records Retention Schedule GS 111
August 21, 2018

Financial and Accounting Records**0704**

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Bank Loans Files

Records documenting outstanding financial obligations incurred by the city in the form of bank loans

Until cancellation of loan plus 5 years
Destroy

0706

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Bonds and Coupons

Records documenting retired individual bonds and their coupons

5 years after cancellation date, plus completion of an outside audit
Destroy

0706.1

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Bonds and Coupons: City Reconciliation Files

For registered and non-registered bonds, records of individual issue statements from the bank, combined with municipal working papers used to reconcile the payment of bonds to the general ledger

10 years after final maturity of bond issue
Destroy

0707

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Bonds Issued

Records relating to the financing of municipal projects through bonded indebtedness;
NOTE: ESSENTIAL RECORDS: see Introduction for further guidance
May include proposals, audits, correspondence, signed contracts pertaining to the project, and the original financial instruments or copies of them including bond transcripts, affidavits of publications, and ordinances authorizing the sale of the bonds
10 years after final maturity; Rejected Proposals, 5 years
Destroy

0713

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Depreciation Schedules File

Records that document the useful life of city-owned equipment and property for capital equipment budgeting and other financial planning and control purposes

Life of equipment plus 3 years
Destroy

0714a

Note:
Approval Date:

Financial Disclosure (non campaign)

Removed to General Schedule GS 129 Financial Interest Statement Records
August 23, 2023

0717

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Journal Entries, Journal Vouchers

Records of adjustments to financial accounts and created in order to balance the city's books; NOTE: ESSENTIAL RECORDS: see Introduction for further guidance
May include debits, credits, reason for adjustment, date, and amount
5 years
Destroy securely

0718

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Motor Fuel Usage Reports File

Documentation of gasoline, oil, and diesel fuel used by city vehicles
May include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel, department of vehicle, and bills or invoices
5 years
Destroy

0720

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Street Paving File: Special Assessment Files

Records used to account for street paving funds, verifying revenue contributions from citizens
May include street, property owner's name, amount due, and date of paving
5 years after last collection
Destroy

0730a

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Victory Tax Withholding Record

This was a World War II-era record and is no longer generated
5 years
Destroy
Obsolete record series

0734a

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Convention and Tourism Tax Return

Records documenting all tourism tax collected from food establishments and hotel/motels covered by a municipal convention and tourism ordinance
May include quarterly, monthly, and quarterly-monthly returns showing gross receipts, gross adjustments, calculated taxable sales and penalties, interest due, amount due, and amount paid
5 years
Destroy

0742

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Ad Valorem Tax Records

Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued

6 years

Destroy

0743

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Building Inspection Sheet File

Copies of building permits used for appraisal purposes based on property improvements

5 years

Destroy

0745

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Delinquent Tax Report Files

Record showing residents who owe delinquent real estate and personal property taxes to the city

May include name, legal description of property, amount due, amount paid, penalty, interest, and Certificate of Redemption

6 years except certificate of redemption, which need only be retained 2 years

Destroy

0746

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Earnings Tax Records

Records that document earnings taxes collected from residents and employees who work within the city limits; collected in certain cities

May include Employees Quarterly Report of Taxes withheld and information such as W-5 years including audit

Destroy securely

0747

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Personal Property Tax Records

A record of residents who owe city taxes on personal property

May include name, property, assessed value, and amount owed

6 years; evaluate for historical purposes

Destroy

0747.1

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Intangible Property Tax

Records associated with financial institution tax or other types of intangible property taxation.

May include name, taxes levied and payments made.

6 years

Destroy securely

0747.2

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Poll/Road Tax

A list of residents in certain road districts or areas that owe taxes or labor for road improvements

May include name, address, district, and amount of tax paid or labor done

Permanent (this record is no longer generated and is a historic record)

Archive, microfilm for preservation

0748

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Real Property Transfer Slips

Records from the assessor and collector relating to the transfer of property from an individual or company to another individual or company

3 years

Destroy

0749

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Real Estate Tax Records

Records documenting the collection of real estate taxes from city residents

May include name, property description, valuation, taxes owed, date paid, amount paid, copies of building inspection and permit records which have altered the value of the property or cross-reference notations to such files, and possibly records relating to circuit breaker provisions for those who qualify

6 years; evaluate for historical purposes

Destroy

0750

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Special Tax Assessments

Records pertaining to special tax assessments for road, street, sewer connection services, etc. where the property owner may be charged for certain improvements of services

6 years after due date and final payment

Destroy

0752

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Tax Anticipation Notes

All records relating to tax anticipation

5 years

Destroy

0753

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Tax Assessment Files

Records relating to assessments for real estate taxes

May include name, property description, and working papers used to arrive at assessed valuation

6 years including audit

Destroy

0753a

Also Called:
Function:
Content:

Withholding Coupons, RD 130

Vouchers used in Kansas City when taxpayers remit withholding tax payments
May include name, FID number, account number, tax period, and amount of payment;
coupons are later compiled and reconciled on other forms (RD 110 and 113) which are
kept for 5 years

Minimum Retention:
Disposition:
Note:
Approval Date:

1 year
Destroy

0756

Also Called:
Function:
Content:

Bonds: Performance/Capital Projects

Minimum Retention:
Disposition:
Note:
Approval Date:

Term of bond plus 10 years
Destroy

0756.1

Also Called:
Function:
Content:

Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.)

Minimum Retention:
Disposition:
Note:
Approval Date:

5 years
Destroy

0757

Also Called:
Function:
Content:

Bonds: Maintenance Guarantee (Capital projects)

Minimum Retention:
Disposition:
Note:
Approval Date:

Term of contract statute of limitations
Destroy

0758.1

Also Called:
Function:

Bond For Lost Checks or Warrants

Content:

Documents that support the reissuance of payment to cover lost or stolen city issued checks or warrants

Minimum Retention:
Disposition:
Note:
Approval Date:

May include statements by payees that they have not received or have not cashed the check or warrant in question, as well as a notice to stop check or payment
5 years
Destroy securely

0764

Also Called:
Function:
Content:

Surplus Property

Minimum Retention:
Disposition:
Note:
Approval Date:

Surplus Personal Property; Surplus Real Property
Records pertaining to property owned by the city that has been declared surplus
May include declarations, advertisements, notices, and transfer papers
5 years
Destroy

0767

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Drivers Listing (Fee Office)

A daily listing of all transactions pertaining to drivers licenses; this is a copy of the original sent to the Department of Revenue

2 years

Destroy

0768

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Audit Copies (Fee Office)

Copies of title applications and license renewals; originals are a permanent record in the Department of Revenue

2 years

Destroy

0769

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Rejections (Fee Office)

Notice of correction required from the Department of Revenue concerning an error on an original transaction

2 years

Destroy

0770

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Daily Report Sheet (Fee Office)

Internal planning report combining motor vehicle and drivers information

As long as has reference value

Destroy

0772

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Refuse Rebate Application

Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections

5 years after application becomes inactive

Destroy

0773

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Data Entry Coding

Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance)

5 years after all defects have been corrected

Destroy

0774

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Remittance Advices

5 years

Destroy

0801

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Food Handler Inspection Records

5 years after approved inspection

Destroy

Parks and Recreation Records

1001

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Maintenance: Parks, Parkways, and Recreation Areas

5 years

Destroy

Forestry and Landscaping Records

1010

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Tree and Shrub Planting and Maintenance File

Records describing the planting and maintenance of trees and shrubs on city-owned property

May include tree and shrub location, type, date of planting, and maintenance

Permanent as updated or revised

Destroy outdated material

1011

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Horticulture/Greenhouse Planting and Maintenance File

Records describing short-lived annuals and perennials planted on city-owned property

May include plant location, type, date of planting, and maintenance

3 years

Destroy

Plans and Zoning

1201

Note:

Development (Land) and Applications

Removed to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

1202a

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Field Notes (Survey)

Written records, usually involving legal descriptions, accompanying surveys of property within the city limits

May include legal description of property, date of survey, and name of surveyor

Permanent

Archive; microfilm for preservation

1203

Also Called:

Function:

Content:

Note:

Approval Date:

Rezoning Requests

Application for Zoning Determination

Applications for rezoning

May include surveys, correspondence, petitions, and meeting minutes

Removed to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

Revised August 19, 2014

1204

Also Called:

Function:

Content:

Note:

Approval Date:

Variance Requests: Building and Zoning Requirements

Applications for variance and supporting documents

May include surveys, correspondence, petitions, and meeting minutes

Removed to General Schedule, see GS 112 Development and Zoning Requests--August 25, 2020

Revised August 19, 2014

1205

Note:

Zoning Violations: Written Notice (Citation)

Removed to General Schedule, see GS 113 Zoning Violations--August 25, 2020

1206

Also Called:

Note:

Zoning Notices From County

Written Notice of Public Hearing

Removed to General Schedule, see GS 022 Public Notice Records--August 25, 2020

Public Works Records (Streets, Sewer, Refuse, Etc.)**1301**

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Engineering Drawings and Blueprint File

As-built engineering drawings and blueprints of all facilities owned or managed by the city NOTE: ESSENTIAL RECORDS: See Introduction for further guidance

May include maps of streets, highways, water lines, sewage treatment plants, utilities, and other municipal facilities

Permanent

Archive; microfilm for preservation

1302

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Laboratory Reports: Sewage, Water, Etc.

Bacteriological Reports, Bact-Ts

Results of tests done on waste water and filtered water regulated by the city

5 years

Destroy

1303

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

State and Federal Compliance Reports: Waste Water Treatment Plant

Reports filed with state and federal agencies monitoring the city's compliance with government regulations

May include applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes

5 years

Destroy

1304

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Sewage Treatment Monitoring Reports

Records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons

May include lab reports and amounts of waste processed by the system

5 years

Destroy

1306

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Street Paving Log Book

Provides a record of street maintenance

May include a summary of streets paved listing street name, material used, cost, date, and other related information

10 years after last entry in book

Destroy

1317

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

City-owned Buildings Plan

May include plans and specifications for city buildings

Life of structure; evaluate for historical value

Destroy

1317a

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Structure Inventory and Appraisal Sheet

Permanent and update for the life of the inventory

Destroy

1318

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Equipment, Public Works Check In/Out Cards

Record of municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage

Possibly may include type of vehicle or equipment, name of person checking it out, time of check-out, time returned, and any problems experienced

2 years

Destroy

1322

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Street Design Improvement Files

Reports used to assess cause of accidents on city streets and make street design improvements in order to reduce accidents

May include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle, and related documents

5 years

Destroy

1323

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Backflow Prevention Testing Records

Documents tests to check for water contamination

5 years

Destroy

Department of Natural Resources mandated test, see 10 CSR 60-11

August 28, 2012

Special Facilities Records**1401**

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Event Files

Records relating to the leasing of municipal facilities to various groups

May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts, floor plans, work orders, and sales and service reports

5 years after expiration or cancellation of lease

Destroy

1402

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Special Facilities Regulations

City, state, and federal regulations unique to the operation of a municipally owned facility

5 years

Destroy

1403/1404

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Facility Event and Recreation Program Scheduling and Reservation File

5 years

Destroy

1405

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Schedule of Admission and Use Fees and Charges

5 years after superseded

Destroy

1406

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Trust Fund and Event Control Card

Record of total projected amount of rental fee paid by lessee of city-owned facilities, which is held in a trust fund until completion of contract; account is closed after funds are transferred to the city

5 years

Destroy

Transportation and Transit Records**1501**

Note:

Approval Date:

Bus Route Planning File

Removed to Multimodal and Transit Schedule—MMT 200

August 21, 2019

1502

Note:

Approval Date:

Charter Bus Service Files

Removed to Multimodal and Transit Schedule—MMT 201

August 21, 2019

1503

Note:

Approval Date:

Daily Bus Passenger Reports / Drivers Daily Checklist

Removed to Multimodal and Transit Schedule—MMT 202

August 21, 2019

1504

Note:

Approval Date:

Transit Operation Receipts Summary Reports

Removed to Multimodal and Transit Schedule—MMT 203

August 21, 2019

1506

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Traffic Signals Intersection File

Records related to traffic planning

May include studies, drawings of traffic controllers and intersections, signal permits, timing progressions, and turning count totals used for traffic control

10 years

Destroy

Airport Records**1507**

Note:

Approval Date:

Airports and Aviation Regulations

Removed to Multimodal and Transit Schedule—MMT 100

August 21, 2019

1508*Note:**Approval Date:***Airports: Crash Rescue Operations**

Removed to Multimodal and Transit Schedule—MMT 101

August 21, 2019

1509*Note:**Approval Date:***Airport Safety Officer's Reports and Logs**

Removed to Multimodal and Transit Schedule—MMT 102

August 21, 2019

1510*Note:**Approval Date:***Security Gate Entrance Application and Card File**

Removed to Multimodal and Transit Schedule—MMT 103

August 21, 2019

1511*Note:**Approval Date:***Screening Activities Report**

Removed to Multimodal and Transit Schedule—MMT 104

August 21, 2019

1512*Note:**Approval Date:***Airport Condition and Inspection Reports**

Removed to Multimodal and Transit Schedule—MMT105

August 21, 2019

1513*Note:**Approval Date:***Airport Pavement Maintenance Survey Records**

Removed to Multimodal and Transit Schedule—MMT 106

August 24, 2010; Moved August 21, 2019

Utilities (Gas, Electric, Water, Steam)**1601***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Cathode Protection File**

Records created and used in maintaining metal pipes

May include installation documents of anodes, test stations, rectifiers, and ground beds

Until superseded or obsolete

Destroy

Cathodic protection is a technique used to control surface corrosion for water and gas pipelines

Revised, August 20, 2013

1602*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Customer Account File**

Account Card File

Records showing a billing and payment history of all customers using city utilities

May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure

5 years after last entry

Destroy securely

Revised August 24, 2022

1603

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Customer Service Deposit File

A record of whether a resident paid a utility deposit, and amount
May include customer name, address, account number, amount of deposit for connection, bills owed, cash stubs, book listings, and refunds of deposits for service terminations

2 years after deposit is refunded

Destroy

1604

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Electricity Purchase Reports

Transportation Charge; Wheeling Charge

Records showing daily and monthly electricity purchased to meet demand

May include invoice for transportation charge, capacity charge and total energy charge in megawatts, kilowatts and dollars

5 years

Destroy

Revised, August 20, 2013

1605

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Filter Plant Files

Monitoring data relating to the operation of the city filtration plant

May include daily logs, reports, lab and test reports, test results, quality control procedures, etc.

3 years

Destroy

1606

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Federal Reports: Gas System

Reports filed with the U. S. Department of Transportation documenting the number of miles of gas mains in the system

May include description of pipe system, extent of cathodically protected system, number of leaks in mains, and services performed during the year

20 years

Destroy

1607

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Gas Leak File

Leak Repair Records; Line Break Records; Leakage Survey; Line Patrol Record; Gas Line Inspection Record

Records documenting any leaks and repairs made to the gas line; report required for federal reporting compliance purposes

For records relating to leaks, inspections and repairs of transmission lines, Service Life of Line; For feeder lines, mains, service lines and other records, 6 Years

Destroy

See 4 CSR 240-40 (13)(F)

Revised, August 20, 2013

1608

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Gas Purchase Reports

Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system

5 years

Destroy

1609

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Gas Tap Records

Gas Work Orders

Work orders used to initiate gas service with new customers

Until superseded

Destroy

1610

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Meter Books

Record documenting consumption statistics gathered when meters are read

May include make of meter, size, number, street, customer's name and address, readings, etc.

5 years

Destroy

1611

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Meter Reading Summary Reports

Monthly summary of meter readings by customer account number for utility consumption

May include old and new readings and actual consumption

5 years

Destroy

1612

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Odorant Usage Reports

A compliance report filed with the Department of Transportation tracking odorants added to natural gas

May include odor level sampling reports, rectifier readings, and inspections which record levels of odorant

5 years

Destroy

1614

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Service Interruption Records

Service Interruption Log Book

Records documenting the interruption of utility services

May include date of incident, name of person reporting, location, actions taken, and result

3 Years

Destroy

Revised, August 20, 2013

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, ADOPTING THE RECORDS RETENTION SCHEDULES PUBLISHED BY THE MISSOURI SECRETARY OF STATE AND AUTHORIZING THE DESTRUCTION OF CITY RECORDS IN ACCORDANCE THEREWITH

WHEREAS, the Missouri Secretary of State, through its Records Management Division, has published records retention schedules for use by Missouri municipalities; and

WHEREAS, the City of Maplewood recognizes the importance of consistent and lawful records management practices; and

WHEREAS, adopting the Missouri Secretary of State’s schedules will ensure the City’s compliance with applicable laws and promote efficient records administration.

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

Section I. The City of Maplewood hereby adopts the records retention schedules as prepared and published by the Missouri Secretary of State, including any future revisions or amendments thereto, as the official records retention policy for the City.

Section II. The City Clerk, in consultation with department heads, is hereby authorized to administer and enforce the provisions of the adopted retention schedules and to approve the destruction of records in accordance therewith.

Section III. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: August 1, 2025
Re: **Non-Discrimination Policy Ordinance Updates**

The attached ordinance responds to the May 2025 request from Council Members Homa and Wiley to strengthen employment non-discrimination protections and modernize related policy language. Following discussion at the June 10 work session, Council directed staff to pursue the symbolic policy framework approach that establishes clear community values while directing enforcement to existing state and federal agencies.

The attached ordinance makes four key updates to the Code of Ordinances:

1. **Modernized Definitions (Sec. 30-19):** Updates terminology by changing “handicap” to “disability” and revising the sexual orientation definition to be more inclusive. The changes also incorporate the recently updated family definition and standardize “dwelling” to “dwelling unit” for consistency throughout the code.
2. **Enhanced City Employment Protections (Sec. 38-8):** Expands protected categories to include gender identity, gender expression, and sexual orientation, while also adding age, marital status, pregnancy status, and genetic information. The revision uses gender-neutral language.
3. **Private Employment Standards (New Sec. 30-30):** Establishes comprehensive non-discrimination requirements for employers with six or more employees operating within city limits. The section covers all aspects of employment including hiring, firing, terms and conditions, advertising, and employee classification, while extending protections to employment agencies and labor organizations.
4. **Contractor Requirements (New Sec. 30-31):** Requires suppliers and contractors doing business with the city in excess of \$10,000 annually to maintain equal opportunity employment policies. This provision leverages the city’s purchasing power to promote inclusive practices throughout the business community while using a simple compliance standard that references established federal equal employment opportunity definitions.

Consistent with Council’s direction, this ordinance establishes policy standards without creating new investigative or enforcement infrastructure. Individuals experiencing discrimination would be directed to appropriate state and federal agencies with specialized expertise and enforcement authority.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 30 HUMAN RELATIONS, SECTION 30-19 — DEFINITIONS, TO UPDATE TERMINOLOGY AND ADD NEW DEFINITIONS; SECTION 38-8 — UNLAWFUL ACTS PROHIBITED, TO EXPAND PROTECTED CATEGORIES; AND ADDING NEW SECTIONS 30-30 — EMPLOYMENT DISCRIMINATION PROHIBITED AND 30-31 — DISCRIMINATION BY CONTRACTORS WITH THE CITY

WHEREAS, the City of Maplewood is committed to promoting equal opportunity and preventing discrimination in employment, housing, and public accommodations; and

WHEREAS, the City Council finds it in the best interests of the City to modernize its non-discrimination language and expand employment protections to reflect current understanding of protected categories; and

WHEREAS, the City Council wishes to establish clear policy expectations for private employers and contractors doing business with the City while directing enforcement to existing state and federal agencies with specialized expertise.

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

Section I. Section 30-19 of the Maplewood Code of Ordinances is hereby amended as follows:

Dwelling ~~means~~ ***unit means*** any building, structure or portion thereof located within the city which is occupied as, or designed or intended for occupancy as, a residence by one or more ~~families~~ **persons or households**, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure or portion thereof.

Family ~~means one or more persons related by blood, marriage or adoption occupying a dwelling unit as an individual housekeeping organization, including a group comprised of one or more individuals, who have not attained the age of 18 years, being domiciled with:~~

- ~~(1) A parent or another person having legal custody of such individual or individuals; or~~
- ~~(2) The designee of such parent or other person having such custody, with the written permission of such parent or other person.~~

~~The foregoing includes any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years~~ **means one or more persons occupying a dwelling unit as a single housekeeping unit whereby all occupants share common sanitary, living, and cooking facilities and share household responsibilities which may include, but are not limited to, rental or mortgage payments, expenses, groceries, chores, and maintenance. This does not include individuals living in group living situations such as dormitories, fraternities, sororities, boardinghouses, lodging houses, or the like.**

Gender identity means the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, ~~with or without regard to the individual's designated sex at birth~~ regardless of the individual's sex assigned at birth.

Handicap Disability.

(1) The term “~~handicap~~” **disability** means, with respect to a person:

- a. A physical or mental impairment that substantially limits one or more of such person’s major life activities;
- b. A record of having such an impairment; or
- c. Being regarded as having such an impairment.

(2) The term “~~handicap~~” **disability** does not ~~mean or~~ include current, illegal use of or addiction to a controlled substance as defined by state or federal law.

Sexual orientation means an individual’s ~~real or perceived heterosexuality, homosexuality or bisexuality~~ actual or perceived romantic, emotional, or sexual attraction to persons of the same gender, different gender, or more than one gender.

Section II. Section 38-8(d) of the Maplewood Code of Ordinances is hereby amended as follows:

(d) No employee in the service of the city, or seeking admission thereto, shall be appointed, promoted, reduced, removed, or in any way favored or discriminated against because of ~~his~~ **their** race, **color, ethnicity, sex, gender, gender identity, gender expression, sexual orientation, color, national origin, age, marital status, familial status, pregnancy status, political affiliation, disability, genetic information, veteran status, or religious opinions or affiliations, or any other status protected under federal or state law.**

Section III. Chapter 30 of the Maplewood Code of Ordinances is hereby amended by adding new Section 30-30 as follows:

Sec. 30-30. Employment discrimination prohibited.

(a) It shall be an unlawful employment practice for an employer, because of the race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status of any individual:

(1) To fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; or

(2) To limit, segregate, or classify employees or employment applicants in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect such individual’s status as an employee.

(b) It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise discriminate against, any individual because of race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status, or to classify or refer for employment any individual on the basis of such individual’s race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status.

(c) It shall be an unlawful employment practice for a labor organization representing employees in the city:

(1) To exclude or expel from its membership, or otherwise discriminate against, any individual because of race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status;

(2) To limit, segregate, or classify its membership or applicants for membership, or to classify or fail or refuse to refer for employment any individual, in any way that would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect such individual's status as an employee or as an applicant for employment, because of such individual's race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status; or

(3) To cause or attempt to cause an employer to discriminate against an individual in violation of this section.

(d) It shall be an unlawful employment practice for any employer, labor organization, or employment agency to print or publish or cause to be printed or published any notice or advertisement relating to employment by such an employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such an employment agency, indicating any preference, limitation, specification, or discrimination, based on race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, source of income, genetic information, veteran status, or familial status, except that such a notice or advertisement may indicate a preference, limitation, specification, or discrimination based on religion, sex, or national origin when religion, sex, or national origin is a bona fide occupational qualification for employment.

(e) For purposes of this section:

(1) The term "employer" means a person or entity engaged in an industry affecting commerce who has six or more employees working within the city limits for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, and shall include any political or civil subdivision of the state, or any person or entity employing six or more persons within the city but does not include corporations and associations owned or operated by religious or sectarian organizations, but such term does not include the United States, a corporation wholly owned by the government of the United States, an individual employed by an employer, or the city.

(2) The term "employment agency" means any person or entity regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an employer.

(3) The term "labor organization" means any organization, agency, or employee

representation committee, group, association, or plan in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours, or other terms or conditions of employment.

Section IV. Chapter 30 of the Maplewood Code of Ordinances is hereby amended by adding new Section 30-31 as follows:

Sec. 30-31. Discrimination by contractors with the city.

Every supplier of materials or services and all contractors doing business with the city in excess of ten thousand dollars (\$10,000.00) per year shall be an “equal opportunity employer” as defined by federal law and shall not engage in any practice or have any policy resulting in discrimination on the basis of race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, disability, genetic information, source of income, veteran status, familial status, or any other status protected under federal or state law.

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Amber Withycombe, City Manager
From: Chief Matthew Nighbor
Date: June 16, 2025
Re: **Intergovernmental Agreement – Center for Advanced Skills Training in Law Enforcement**

This proposal seeks authorization to utilize the newly established Center for Advanced Skills Training in Law Enforcement (C.A.S.T.L.E.) located in O’Fallon, Missouri, for the ongoing and future training of Maplewood Police Department personnel.

C.A.S.T.L.E. offers a state-of-the-art training environment tailored specifically for modern law enforcement needs. The facility features:

- A 70-seat training classroom
- A 2,000-square-foot defensive tactics room
- A 7-lane indoor firing range
- Access to the VirTra V-300 Use of Force Training Simulator, a high-fidelity, scenario-based virtual training system

Although full construction of the facility is not expected to be completed until the end of calendar year 2026, portions of the center are already operational. These areas have hosted multiple law enforcement training courses for agencies throughout the Greater St. Louis region. Officers from the Maplewood Police Department have previously participated in training at this location and provided overwhelmingly positive feedback regarding the quality and effectiveness of the experience.

Utilizing C.A.S.T.L.E. aligns with our department’s commitment to officer preparedness, innovation, and public safety. This facility will allow us to:

- Enhance the skills and readiness of our officers
- Provide access to advanced and realistic training tools
- Strengthen our department’s ability to respond to evolving community and operational demands
- Reinforce community trust through improved officer performance and accountability

The Maplewood Police Department recommends approval to incorporate C.A.S.T.L.E. facility into its training program. This partnership will serve as a long-term asset in achieving operation excellence and maintaining public safety standards.

The 2025/2026 Fiscal Year Budget allocates \$7,500 in firearms training/qualifications and \$12,000 in various training courses.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CENTER FOR ADVANCED SKILLS TRAINING IN LAW ENFORCEMENT TO PROVIDE LAW ENFORCEMENT TRAINING SERVICES.

WHEREAS, the training of police personnel is a fundamental necessity for any local government to provide public safety services to its citizens; and

WHEREAS, the Center for Advanced Skills Training in Law Enforcement (C.A.S.T.L.E.) is an intergovernmental partnership between the cities of O’Fallon and St. Charles, Missouri, offering a state-of-the-art law enforcement training facility; and

WHEREAS, C.A.S.T.L.E. features a 70-seat training classroom, a 2,000-square-foot defensive tactics room, a 7-lane indoor firing range, and access to the VirTra V-300 Use of Force Training Simulator; and

WHEREAS, the City of Maplewood wishes to contract with C.A.S.T.L.E. to provide training opportunities including firearms training, defensive tactics, scenario-based virtual training, and other specialized law enforcement training designed to allow officers to train in realistic scenarios to keep our community and officers safe; and

WHEREAS, officers from the Maplewood Police Department have previously participated in training at this location and provided positive feedback regarding the quality and effectiveness of the experience; and

WHEREAS, this Agreement is authorized by Chapter 70, RSMo., which allows cities and other political subdivisions to cooperate for public purposes, including for the provision of common services; and

WHEREAS, the Fiscal Year 2026 budget allocates \$7,500 for firearms training/qualifications and \$12,000 for various training courses to support such training activities.

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

Section I. The Agreement for Use of Training Facilities with the Center for Advanced Skills Training in Law Enforcement is hereby approved. The City Manager is authorized to execute the agreement substantially in the form presented to the City Council.

Section II. The City Manager is authorized to execute the agreement and perform all acts necessary to carry out the intent of this ordinance.

Section III. The Chief of Police and other appropriate City officials are hereby authorized to execute such additional documents and take any and all actions necessary to carry out the intent of this Ordinance.

Section IV. This Agreement is authorized to be renewed from year to year as provided in the

Agreement, and in future years, such expenditure is authorized in an amount not to exceed the amount that has been appropriated for this purpose in the annual budget.

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Amber Withycombe, City Manager
From: Chief Matthew Nighbor
Date: July 21, 2025
Re: **Recommendation for Adoption of Golf Cart and Low-Speed Vehicle Ordinance**

The Maplewood Police Department recommends that City Council adopt a comprehensive golf cart and low-speed vehicle ordinance to provide clear regulatory framework, enhance public safety, and improve responsiveness to citizen inquiries. This recommendation is based on increasing citizen interest, successful implementation by neighboring municipalities, and the need for local clarity beyond existing state law.

The City occasionally receives questions regarding the operation of golf carts on city streets. Currently, Maplewood does not have a specific ordinance regulating golf cart use and instead relies on RSMo 304.034, which provides the basic legal framework but lacks specific local implementation details.

RSMo 304.034 establishes that municipalities may by ordinance allow golf cart operation on local streets, sets basic safety requirements, and defines golf carts as motor vehicles designed for golf course use. However, the statute leaves many operational details to local discretion.

Our neighboring cities have recognized the need for comprehensive local regulation. Webster Groves has adopted a detailed ordinance that addresses golf carts, low-speed vehicles, and personal assistive mobility devices, including specific equipment requirements, permit systems, and operational restrictions. Shrewsbury has implemented comprehensive regulations covering both golf carts and low-speed vehicles with detailed safety requirements, insurance mandates, and operational guidelines.

Both municipalities have successfully implemented these ordinances without significant enforcement issues, demonstrating the effectiveness of clear local regulation.

Maplewood's proposed ordinance would enhance public safety through clear equipment requirements, mandatory insurance coverage, and operator licensing standards. It provides operational clarity with specific street usage guidelines and traffic law compliance requirements, while ensuring administrative efficiency through defined enforcement authority and consistent regulatory application. The ordinance also establishes comprehensive legal protection for both operators and the City through insurance requirements and clear regulatory authority under state law.

The ordinance should be codified as Section 50-270 in Chapter 50 (Traffic and Motor Vehicles), Article V, following the established code structure for new traffic regulations. This placement ensures consistency with existing traffic laws and facilitates enforcement.

The proposed ordinance balances public safety concerns with reasonable access for residents who wish to operate these vehicles on appropriate city streets. It provides a clear regulatory framework while maintaining the flexibility needed for effective enforcement.

Staff has identified the need for additional Code clarification to regulate all-terrain vehicles (ATV), utility vehicles (UTV), and recreational off-highway vehicles (ROV) on city streets, as well as operational regulations for electric bicycles and scooters. Proposed ordinances addressing these vehicles will be presented to Council in a future meeting.

I am available to discuss this recommendation at your convenience.

Attachments

Missouri Revised Statute 304.034

RSMo 304.034. Municipalities may regulate golf cart and motorized wheelchair usage on streets and highways. —

1. Notwithstanding any other law to the contrary, the governing body of any municipality may by resolution or ordinance allow persons to operate golf carts or motorized wheelchairs upon any street or highway under the governing body's jurisdiction. A golf cart or motorized wheelchair shall not be operated at any time on any state or federal highway, but may be operated upon such highway in order to cross a portion of the state highway system which intersects a municipal street. No golf cart or motorized wheelchair shall cross any highway at an intersection where the highway being crossed has a posted speed limit of more than forty-five miles per hour.

2. Golf carts operated on city streets shall be equipped with adequate brakes and shall meet any other safety requirements imposed by the governing body. Golf carts are not subject to the registration provisions of [chapter 301](#).

3. As used in this section, a "**golf cart**" means a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty miles per hour.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 50 TRAFFIC AND MOTOR VEHICLES, BY ADDING NEW SECTION 50-97 — GOLF CARTS AND LOW-SPEED VEHICLES.

WHEREAS, the City of Maplewood occasionally receives questions regarding the operation of golf carts and low-speed vehicles on city streets; and

WHEREAS, Missouri Revised Statute 304.034 authorizes municipalities to regulate the operation of golf carts and motorized wheelchairs on municipal streets by resolution or ordinance; and

WHEREAS, the City Council finds it in the best interests of public safety, clarity, and responsiveness to establish local regulations for the operation of golf carts and low-speed vehicles within the city limits.

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

Section I. Chapter 50 of the Maplewood Code of Ordinances is hereby amended by adding Section 50-97 as follows:

(a) Definitions.

For purposes of this section, the following definitions shall apply:

***Golf cart* means a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty miles per hour.**

***Low-speed vehicle* means a four-wheeled vehicle whose gross vehicle weight rating (GVWR) is 3,000 pounds or less and has a maximum speed of 25 miles per hour or less that complies with the National Highway Traffic Safety Administration standards for low-speed vehicles in 49 CFR 571.3 and 571.500. All-terrain vehicles, utility vehicles and recreational off-highway vehicles, as defined in Section 301.010 RSMo. do not constitute low-speed vehicles.**

***Motorized wheelchair* means a wheelchair propelled by a motor.**

(b) Authorization and general operation requirements.

(1) Golf carts and low-speed vehicles may be operated upon city streets with posted speed limits of 25 miles per hour or less, in accordance with the provisions of RSMo 304.034 and this section.

(2) Golf carts and low-speed vehicles may cross streets or highways with posted speed limits greater than 25 miles per hour, provided that the posted speed limit at the point of crossing does not exceed 45 miles per hour.

(3) No golf cart or low-speed vehicle shall be operated on any state or federal highway, except to cross such highway as permitted in subsection (b)(2) above.

(c) Equipment requirements.

(1) All golf carts operated on city streets shall be equipped with adequate brakes capable of

stopping the vehicle safely; two white headlights visible from at least 500 feet; two red tail lights/brake lights visible from at least 500 feet; turn signals; a rear-view mirror; seat belts for all passenger seats; and reflectors as required by state law

(2) Low-speed vehicles shall comply with all federal safety standards applicable to such vehicles under 49 CFR 571.3 and 571.500.

(d) Operator requirements.

(1) Every person operating a golf cart or low-speed vehicle on city streets shall possess a valid driver's license issued by the state of Missouri or another state.

(2) No person under the age of 16 shall operate a golf cart or low-speed vehicle on city streets.

(e) Insurance requirements.

(1) Every golf cart and low-speed vehicle operated on city streets shall be covered by liability insurance meeting the minimum requirements established by state law for motor vehicles.

(2) Proof of insurance shall be carried in the vehicle or by the operator at all times and shall be produced upon demand by any police officer.

(3) No person shall be found guilty of failing to produce proof of insurance if the operator demonstrates to the court that insurance coverage meeting the requirements of this section was in effect at the time of the citation.

(f) Safety requirements.

(1) The operator and all passengers of golf carts and low-speed vehicles shall wear properly adjusted and fastened safety belts, unless exempted for medical reasons.

(2) No person shall ride in any portion of a golf cart or low-speed vehicle that is not designed for passenger occupancy.

(g) Operating restrictions.

(1) Golf carts and low-speed vehicles shall be operated in the right-hand lane or as close as practicable to the right-hand curb or edge of the roadway.

(2) Golf carts and low-speed vehicles shall not impede the normal flow of traffic and shall pull over to allow faster traffic to pass when safe to do so.

(3) No golf cart or low-speed vehicle shall be operated on any sidewalk, bicycle path, or trail within the city.

(4) Golf carts and low-speed vehicles are prohibited from operating in city parks except in designated roadways and parking areas.

(h) Traffic law compliance.

(1) Operators of golf carts and low-speed vehicles shall comply with all applicable traffic laws, including but not limited to: obeying traffic control devices; yielding right-of-way as required; following posted speed limits (not to exceed the maximum speed capability of the vehicle); and operating in a careful and prudent manner.

(2) Golf carts and low-speed vehicles are subject to all applicable parking regulations.

(i) Prohibited operations.

(1) No person shall operate a golf cart or low-speed vehicle while under the influence of alcohol or controlled substances; in a careless, reckless, or negligent manner; during hours of darkness without required lighting equipment; or for commercial purposes,

except as specifically permitted by other ordinances.

(2) No person shall operate a golf cart or low-speed vehicle in violation of any provision of this section or state law.

(j) **Enforcement and penalties.**

(1) Any violation of this section shall be deemed an ordinance violation punishable by fine as established by the municipal court.

(2) The police department is authorized to enforce all provisions of this section and may impound any golf cart or low-speed vehicle operated in violation of this section.

(3) Violations of state law while operating a golf cart or low-speed vehicle may be prosecuted under applicable state statutes.

(k) **Exemptions.**

This section shall not apply to:

(1) Motorized wheelchairs operated by persons with disabilities

(2) Golf carts operated exclusively on private property

(3) Municipal vehicles operated in the course of official city business

(4) Emergency vehicles responding to emergency calls

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Anthony J. Traxler, Assistant City Manager
Date: July 28, 2025
Re: **No Truck Traffic Allowed on Roseland Terrace and Laclede Station Road**

Staff recommends amending Section 50-119 to add Roseland Terrace and Laclede Station Road to streets closed to commercial vehicles. Semi-trucks routinely become trapped at the intersection of Roseland Terrace and Lyndover Place, creating safety hazards and requiring emergency response.

Separately, truck traffic is currently permitted on Laclede Station Road between Rannells Avenue and Folk Avenue, presumably because this was the access route to the old Public Works garage prior to construction of the Maplewood Commons development. This ordinance will now prohibit trucks on all of Laclede Station Road.

The attached ordinance revision adds these streets to the commercial vehicle restriction list, includes the full names of all listed streets, and combines the entries for James Avenue and James Street. Although St. Louis County and Google Maps list this street as James Avenue, original City records refer to it as James Street. Today's street signs use James Avenue due to the County-placed signage on the stoplight at Big Bend.

These items streamline the code while addressing current traffic safety concerns. The Police Department supports these amendments.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 50 TRAFFIC AND MOTOR VEHICLES, SECTION 50-119 — STREETS CLOSED TO COMMERCIAL VEHICLES, TO ADD ROSELAND TERRACE AND LACLEDE STATION ROAD.

WHEREAS, semi-trucks routinely become trapped at the intersection of Roseland Terrace and Lyndover Place, creating safety hazards and requiring emergency response; and

WHEREAS, commercial vehicle traffic on Laclede Station Road is no longer necessary following the relocation of public works operations and construction of Maplewood Commons; and

WHEREAS, the Police Department supports restricting commercial vehicle access on these streets to improve traffic safety and reduce emergency response calls.

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

Section I. Section 50-119(b) of the Maplewood Code of Ordinances is hereby amended by deleting the existing text and adding the following text in its stead:

(b) The following streets are closed to commercial vehicles not making or taking deliveries at addresses on that street:

Street	Restrictions
Anna Avenue	None
Bellevue Avenue	None
Bruno Avenue	None
Comfort Avenue, between Big Bend Boulevard and Oakland Avenue	None
Edgar Avenue	None
Elm Avenue	None
Flora Avenue, between Big Bend Boulevard and Laclede Station Road	None
Flora Avenue, between Arbor Avenue and Big Bend Boulevard	None
Gayola Avenue	None
James Street/James Avenue	None
Jerome Avenue, between Bredell Avenue and Laclede Station Road	None
Laclede Station Road	None
Maple Avenue, between Big Bend Boulevard and Sutton Boulevard	None
Maple Avenue, between Sutton Boulevard and Marshall Avenue	None
Marshall Boulevard	None
Myrtle Avenue	None
Oakland Avenue	None
Roseland Terrace	None
Sarah Street	None
Sutton Avenue north of Manchester	None
Vine Avenue	None

Walter Avenue	None
Weaver Avenue	None
West Bruno Avenue	None

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Plan & Zoning Commission
From: Anthony Traxler, Assistant City Manager/Director of Public Works
Date: July 1, 2025
Re: **2025-8 - Review and recommendation of a request by the Plan & Zoning Commission to amend the CB District to allow pop up retail stores and to amend the AB District to allow residential uses**

The Special Business District (SBD) Tax Advisory Commission requested an amendment to allow retail pop-up stores open for maximum of 90 days as permitted uses in the CB District (this use was recently allowed in the CB1 District). The Plan Commission unanimously agreed to this request.

The Planning and Zoning Commission subcommittee requested the AB Arterial Business District (mostly small, single-family homes located along Big Bend) be amended to permit second floor residential uses, with ground floor residential uses being conditional uses. Reasons for this request include increasing affordable housing options and the majority of the sites and structures within the AB District are too small to adequately support commercial uses (access, parking, etc.).

City staff suggested the AB District be amended to change business and professional offices from conditional to permitted uses. Staff believes business and professional offices were erroneously made a conditional use from a prior amendment.

Please review the attached ordinance incorporating the above referenced amendments to the AB and CB Districts and do not hesitate to contact me at (314) 646-3635 if you have any questions, comments or concerns.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 56 ZONING, SECTION 56-204 — PERMITTED USES (CB DISTRICT) AND SECTION 56-232 — PERMITTED USES (AB DISTRICT), TO ALLOW POP-UP RETAIL STORES IN THE CB DISTRICT AND RESIDENTIAL AND OFFICE USES IN THE AB DISTRICT

WHEREAS, the Planning and Zoning Commission recommended approval by a vote of 5 ayes, 0 nays, at their July 7, 2025 meeting; and

WHEREAS, the Special Business District Tax Advisory Commission requested allowing retail pop-up stores in the CB District to promote economic development; and

WHEREAS, the AB Arterial Business District contains primarily small single-family homes that are better suited for mixed-use development, with second floor residential uses providing affordable housing options while maintaining commercial character at street level; and

WHEREAS, business and professional offices should be permitted uses rather than conditional uses in the AB District to correct a prior amendment error.

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

Section I. Section 56-204 of the Maplewood Code of Ordinances is hereby amended by adding the following:

- (36) Retail pop-up stores. Retail stores, excluding restaurants, open for a maximum of ninety (90) days that in the judgment of the Zoning Administrator meet the intent and purpose of the CB1 district.**

Section II. Section 56-232 of the Maplewood Code of Ordinances is hereby amended as follows:

The following uses shall be permitted in any location within the AB district:

- (1) Caterers.
- (2) Liquor stores.
- (3) Restaurants, except for drive-in establishments offering beverages or food to consumers for consumption on the premises or in parked automobiles.
- (4) Taverns.
- (5) Home and office furniture stores (except for the sale of used merchandise).
- (6) Floor covering stores (except those with a primary emphasis on the sale of remnants).
- (7) Interior decoration stores (including drapery and upholstery).
- (8) Barber and hair salons.
- (9) Household appliance sales and repair shops (except for the sale of used merchandise).
- (10) Electronic equipment sales and repair shops (except for the sale of used merchandise).
- (11) Printing, lithography and publishing (including office duplicating).
- (12) Pet shops, pet sales, food and supplies.

- (13) Garden supplies.
- (14) Health and sports clubs.
- (15) Animal hospitals, veterinarian office.
- (16) Indoor commercial amusements, such as bowling alleys, billiard halls and swimming pools.
- (17) Indoor theaters and cinemas.
- (18) Business, technical or trade schools.
- (19) Automotive parts and accessories.
- (20) Hardware, paint, glass or wallpaper sales.
- (21) Building materials equipment sales with storage inside.
- (22) Tombstone and monument sales, provided that all ~~display is~~ **displays are** fully enclosed.
- (23) Exterminators.
- (24) Carpenter, cabinet, furniture refinishing or upholstery shops.
- (25) Public off-street parking as a principal use.
- (26) Food stores, including grocery stores, meat markets, delicatessens, ice cream stores and bakeries.
- (27) Antique, vintage and collectible stores, except as prohibited by section 56-211, (e) (9).
- (28) Business and professional offices.**
- (29) Residential uses that are located at a non-street level location where the floor is situated more than eight feet above grade level at all entrances.**
- (30) Any use which in the judgment of the zoning administrator is identical or similar to one or more of the above listed uses and which conforms with the intent and purpose, use regulations and limitations. The zoning administrator may also request a plan and zoning commission review if the use which, in the judgment of the plan and zoning commission, is similar to one or more of the above listed uses and which conforms with the intent and purposes of this chapter and which conforms with the use regulations, use limitations and performance standards for this chapter.
- (31) *Conditional uses.* The following uses shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Mortuary or funeral home, provided that adequate provision is made for the on-site formation of a cortege consisting of one car for each ten chapel or parlor seats.
 - b. Carwash, provided that adequate standing or queuing spaces for waiting vehicles are available on site for each wash rack or lane. Adequate standing or queuing shall be determined by site plan review.
 - c. Utility substations.
 - d. Outdoor commercial amusements, such as a swimming pool, skating rink, ice skating or miniature golf.
 - e. Automobile filling stations and service stations, and automobile, motorcycle or truck repair shops.
 - f. Drive-in or carryout restaurants serving prepared food or beverages to customers for consumption on premises in parked motor vehicles or for consumption off-premises.
 - g. Sales, leasing and rental of motor vehicles and trailers, provided that all repairs and painting operations are fully enclosed and comply with the performance standards of section 56-41.
 - h. Consignment shops that sell high quality, pre-owned apparel and clothing accessories.
 - i. Communication towers constructed and operated in compliance with article III, division 8 of this chapter.
 - j. Auto body shops.

- k. Health care delivery services such as clinics, urgent care centers or laboratories.
- l. Day care centers.
- m. Tattoo and piercing studio.
- n. Medicinal marijuana facilities.
- o. Self-service laundry and dry-cleaning stores.
- p. Laundry and dry-cleaning establishments (including pickup stations, package plant and plant type operations).
- ~~q. Business and professional offices.~~
- q. Residential uses that are located at street level.**
- r. Medical or dental clinic or laboratory.
- s. Hotels or motels.
- t. Rooftop communications antennas, constructed and operated in compliance with article III, division 9 of this chapter.

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Plan & Zoning Commission
From: Anthony Traxler, Assistant City Manager/Director of Public Works
Date: July 1, 2025
Re: **2025-9 - Review and recommendation of a request by the Plan & Zoning Commission to change the definition of a group home and allow group homes as permitted uses within residential districts**

BACKGROUND

Sec. 56-3 of Maplewood’s Zoning Code currently defines “group living facilities/group homes as “any combination of dwelling units for a number of unrelated persons associated with an educational religious, charitable for profit, not for profit or service institution or organization and which is intended for the purpose of rehabilitation (except drug and alcohol treatment facilities), geriatric care, convalescent home, nursing home or group therapy home.” The Zoning Code also defines “drug and/or alcohol treatment facility” as “any out-patient or residential facility for the specific treatment of alcohol or drug abuse.”

Group living facilities/group homes are currently considered conditional uses in the SR District, LR District, and the MR District. In addition, Sec. 56-880 provides that group homes require a conditional use permit subject to the following additional conditions:

- (1) Must meet adequate safety, sanitation and program standards and be properly licensed;
- (2) There shall be at least 1,500 feet between any two group living facilities/group homes, or between a group living facility/group home and any residential institution serving the mentally or physically handicapped;
- (3) The total population permitted to live in a group living facility/group home shall not exceed two percent of the city’s population.

PROPOSED AMENDMENTS

The Plan & Zoning Commission subcommittee has requested the conditional use requirements for group homes be removed, making them permitted uses within the city’s residential zoning districts and the above referenced text contained in Sec. 56-880 be deleted. Additionally, the existing definition of a group home will be amended to read as follows:

Group Home. A dwelling unit in which multiple unrelated mentally and/or physically disabled persons reside and may include two additional persons acting as houseparents or guardians who need not be related to each other or to any of the mentally or physically disabled persons residing in the home.

FINDING

Legal counsel notes that the statutory definition (RSMo 89.020.2) for group homes states: “For the purpose of any zoning law, ordinance or code, the classification single-family dwelling or single-family residence shall include any home in which **eight or fewer** unrelated mentally or physically handicapped persons reside, and may include two additional persons acting as houseparents or guardians who need not be related to each other or to any of the mentally or physically handicapped persons residing in the home. In the case of any such residential home for mentally or physically handicapped persons, the local zoning authority may require that the exterior appearance of the home and property be in reasonable conformance with the general neighborhood standards. Further, the local zoning authority may establish reasonable standards regarding the density of such individual homes in any specific single-family dwelling neighborhood.”

Currently there are only a few group homes within the City of Maplewood and even with the proposed amendments, it is unlikely that we will see a significant jump in the number of group homes. However, it is important to note that the proposed amendments contained in the attached ordinance will eliminate the City’s ability to regulate the number or location of group homes within the City of Maplewood.

Please review the attached ordinance incorporating the above-referenced amendments and do not hesitate to contact me at (314) 646-3635 if you have any questions, comments or concerns.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, 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

WHEREAS, the Planning and Zoning Commission recommended approval by a vote of 5 ayes, 0 nays, at their July 7, 2025, meeting; and

WHEREAS, the City Council held a public hearing on August 12, 2025, regarding the proposed amendments; and

WHEREAS, the current conditional use requirements for group homes create regulatory barriers that may limit appropriate housing options for disabled persons; and

WHEREAS, these amendments will facilitate appropriate housing options for disabled persons while maintaining neighborhood compatibility.

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

Section I. Section 56-3 of the Maplewood Code of Ordinances is hereby amended as follows:

~~Group living facilities/group homes~~ **Group home** means ~~any combination of dwelling units for a number of unrelated persons associated with an educational religious, charitable for profit, not for profit or service institution or organization and which is intended for the purpose of rehabilitation (except drug and alcohol treatment facilities), geriatric care, convalescent home, nursing home or group therapy home.~~ **a dwelling unit in which multiple unrelated mentally and/or physically disabled persons reside and may include two additional persons acting as houseparents or guardians who need not be related to each other or to any of the mentally or physically disabled persons residing in the home.**

Section II. Section 56-72 of the Maplewood Code of Ordinances is hereby amended as follows:

The following uses shall be permitted in any location within the SR district:

- (1) Detached single-family dwellings, if built and located in accordance with the provisions of this chapter.
- (2) Group homes.**
- ~~(23)~~ Home occupations as provided in article III, division 3 of this chapter.
- ~~(34)~~ Accessory uses as provided in article III, division 4 of this chapter.
- ~~(45)~~ Conditional uses. The following uses shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Convents and rectories.
 - b. Utility substations.

- c. Day care centers.
- ~~d. Group living facilities/group homes.~~
- ed.** Short term vacation rentals that meet the requirements of article XIII, division 3, sections 14-800 to 14-804, short term vacation rentals of the city Code.
- fe.** Accessory dwelling unit.

Section III. Section 56-106 of the Maplewood Code of Ordinances is hereby amended as follows:

The following uses shall be permitted in any location within the LR district:

- (1) Detached single-family dwellings, if built and located in accordance with the use regulations provided in section 56-73.
- (2) Attached single-family dwellings, if built and located in accordance with the development standards for two-family houses, townhouses, or patio houses provided in this section.
- (3) Apartment dwellings by site plan review as provided in article IV, division 8 of this chapter, if built and located in accordance with the development standards for townhouse apartments or garden apartments provided in article II, division 4 of this chapter. All such apartment dwellings must conform with the use regulations for intensity, useable residential open space, and parking provided in article II, division 4 of this chapter.
- (4) **Group homes**
- ~~(45)~~ Home occupations as provided in article III, division 3 of this chapter.
- ~~(56)~~ Accessory uses. As provided in article III, division 4 of this chapter.
- ~~(67)~~ Conditional uses. The following shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Convents and rectories.
 - b. Utility substations.
 - c. Day care centers.
 - ~~d. Group living facilities/group homes.~~
 - ed.** Short term vacation rentals that meet the requirements of article XIII, division 3, sections 14-800 to 14-804, short term vacation rentals of the city Code.

Section IV. Section 56-131 of the Maplewood Code of Ordinances is hereby amended as follows:

The following uses shall be permitted in any location within the MR district:

- (1) Apartment dwellings, if built and located in accordance with the development standards for townhouse apartments, garden apartments, or elevator apartments provided in section 56-133.
- (2) Attached single-family dwellings by site plan review as provided in article IV, division 8 of this chapter, and if built and located in accordance with development standards for townhouse or patio houses provided in article II, division 3 of this chapter.
- (3) Convent or rectories.
- (4) **Group homes**
- (45) Home occupations as provided in article III, division 3 of this chapter.
- (56) Accessory uses, as provided in article III, division 4 of this chapter.
- (67) Conditional uses. The following uses shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Detached single-family dwellings.

- b. Apartments for the elderly.
- c. Convalescent homes.
- d. Public or common parking garages or lots.
- e. Utility substations.
- f. Police or fire stations.
- g. Private schools, except private trade, technical or business schools, and university ~~facility~~ **facilities**.
- ~~h. Group living facility/group home.~~
- ih.** Short term vacation rentals that meet the requirements of article XIII, division 3, sections 14-800 to 14-804, short term vacation rentals of the city Code.

Section V. Section 56-880 of the Maplewood Code of Ordinances is hereby repealed in its entirety.

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

Passed this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 9th day of September, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: August 7, 2025
Re: **City Manager's Report**

PROFESSIONAL SERVICES PROCUREMENT

- **Comprehensive Brand Initiative RFP:** Twenty-one firms submitted proposals for the Comprehensive Branding Initiative by the July 22 deadline, demonstrating strong interest in the City's project to update our brand. Many highly qualified firms responded, and narrowing the pool proved challenging for the staff panel. Staff will interview seven finalist firms this month to evaluate their approach to modernizing the City's identity while reflecting our community's character and values. A recommendation will be prepared for Council consideration at the September 9 meeting.
- **ADA Transition Plan RFQ:** Responses to the ADA Transition Plan Request for Qualifications were received by the July 24 deadline. Ten proposals were received, and a recommendation will be presented at the Council's September 9 meeting.
- **Bond Communication Services RFP:** An RFP for bond referendum communication services was issued July 30 with responses due by August 20 at 4:30 pm. The City is seeking an experienced communications consultant to support the proposed \$11 million general obligation bond referendum planned for the April 2026 ballot. The bond will fund critical City Hall renovations and police facility expansion to address CALEA compliance requirements and infrastructure modernization. Staff aims to have a communications firm recommended for Council approval on September 9.
- **Bond Referendum Support Services:** Navigate has been authorized to provide pre-referendum services supporting the bond communication effort. The firm will procure and manage a consultant to develop visual materials, including two perspective exterior renderings (northwest and northeast views) and two floor plans (lower level and grade level), based on the conceptual design. These renderings and floor plans will be used in informational materials to help voters understand the scope and necessity of the proposed City Hall and police facility improvements.

LEGAL AND POLICY UPDATES

Legal Update on Source of Income Discrimination

Based on a preliminary analysis by our previous city attorney, Missouri's newly enacted HB 595 preempts portions of Maplewood's source of income discrimination protections. The new state law prohibits cities from requiring privately-owned residential rental properties to accept tenants whose income includes federal housing assistance such as Section 8 vouchers.

Our current ordinance (Resolution 23-57 and Code Sections 30-19 through 30-23) prohibits landlords from refusing to rent based on source of income, including housing assistance programs. While the legal analysis confirms this conflicts with the new state law for privately-owned properties, the ordinance may still apply to government-owned or public housing authority-owned properties, which are not covered by the state preemption.

In consultation with our new legal counsel, staff will prepare a revised ordinance for Council consideration that maintains the City's commitment to fair housing while complying with state law. The revision will clarify which properties remain subject to source of income protections and ensure our tenant rights framework remains legally sound while preserving maximum housing access within statutory constraints.

Updated Board and Commission Member Social Media Guidelines

Updated board and commission member welcome packets, incorporating legal guidance regarding social media usage by public officials, are being distributed to members at their monthly meetings. As discussed by the Council at the June 10 meeting, the updated guidance reflects Supreme Court precedent which establishes when appointed members' social media activity may be subject to First Amendment constraints as "state action."

The guidelines remind members that when posting within their official area of responsibility while purporting to exercise governmental authority, they cannot moderate comments based on viewpoint, delete disagreeable comments, or block users for expressing dissenting opinions. To avoid potential federal civil rights litigation, members are advised to exercise caution when moderating personal social media accounts and to clearly distinguish personal opinions from official positions when discussing commission-related topics.

Additionally, all board and commission members are reminded that regardless of the legal standards governing official social media conduct, the City expects all appointed members to maintain professional decorum and courtesy in their interactions with fellow members, city staff, and the public across all platforms and communications. This expectation of respectful discourse supports the collaborative environment necessary for effective board and commission work and reflects the City's commitment to civil dialogue in public service.

REGIONAL COLLABORATION

Central Cities Mayor/City Manager Meeting

Mayor Greenberg and I attended a regional meeting on July 31 with mayors and city managers/administrators from Brentwood, Clayton, Olivette, Richmond Heights, and Webster Groves to discuss expanded opportunities for shared municipal services. The conversation was initiated by Richmond Heights Mayor Finney and focused on exploring collaborative approaches to service delivery among neighboring communities.

The group reviewed current partnerships including fire training facilities, IT services, recreational departments and facilities, public safety dispatch, and social services. Areas of interest for potential collaboration include Fire EMS departments, emergency management, municipal courts, capital equipment sharing systems, and centralized fleet maintenance.

The meeting identified opportunities to combine staffing to strengthen service depth and response, achieve financial efficiencies, and maintain or improve service levels. Challenges discussed included state legal frameworks that allow intergovernmental agreements but not regional authorities, and local preferences for municipal control. The group agreed to seek direction and commitment to study potential combined services in conjunction with city staff, with studies to include plans for operations and governance. University City was invited but unable to attend.

Mid-County Affordable Housing Roundtable

Council Members are invited to attend the Mid-County Affordable Housing Roundtable scheduled for August 19 at 3 pm at Eden Theological Seminary. This collaborative initiative focuses on two key areas: promoting the ability of new residents to access affordable workforce housing and supporting current residents throughout their entire housing lifecycle with emphasis on senior affordable housing options.

Participating municipalities (Maplewood, Brentwood, Richmond Heights, Webster Groves, Kirkwood) will discuss current obstacles, successful actions taken, and potential future strategies to advance affordable housing goals. The roundtable aims to compile findings and present common goals and challenges to all five participating City Councils, fostering regional cooperation on this critical issue.

COMPREHENSIVE PLAN UPDATE

The comprehensive plan process continues with an updated schedule following Plan and Zoning Commission feedback:

- P&Z public hearing for adoption: October 6
- Council presentation: October 28

This revised schedule adds a full month for P&Z review and feedback. PGAV met with the commission at its monthly meeting on August 11 to answer questions about how the planning process has centered an equity lens, the equity framework used for data collection and demographic analysis, and incorporation of detailed feedback provided by the commission's subcommittee.

STAFF RECOGNITION AND ACHIEVEMENTS

Mid County Chamber Awards

I am proud to announce that Chief Matthew Nighbor has been selected as Government Leader of the Year and Captain Paul Szydowski as Hometown Hero by the Mid County Chamber of Commerce. Both will be honored at the Chamber's Annual Awards Breakfast on September 18.

Chief Nighbor's recognition reflects his exceptional leadership in transforming the Police Department into one of the most community-focused and accessible departments in the St. Louis region. In his nomination, his colleagues praised his unwavering dedication, compassionate leadership, and commitment to fostering trust and collaboration between the department and community.

Captain Szydowski's Hometown Hero Award honors both his 30-year career of dedicated service and his extraordinary courage during an October 2024 fire in Shrewsbury, where he experienced a medical emergency while rescuing someone from the fire, demonstrating his dedication to serving others even at great personal risk.

We also recognize the other exceptional staff members nominated by their colleagues: Detective John DeBisschop for consistently going above and beyond as head evidence custodian; Sergeant Adam Fite for his phenomenal leadership and empathy; Officer Phillip Anderson for his exceptional community engagement and positive attitude; and Corporal Marlon Brown for his extraordinary handling of a dangerous situation at Walmart. We are appreciative of the staff who took time out of their duties to recognize their colleagues in this new staff-led nominations process.

GFOA Recognition

The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for our Annual Comprehensive Financial Report for fiscal year 2024. This represents the highest form of recognition in governmental accounting and financial reporting.

This achievement reflects the exceptional work of our Finance team, whose dedication to accuracy and transparency ensures our community receives clear, comprehensive information about the City's financial position. The certificate demonstrates Maplewood's commitment to excellence in financial stewardship and exceeds industry standards for municipal financial reporting.



The Mid County of Commerce is proud to announce our 2025 Award Recipients.

We extend our heartfelt congratulations to each honoree and look forward to celebrating their contributions at the Chamber Champion Awards Breakfast on September 18, 2025.

Mid County Chamber of Commerce 2025 Annual Award Recipients



Business Person of the Year
Patrick Jugo
JugoPlus Architects



Business of the Year
Central Auto Body Rebuilders



Hometown Hero Award
Officer Tony James
City of Richmond Heights



Hometown Hero Award
Captain Paul Szydowski
City of Maplewood



Chamber Spirit Award
Rosanne Nicholson
Premier Design & Construction



Thursday, September 18
The Masonry Center | 8:15 a.m.
Register Online
midcountycommerce.org



Your logo here!



Citizen of the Year
Stephanie Usher



Government Leader Award
Chief Matt Nighbor
City of Maplewood



Government Leader Award
Chief Phil Goode
City of Richmond Heights



Educator of the Year
Annie Rothenberg
MRH School District



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

7/1/2025

For more information contact:
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Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Maplewood** for its annual comprehensive financial report for the fiscal year ended June 30, 2024. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Maplewood
Missouri**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morill

Executive Director/CEO