



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

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

**Tuesday, April 28, 2026  
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. April 14, 2026, City Council work session minutes
  - b. April 14, 2026, City Council regular meeting minutes
6. Public Hearings:
  - a. Request to rezone 2270 Yale Avenue from SR Single Family Residential District to PA Public Activity District
7. Public Comment
8. Announcements
9. Unfinished Business:
  - a. Bill 6317 – Final Reading: Authorizing the City Manager to execute the Public Works Emergency Response Mutual Aid Agreement on behalf of the City
  - b. Bill 6318 – Final Reading: Amending Conditional Use Permit Ordinance No. 6094 for 2425 South Big Bend Boulevard to modify the lint discharge percentage
  - c. Bill 6319 – Final Reading: Rezoning 2270 Yale Avenue from SR Single Family Residential District to PA Public Activity District
  - d. Bill 6320 – Final Reading: Granting a Conditional Use Permit to Trung Dang to build a detached single family residential home in the MR Medium Density Residential District at 7262 Lyndover Place

10. New Business:

- a. Resolution 26-15 – Declaring the results of the General Municipal Election held on Tuesday, April 7, 2026, for Council Members in Wards 1, 2, and 3 and for Proposition M as official
- b. Honoring and commending Ward 3 Council Member Shawn Faulkingham for his twenty-one years of service to the City of Maplewood

11. Motion to Recess

12. Swearing-in of Newly Elected and Re-Elected Council Members:

- a. Ward 1 – Krista Garcia
- b. Ward 2 – Chasity Mattox
- c. Ward 3 – Mark Vanden Akker

13. Break for Reception

14. Reconvene Council Meeting

15. Additional New Business:

- a. Election of Deputy Mayor
- b. Resolution 26-16: Appointing Matthew Durbin as Provisional Municipal Judge of the Associate Circuit Court, Municipal Division, of the City of Maplewood, Missouri
- c. Bill 6321 – First and Second Reading: Authorizing the City to enter into a transportation development district dissolution agreement in connection with the dissolution of the Hanley Road Corridor Transportation Development District and take certain other actions in connection therewith

16. 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. Finance Director’s Report
- g. City Manager’s Report

17. Public Comment

18. Adjournment

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**Addressing the Council**

Individuals wishing to speak during Public Hearings or Public Comment must sign in before the meeting. Each speaker has a three-minute limit. Written comments may be emailed to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by noon on the meeting day and will be provided to Council but not read aloud.

**Accessibility Notice**

The City of Maplewood is committed to making public meetings accessible. Accommodation requests should be made at least 48 hours before the meeting by contacting the Deputy City Clerk at [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY).

**Virtual Access**

Watch this meeting live or view previous meetings at [www.youtube.com/@cityofmaplewood8819](https://www.youtube.com/@cityofmaplewood8819)

*Posted on April 24, 2026, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*



## RECORD OF PROCEEDINGS

### Work Session Meeting of the City Council City of Maplewood, Missouri

Tuesday, April 14, 2026  
6:00 PM

#### 1. Call to Order

The meeting was called to order at 6:00 PM, with Mayor Greenberg presiding.

#### 2. Roll Call

Council Member Faulkingham – Not Present  
Council Member Garcia – Present  
Mayor Greenberg – Present  
Council Member Homa – Present  
Council Member Mattox – Present  
Council Member Page – Present  
Council Member Wiley – Present

A quorum was present.

Also present:

Police Chief Matt Nighbor  
City Attorney Jim Hetlage

#### 3. Municipal Facilities Strategy Following Proposition M

Proposition M failed at the April 7, 2026, election by a margin of approximately 50 votes. Council discussed the outcome and next steps for addressing the City's facility needs.

Chief Nighbor reported that CALEA assessors have identified multiple operational deficiencies tied to inadequate facilities. During the 2025 on-site assessment, the City had indicated plans to pursue a bond measure. With the failure of Proposition M, those deficiencies will be formally noted at the next certification assessment in 2029.

Council discussed voter feedback suggesting that many residents were confused about the difference between a bond measure and a tax levy, were uncertain whether the proposal would expand policing services, and were unaware that the measure addressed broader City Hall facility needs beyond the Police Department. Council also noted that misinformation about St. Louis County's Proposition P and general government financing may have contributed to the outcome. The timing of the election and broader economic conditions were identified as additional factors.

Council reviewed the current condition of City facilities. The Police Department was described as having the most severe deficiencies. Other concerns throughout the facility include lack of ADA accessibility for residents and employees, extensive deferred maintenance in areas that are no longer maintainable through routine repair, and insufficient privacy for sensitive functions including Social Services and Human Resources. Council noted that the proposed project addressed essential needs rather than enhancements and acknowledged the challenge of communicating that distinction effectively to voters.

Council reached consensus to consider placing a similar measure on the November 3, 2026, ballot, with the intervening period focused on public engagement and education, clearer communication of

funding mechanisms and project scope, and comparisons to facilities in neighboring communities. Chief Nighbor noted that officer morale remains steady despite the outcome.

#### 4. Alternative Vehicle Regulation Considerations

Council discussed the need for local regulations addressing the increased use of alternative vehicles not currently covered under existing ordinances. State law regulates Class 3 electric bicycles, but the City has no local ordinances governing gas-powered mini-motorcycles, go-karts, motorized scooters, and similar devices outside Class 1, 2, and 3 classifications.

Specific complaints have been received involving children as young as 9 or 10 operating such vehicles on Manchester Road and Big Bend Boulevard. Council raised concerns about unlicensed minors operating motorized vehicles at unsafe speeds on public streets and sidewalks without regard to traffic laws.

Council reviewed regulatory approaches from neighboring municipalities as potential models. Council agreed to form a subcommittee consisting of Council Members Wiley and Homa to research the matter further and develop recommendations for regulations defining allowable vehicle types, establishing permitted areas of operation, and improving safety and enforceability.

#### 5. Adjournment

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Outcome:** Unanimously approved by voice vote. With no remaining matters to be discussed, the meeting adjourned at 6:55 PM.

#### Certification

I certify that the above minutes are a true and accurate record of the City Council work session held on April 14, 2026.

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

**Date Approved:** April 28, 2026



## RECORD OF PROCEEDINGS

### Regular Meeting of The City Council City of Maplewood, Missouri

Tuesday, April 14, 2026  
7:00 PM

#### 1. Call to Order

The meeting was called to order at 7:05 PM, with Mayor Greenberg presiding.

#### 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

#### 3. Roll Call

Council Member Faulkingham – Not present

Council Member Garcia – Present

Mayor Greenberg – Present

Council Member Homa – Present

Council Member Mattox – Present

Council Member Page – Present

Council Member Wiley – Present

A quorum was present.

#### 4. Motion to Excuse Council Member Faulkingham

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Outcome:** Approved.

#### 5. Approval of Minutes

March 24, 2026, City Council regular meeting minutes.

**Motion:** Council Member Homa

**Seconded by:** Council Member Wiley

**Outcome:** Approved unanimously by voice vote.

#### 6. Public Hearings

Mayor Greenberg opened the following public hearings:

##### a. Request to Amend the Zoning Ordinance (Sections 56-232 and 56-539) to Allow Emergency Overnight Shelters as a Conditional Use in the AB and PA Districts

No public comment was received. The public hearing was closed.

##### b. Request by Trung Dang for a Conditional Use Permit for a Single-Family Residence at 7262 Lyndover Place

Trung Dang appeared before the Council to explain his request for a conditional use permit to construct a detached single-family home at 7262 Lyndover Place within the MR Medium Density Residential District, using the same footprint as the former home on the property.

Two neighboring residents offered public comment. Jen Ayres raised concerns about a shared sewer lateral and an easement affecting the property, noting the potential for MSD utility complications during construction. Mary Rowlett expressed concern about construction runoff based on past experience at the site and asked that steps be taken to avoid similar issues with the proposed project. The public hearing was closed.

**c. Request by James Lee to Amend Conditional Use Permit Ordinance No. 6094 for 2425 South Big Bend Boulevard**

James Lee appeared before the Council to explain his request to amend the conditional use permit to reduce the required lint capture percentage from 98% to 74%. Mr. Lee explained that the dryer manufacturer had represented that the equipment would capture 98.3% of lint, but actual performance following installation proved lower. To offset the reduced capture rate, the rooftop exhaust system will be directed eastward, away from adjacent residential areas. The public hearing was closed.

**d. Request by Dimpalben Patel for Approval of Change in Managing Officer for Existing Liquor Licenses for Shri Gajanand LLC d/b/a Big Bend Liquor, 3620 South Big Bend Boulevard**

Dimpalben Patel appeared before the Council to explain that the current managing officer, Gaurang Bhavsar, is retiring and that he is petitioning to be approved as the new managing officer for the existing liquor licenses. The public hearing was closed.

**e. Request to Submit an Application for Community Development Block Grant Funding for Yale Open Green Space Improvements**

City Manager Withycombe explained that the application seeks Community Development Block Grant funding to offset the cost of design and planning for a park at the Yale Open Green Space. The public hearing was closed.

**7. Public Comment**

There were no public comments.

**8. Announcements**

Council Member Garcia announced that Tons of Transportation will be held on the first Saturday in May. Council Member Mattox announced a Ward 2 meeting on Saturday, April 25, at 10:00 a.m. at Ryan Hummert Park, and Council Member Homa announced a Ward 3 meeting on Saturday, May 9, at 10:00 a.m. at Sutton Loop Park.

**9. Presentations**

**a. Resolution Honoring Gina Komerous for 30 Years of Service**

Mayor Greenberg presented a resolution honoring Gina Komerous on the occasion of her 30 years of service to the City of Maplewood.

**b. Special Business District Tax Advisory Commission Annual Report**

Karmen Raybern, chair of the Special Business District Tax Advisory Commission, presented the commission's annual report, highlighting a year focused on events, branding, community support, and economic development.

**c. Community Development Department Annual Report**

Community Development Director Laura Miller presented a summary of the department's activities, covering business support and economic development, community promotion and events, placemaking and infrastructure goals, and communications and website updates.

## 10. Unfinished Business

### a. **Bill 6314: Amending the Code of Ordinances, Chapter 56 — Zoning, Section 56-359(10), Conditional Uses in the PA Public Activity District, and Section 56-232(31), Conditional Uses in the AB Arterial Business District, to Permit Emergency Overnight Shelters — Final Reading**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** Council Member Wiley thanked staff and the Plan and Zoning Commission for moving the item forward efficiently and expressed interest in exploring longer-term opportunities alongside the community.

**Roll Call Vote:**

Council Member Garcia – Yes

Mayor Greenberg – Yes

Council Member Homa – Yes

Council Member Mattox – Yes

Council Member Page – Yes

Council Member Wiley – Yes

**Outcome:** Bill 6314 approved as Ordinance 6108.

### b. **Bill 6315: Executing an Intergovernmental Agreement with the City of Clayton, Missouri, for a Fire Authority Feasibility Study — Final Reading**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** City Manager Withycombe provided a brief explanation, noting that all 18 St. Louis County municipalities with independent fire departments have been invited to participate in the study, with costs capped at \$40,000 per city. Based on anticipated participation, the City has budgeted \$20,000. She noted that Maplewood was among the earliest municipalities to bring the item forward, and that a consolidated fire authority could reduce redundancy, improve efficiency, and strengthen regional coordination among fire departments.

**Roll Call Vote:**

Council Member Garcia – Yes

Mayor Greenberg – Yes

Council Member Homa – Yes

Council Member Mattox – Yes

Council Member Page – Yes

Council Member Wiley – Yes

**Outcome:** Bill 6315 approved as Ordinance 6109.

### c. **Bill 6316: Executing an Intergovernmental Cooperation Agreement with the City of Clayton, Missouri, for the Provision of Technology Services and Support — Final Reading**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** City Manager Withycombe explained that the ordinance authorizes the City to join an IT cooperative with Clayton, Richmond Heights, and Brentwood, providing Maplewood with an in-house IT department including dedicated on-site support, long-range planning, and cybersecurity infrastructure. She noted that while the cost exceeds the current managed service provider arrangement, the cooperative addresses significant gaps in dedicated support and cybersecurity vulnerability. Council Member Garcia concurred that the improved security posture justifies the additional expense.

**Roll Call Vote:**

Council Member Garcia – Yes  
Mayor Greenberg – Yes  
Council Member Homa – Yes  
Council Member Mattox – Yes  
Council Member Page – Yes  
Council Member Wiley – Yes

**Outcome:** Bill 6316 approved as Ordinance 6110.

**11. New Business**

**a. Approving a Change in Managing Officer for Existing Liquor Licenses for Shri Gajanand LLC d/b/a Big Bend Liquor, 3620 South Big Bend Boulevard**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** None.

**Roll Call Vote:**

Council Member Garcia – Yes  
Mayor Greenberg – Yes  
Council Member Homa – Yes  
Council Member Mattox – Yes  
Council Member Page – Yes  
Council Member Wiley – Yes

**Outcome:** The liquor license change was approved.

**b. Resolution 26-13: Authorizing the Submission of an Application for Community Development Block Grant Funding for Yale Open Green Space Improvements**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** City Manager Withycombe noted that part of the project plan includes naming the park, with more to come on that process.

**Roll Call Vote:**

Council Member Garcia – Yes  
Mayor Greenberg – Yes  
Council Member Homa – Yes  
Council Member Mattox – Yes  
Council Member Page – Yes  
Council Member Wiley – Yes

**Outcome:** Resolution 26-13 approved.

**c. Bill 6317: Authorizing the City Manager to Execute the Public Works Emergency Response Mutual Aid Agreement on Behalf of the City — First and Second Readings**

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Discussion:** None.

**Voice Vote:** All in favor.

**Outcome:** Bill 6317 will move to its third and final reading at the next Council meeting.

**d. Bill 6318: Amending Conditional Use Permit Ordinance No. 6094 for 2425 South Big Bend Boulevard to Modify the Lint Discharge Percentage — First and Second Readings**

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Discussion:** None.

**Voice Vote:** All in favor.

**Outcome:** Bill 6318 will move to its third and final reading at the next Council meeting.

**e. Bill 6319: Rezoning 2270 Yale Avenue from SR Single-Family Residential District to PA Public Activity District — First and Second Readings**

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Discussion:** None.

**Voice Vote:** All in favor.

**Outcome:** Bill 6319 will move to its third and final reading at the next Council meeting.

**f. Bill 6320: Granting a Conditional Use Permit to Trung Dang to Build a Detached Single-Family Residential Home in the MR Medium Density Residential District at 7262 Lyndover Place — First and Second Readings**

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Discussion:** None.

**Note:** The voice vote was inadvertently omitted following the second reading and was conducted immediately thereafter.

**Voice Vote:** All in favor.

**Outcome:** Bill 6320 will move to its third and final reading at the next Council meeting.

**g. Resolution 26-14: Electing a Deputy Mayor Pro Tempore for the April 28, 2026, Regular Meeting of the City Council**

**Motion:** Council Member Homa

**Seconded by:** Council Member Garcia

**Discussion:** Mayor Greenberg thanked Council Member Homa for agreeing to serve in this capacity at the April 28 meeting.

**Roll Call Vote:**

Council Member Garcia – Yes

Mayor Greenberg – Yes

Council Member Homa – Abstained

Council Member Mattox – Yes

Council Member Page – Yes

Council Member Wiley – Yes

**Outcome:** Resolution 26-14 approved 5–0–1.

## 12. Council and Staff Reports

**Mayor’s Report.** Mayor Greenberg reported that plans for a Maplewood Senior Activity Center are moving forward and that the group is seeking residents interested in serving on the board. He also announced that the Kiwanis Club will hold a golf tournament on June 15 to benefit the Maplewood Richmond Heights School District.

**Ward 1 Report.** Council Members Wiley and Garcia thanked residents who attended the Ward 1 meeting.

**Ward 2 Report.** Council Member Mattox reminded residents of the Ward 2 meeting on Saturday, April 25, at Ryan Hummert Park.

**Ward 3 Report.** Council Member Homa reminded residents of the Ward 3 meeting on Saturday, May 9, at Sutton Loop Park.

**City Attorney’s Report.** No report.

**City Manager’s Report.** City Manager Withycombe reported that the Police Department has again received the Missouri Blue Shield designation, making the City eligible for state grant funding. She announced that budget work sessions are scheduled for Tuesday, May 5, and Thursday, May 7, with a budget preview to be presented at the April 28 Council meeting. She also noted that the board and commission application period is open for appointments and renewals beginning July 1.

## 13. Public Comment

No speakers.

## 14. Adjournment

**Motion:** Council Member Homa.

**Seconded by:** Council Member Garcia.

**Outcome:** Unanimously approved by voice vote. With no remaining matters to be discussed, the meeting adjourned at 8:50 PM.

## Certification

I certify that the above minutes are a true and accurate record of the City Council meeting held on April 14, 2026.

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Nick Homa, Deputy Mayor Pro Tempore

Attest:

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Tanya Bohlken, Deputy City Clerk

**Date Approved:** April 28, 2026



## **PUBLIC HEARING NOTICE**

### **Zoning Request**

The Maplewood City Council will hold a Public Hearing on Tuesday, April 28, 2026, at 7 p.m. in the 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 Plan and Zoning Commission to rezone 2270 Yale Avenue from SR Single Family Residential District to PA Public Activity District.**

Please contact Todd Hughes, Director of Public Works and Planning, with any specific questions relating to this matter at [thughes@maplewoodmo.gov](mailto:thughes@maplewoodmo.gov) or (314)-646-3635.

Speakers must attend in person and sign in to address the City Council. The public can watch live at [youtube.com/@cityofmaplewood8819](https://youtube.com/@cityofmaplewood8819). Public comments may also be submitted to [cityclerk@maplewoodmo.gov](mailto: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 April 9, 2026, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*

*Published on April 13, 2026, in the St. Louis Countian*

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Authorizing Execution of the Public Works Emergency Response Mutual Aid Agreement**

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Bill No. 6317 was given first and second reading at the April 14, 2026, meeting with no changes. The ordinance authorizes the City Manager to execute the Public Works Emergency Response Mutual Aid Agreement, a cooperative framework among 20 St. Louis-area municipalities for reciprocal public works emergency response aid and assistance, authorized under Section 44.090 of the Missouri Revised Statutes.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE THE PUBLIC WORKS EMERGENCY RESPONSE MUTUAL AID AGREEMENT ON BEHALF OF THE CITY

WHEREAS, Section 44.090 of the Missouri Revised Statutes authorizes municipalities to cooperate with other municipalities to make the most efficient use of their resources on a basis of mutual cooperation; and

WHEREAS, the Public Works Emergency Response Mutual Aid Agreement (the “Agreement”), dated February 6, 2026, and attached hereto as Exhibit A, establishes a framework for cooperative and reciprocal public works emergency response aid and assistance among member municipalities; and

WHEREAS, membership in the Agreement enables the city to request aid and assistance from member municipalities during a public works emergency and to provide aid and assistance to member municipalities in need; and

WHEREAS, the city has previously provided public works assistance to neighboring municipalities on an informal basis and desires to formalize that cooperative relationship; and

WHEREAS, the City Council finds that execution of the Agreement is in the best interest of the health, safety, and welfare of the residents of Maplewood;

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

Section I. The City Manager is hereby authorized and directed to execute the Public Works Emergency Response Mutual Aid Agreement on behalf of the City of Maplewood, Missouri, in substantially the form attached hereto and incorporated herein by reference.

Section II. The City Manager is further authorized to designate authorized representatives and to submit a Mutual Aid Resource List as required by the Agreement.

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

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

## EXHIBIT A

This Public Works Emergency Response Mutual Aid Agreement (hereinafter “Agreement”) is entered into by each of the entities that executes and adopts the understandings, commitments, terms, and conditions contained herein:

**WHEREAS**, Section 44.090 of the Missouri Revised Statutes authorizes municipalities to cooperate with other municipalities to make the most efficient use of their resources on a basis of mutual cooperation; and

**WHEREAS**, municipalities are vulnerable to a variety of natural and technological disasters and recognizing this vulnerability, this Agreement’s intended purposes are to:

- (1) Reduce damage, injury, and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery; and

**WHEREAS**, the parties to this Agreement and the State of Missouri have recognized the importance of coordination and cooperation between local governments; and

**WHEREAS**, pursuant to Section 44.090 of the Missouri Revised Statutes, entities entering into cooperative mutual aid and assistance agreements may include provisions for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

**WHEREAS**, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance among one another during times of disaster or public works emergencies; and

**WHEREAS**, it is recognized and accepted by the entities which have chosen to become signatories to this Agreement, that municipalities can best serve their constituencies through cooperation and sharing of resources, thereby maximizing utilization and minimizing expense for redundant equipment and resources.

**THEREFORE**, pursuant to Section 44.090 of the Missouri Revised Statutes, the undersigned entities agree to enter into this Agreement for cooperative and reciprocal public works emergency response aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

## **SECTION I: DEFINITIONS**

The following definitions will apply to the terms appearing in this Agreement.

A. "AID AND ASSISTANCE" includes, but is not limited to, personnel, equipment, facilities, services, supplies.

B. "AUTHORIZED REPRESENTATIVE" means an entity's employee who has been authorized, in writing by that entity, to request, to offer, or to otherwise provide aid and assistance under the terms of this Agreement.

The list of Authorized Representatives for each entity shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to the employee's position will be the authorized representative.)

C. "DISASTER" means a calamitous event threatening loss of life or significant loss or damage to property, including, but not limited to flood, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made accidental, military, or paramilitary event.

D. "MUTUAL AID RESOURCE LIST" means the list provided by each entity listing equipment and other resources an entity has available for aid and assistance.

E. "ENTITY" means a governmental entity which has adopted and executed this Agreement.

F. "PROVIDER" means the entity which has received a request to furnish aid and assistance from another entity in need (the "Recipient") and has agreed to provide the aid and assistance requested. The Provider shall be represented by the authorized representative of the local agency charged with recovery, repair and operational activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal facilities.

G. "RECIPIENT" means the entity setting forth a request for aid and assistance to another entity (the "Provider"). The Recipient shall be represented by the authorized representative of the local agency requesting recovery, repair and operational

activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal facilities.

**SECTION II: INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES;  
AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

A. As this is a reciprocal contract, it is recognized that any entity to this Agreement may be requested by another entity to be a Provider. It is mutually understood that each entity's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any entity to provide aid and assistance pursuant to a request from another entity.

Accordingly, when aid and assistance have been requested, an entity may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the Recipient.

B. Given the finite resources of any jurisdiction and the potential for each entity to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the extent possible.

C. All functions and activities performed under this Agreement are hereby declared to be governmental functions conducted pursuant to the powers conferred by Missouri Revised Statutes. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section XI of this Agreement.

**SECTION III: BIENNIAL REVIEW**

The authorized representatives of each entity shall meet not less than biennially (every two years) to review the Agreement and, if applicable, discuss recommendations to be made to their respective governing bodies for amendments to the Agreement pursuant to Section XIII of this Agreement. Such reviews will be scheduled during the first quarter of each odd numbered calendar year. A current Mutual Aid Resource List shall be resubmitted at each of the biennial reviews.

## **SECTION IV: PROCEDURES FOR REQUESTING ASSISTANCE**

Mutual aid and assistance shall not be requested unless the resources currently available are deemed inadequate by Recipient. When Recipient becomes affected by a disaster, or otherwise deems its resources inadequate to address an emergency response, recovery, or an operational need it may request mutual aid and assistance by communicating the request directly to one or more Providers on the Mutual Aid Resource List, indicating the request is made pursuant to this Agreement. The request shall be followed as soon as practicable by a written confirmation of that request. All requests for mutual aid and assistance shall be transmitted as set forth below.

**A. METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:** Recipient shall directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section. All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by all Providers providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VIII of this Agreement.

**B. REQUIRED INFORMATION:** Each request for aid and assistance shall be accompanied by the following information, in writing or by any other available means, to the extent known:

- (1) **Condition and Status:** A general description summarizing the condition necessitating the request for aid (i.e., whether the condition is planned, imminent, in progress, or has already occurred) and of the damage sustained to date;
- (2) **Services:** Identification of the service function(s) for which assistance is needed and the particular type of aid and assistance needed;
- (3) **Aid and Assistance:** The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
- (4) **Facilities:** The need for sites, structures, or buildings outside Recipient's geographical limits to serve as staging areas for incoming emergency goods and services;
- (5) **Meeting Time and Place:** An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

**C. STATE AND FEDERAL ASSISTANCE:** In the event of an expected declaration of local emergency and if the severity of the event is expected to exhaust the reasonably available resources on the Mutual Aid Resource List, then the Recipient shall be responsible for notifying the appropriate agencies or coordinating requests for state and/or federal assistance.

## **SECTION V: PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE**

A. When contacted by a Recipient in need, Provider's authorized representative shall assess Provider's own local situation in order to determine if personnel, equipment, and other resources are available. If Provider's authorized representative determines that Provider has available resources and agrees to provide the aid and assistance requested, Provider's authorized representative shall so notify the Recipient. Provider shall complete a written acknowledgment regarding the aid and assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient for a final response.

Provider's acknowledgment shall contain the following information:

- (1) In response to the items contained in the request, an acknowledgment of the personnel, equipment, and other resources to be sent;
- (2) The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in Section VII of this Agreement.);
- (3) The estimated time when the aid and assistance provided will arrive at the location designated by the authorized representative of the Recipient;
- (4) The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to Section VI of this Agreement).

B. Nothing in this section shall be deemed to unconditionally require any entity to this Agreement to provide aid and assistance to any Recipient. Each entity has the right to reject any request for aid and assistance.

## **SECTION VI: SUPERVISION AND CONTROL**

A. Provider shall designate contact persons/coordinators among its employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's contact persons/coordinators, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's contact persons/coordinators and Recipient.

B. Based upon such assignments set forth by Recipient, Provider's contact persons/coordinators shall:

- (1) Have the authority to assign work and establish work schedules for Provider's personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;

(2) In accordance with Section VIII of this Agreement, maintain a log of daily personnel time records, material records, equipment hours, and other expenses;

(3) Report work progress to Recipient at mutually agreed upon intervals.

C. Provider is to provide adequate supervision and control of Provider's personnel as necessary to comply with the workers compensation laws of Missouri and Section X of this Agreement.

D. When equipment and vehicles are supplied, they should be operated by qualified employees of the Provider agency whenever possible. However, this should not restrict any agency from operating equipment or vehicles when qualified operators of the providing agency are not available for that purpose with the consent of the Provider.

### **SECTION VII: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**

A. Unless otherwise provided, the duration of Provider's aid and assistance shall be presumed to be for an initial period of not more than seventy two (72) hours. Thereafter, assistance may be extended as the situation warrants for periods agreed upon by the authorized representatives of Provider and Recipient. The seventy two hour period and any other agreed upon time periods shall start when the aid and assistance departs from Provider's location with the intent of going to Recipient's location. The aid and assistance shall end when the aid and assistance returns to Provider's location and no further expectation of aid and assistance exists between Provider and Recipient.

B. In accordance with Section II of this Agreement, Provider's aid and assistance shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of Provider's intent to terminate portions of or all aid and assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

### **SECTION VIII: COST DOCUMENTATION & REIMBURSEMENT**

A. PERSONNEL - Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Provider shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirement, etc.).

B. PROVIDER'S TRAVELING EMPLOYEE NEEDS - Provider shall document the basic needs of Provider's traveling employees, such as reasonable out-of-pocket costs and

expenses of Provider's personnel, including, but not limited to, transportation expenses for travel to and from the stricken area during the period of aid and assistance.

C. EQUIPMENT - Provider shall document the use of its equipment during the period of aid and assistance including, but not limited to, all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and repairs directly caused by provision of the aid and assistance.

D. MATERIALS AND SUPPLIES - Provider shall document the types and amounts of all materials and supplies furnished by it and used or damaged during the period of aid and assistance.

E. REIMBURSEMENT OF COSTS – Provider’s costs as documented in this Section will be reimbursed by Recipient. Provider shall provide a summary of all costs to Recipient within sixty days of the end of an event. Recipient will provide payment to Provider in full within ninety days of receipt of the cost summary.

#### **SECTION IX: RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES**

Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

Whenever Provider’s employees are rendering aid and assistance pursuant to this Agreement, such employees shall be subject to all provisions of law as if they were providing service within the geographical limits of Provider

#### **SECTION X: PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKERS' COMPENSATION POLICY**

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own employees.

#### **SECTION XI: IMMUNITY**

All activities performed under this Agreement are hereby declared to be governmental functions and the liability of both Provider and Recipient shall be governed by

Missouri law and all grants of immunity pursuant to Section 537.600 of the Missouri Statutes shall apply.

**SECTION XII: PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS**

Each entity (as indemnitor) agrees, to the extent permitted by law, to protect, defend, indemnify, and hold all other parties (as indemnitees), and their officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind including, but not limited to, attorney's fees and costs of litigation arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent or intentional acts and errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each entity shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each entity understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

**SECTION XIII: AMENDMENTS; ADDITIONAL MEMBERS**

A. MANNER - This Agreement may be amended at any time by (1) unanimous consent of the parties as determined by the governing units of the parties or (2) upon the mutual written consent of the Recipient and Provider.

B. ADDITION OF OTHER ENTITIES - Additional entities may become parties to this Agreement upon: (1) acceptance and execution of this Agreement; (2) sending the executed Agreement to all parties; and (3) sending a copy of its completed Mutual Aid Resource List to each of the other parties.

**SECTION XIV: INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION**

This Agreement shall be binding for not less than one (1) year from its effective date. Thereafter, this Agreement shall automatically renew annually. However, any entity may withdraw from the Agreement at any time by written notification from Authorized Representative served personally or by registered mail upon all parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been served upon or sent to all other parties. An entity's withdrawal from this Agreement shall not affect an entity's liability or obligation under the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining entities. The Agreement may be terminated at any time

after the initial duration of the Agreement by unanimous consent of the parties as determined by the governing units of the parties.

**SECTION XV: HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

**SECTION XVI: SEVERABILITY ----- EFFECT ON OTHER AGREEMENTS**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

**SECTION XVII: EFFECTIVE DATE**

This Agreement shall be effective upon proper approval and execution hereof by at least two entities. The effective date shall be the date upon which the second entities executed the Agreement. As to all subsequently added entities, the effective date shall be the date upon which the newly added entities properly executed the Agreement.

The Agreement shall be executed by all members and forwarded to the City of Chesterfield for compilation and maintenance. The Agreement may be sent via US Mail or Email PDF.

NOW THEREFORE, in acknowledgment of the acceptance of this Agreement, each of the parties have caused this Public Works Emergency Response Mutual Aid Agreement to be duly executed in its name and behalf by its city manager, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

**City of** Maplewood

**Ordinance or Resolution Number** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

**City of** Maplewood

**DULY AUTHORIZED REPRESENTATIVE(S)**

Name: Todd Hughes Title: Director of Public Works & Planning

Address: 7601 Manchester Road

City/State/Zip: Maplewood, MO 63143

Office Phone: 314-646-3635 Cell Phone: 314-896-7401

E-Mail: thughes@maplewoodmo.gov

Name: Jason Watkins Title: Superintendent of Public Works

Address: 2385 Maplewood Commons Drive

City/State/Zip: Maplewood, MO 63143

Office Phone: 314-647-8633 Cell Phone: 314-814-0142

E-Mail: jwatkins@maplewoodmo.gov

Name: William "Toney" Lewis Title: Public Works Supervisor

Address: 2385 Maplewood Commons Drive

City/State/Zip: Maplewood, MO 63143

Office Phone: 314-647-8633 Cell Phone: 314-891-4219

E-Mail: wlewis@maplewoodmo.gov

City of Maplewood

**Resource List**

<u>Resource</u>	<u>Number</u>
Arrow Boards	0
Backhoes	1
Bucket Trucks	1 - small 35' reach
Chainsaws	6
Changeable Message Boards	0
Chippers	1
Dump Trucks	7
Front End Loader	1
Generators	1
Light Towers	0
Mini Excavators	1
Skid Steers	1
Street Sweeper	1

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Amending Conditional Use Permit Ordinance No. 6094 for 2425 South Big Bend Boulevard to Modify the Lint Discharge Percentage**

---

Bill No. 6318 was given first and second reading at the April 14, 2026, meeting with no changes. The ordinance amends Conditional Use Permit Ordinance No. 6094, which governs the laundromat at 2425 South Big Bend Boulevard, to reduce the required lint capture percentage from 98% to 74% to reflect the manufacturer's specifications for the facility's dryer equipment. The Plan and Zoning Commission recommended approval at its April 6, 2026, meeting by a vote of 5 ayes, 0 nays, 1 absent.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING CONDITIONAL USE PERMIT ORDINANCE NO. 6094 FOR 2425 SOUTH BIG BEND BOULEVARD TO MODIFY THE LINT DISCHARGE PERCENTAGE

WHEREAS, Conditional Use Permit Ordinance No. 6094 was approved by the Maplewood City Council on December 9, 2025; and

WHEREAS, the lint capture requirement for the laundromat requires modification due to manufacturer specifications; and

WHEREAS, the Plan and Zoning Commission recommended approval of the proposed amendment at its April 6, 2026, meeting by a vote of 5 ayes, 0 nays, 1 absent; and

WHEREAS, the City Council held a public hearing on this conditional use permit amendment at its April 14, 2026, meeting.

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

Section I. Conditional Use Permit Ordinance No. 6094 is hereby amended by deleting Section II, item (E) and replacing it with the following:

- (E) Environmental considerations. Dryers for the laundromat must capture a minimum of 74% of lint. Exhaust for all dryers must be located on the roof of the laundromat and must direct exhaust in an eastward direction.

Section II. All other provisions of Conditional Use Permit Ordinance No. 6094 shall remain in full force and effect.

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

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Rezoning 2270 Yale Avenue from SR Single-Family Residential District to PA Public Activity District**

---

Bill No. 6319 was given first and second reading at the April 14, 2026, meeting with no changes. The ordinance rezones 2270 Yale Avenue, a City-owned vacant lot on the east side of Yale Avenue, from SR Single-Family Residential District to PA Public Activity District to allow the property to be used for park purposes. The Plan and Zoning Commission recommended approval at its April 6, 2026, meeting by a vote of 5 ayes, 0 nays, 1 absent.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, REZONING 2270 YALE AVENUE FROM SR SINGLE FAMILY RESIDENTIAL DISTRICT TO PA PUBLIC ACTIVITY DISTRICT

WHEREAS, an application has been submitted to rezone property located at 2270 Yale Avenue from SR Single-Family Residential District to PA Public Activity District; and

WHEREAS, the property is owned by the City of Maplewood, which intends to use the property for park and related purposes; and

WHEREAS, the Plan and Zoning Commission considered the request and recommended approval at its April 6, 2026 meeting by a vote of 5 ayes, 0 nays, 1 absent; and

WHEREAS, the City Council held a public hearing at its April 14, 2026 meeting regarding the rezoning, and notice of said public hearing was published at least 15 days prior to the hearing in a newspaper of general circulation in the City; and

WHEREAS, the City Council makes the following findings in support of this rezoning:

1. The PA Public Activity zoning designation is appropriate for public and institutional uses that serve the community and aligns the zoning classification with the City's intended use of the property.
2. The rezoning does not involve changes to parcel boundaries and maintains the existing character of the neighborhood.
3. The rezoning does not constitute spot zoning because the PA Public Activity District is an established zoning district intended to accommodate institutional uses within residential contexts.
4. The rezoning promotes orderly land use by aligning the zoning classification with the City's ownership and intended use of the property while preserving neighborhood scale; and

WHEREAS, the City Council determines that the requested rezoning is in the best interests of the City and promotes orderly development.

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

Section I. The City Council of the City of Maplewood, Missouri, hereby rezones 2270 Yale Avenue from SR Single-Family Residential District to PA Public Activity District.

Section II. All development and use of the property shall comply with the regulations, standards, and requirements applicable to the PA Public Activity District as set forth in Chapter 56 of the Maplewood Code of Ordinances.

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

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Granting a Conditional Use Permit to Trung Dang to Build a Detached Single-Family Residential Home in the MR Medium Density Residential District at 7262 Lyndover Place**

---

Bill No. 6320 was given first and second reading at the April 14, 2026, meeting with no changes. The ordinance grants a conditional use permit to Trung Dang to construct a detached single-family home at 7262 Lyndover Place in the MR Medium Density Residential District, subject to Design and Review Board approval of any exterior changes, specified setback requirements, and Plan and Zoning Commission approval of any future expansions or alterations. The Plan and Zoning Commission recommended approval at its April 6, 2026, meeting by a vote of 5 ayes, 0 nays, 1 absent.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING A CONDITIONAL USE PERMIT TO TRUNG DANG TO BUILD A DETACHED SINGLE FAMILY RESIDENTIAL HOME IN THE MR MEDIUM DENSITY RESIDENTIAL DISTRICT AT 7262 LYNDOVER PLACE

WHEREAS, Trung Dang has applied for a conditional use permit as provided in Section 56-877 of the Maplewood Code of Ordinances to build a detached single-family residential home at 7262 Lyndover Place; and

WHEREAS, the Plan and Zoning Commission recommended approval of the proposed conditional use permit at its April 6, 2026, meeting by a vote of 5 ayes, 0 nays, 1 absent; and

WHEREAS, the City Council held a public hearing on this conditional use permit petition at its April 14, 2026, meeting.

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

Section I. Trung Dang is hereby granted a conditional use permit to build a detached single-family home at 7262 Lyndover Place.

Section II. The conditional use permit is granted subject to all rules, regulations, and conditions set forth for the property described in Section I as follows:

(A) Permitted and conditional uses. The uses permitted under this conditional use permit shall be as follows:

1. All permitted land uses in the MR Medium Density Residential Zoning District.
2. A detached single-family residential home.

(B) Architectural standards and bulk requirements.

1. Any exterior changes to the building structure must be approved by the Design and Review Board prior to the issuance of a building permit.
2. The rear yard structure setback shall be a minimum of five (5) feet.
3. The side yard structure setback shall be a minimum of five (5) feet.
4. The structure setback shall be five (5) feet from the Roseland Terrace right-of-way and twenty-five (25) feet from the Lyndover Place right-of-way.

Section III. Any expansion or alteration of use, structure, or site must be approved by the Plan and Zoning Commission prior to the issuance of a building permit.

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

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

**RESOLUTION**

**R26-15**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, APRIL 7, 2026, FOR COUNCIL MEMBERS IN WARDS 1, 2, AND 3 AND FOR PROPOSITION M AS OFFICIAL

WHEREAS, the St. Louis County Board of Election Commissioners conducted a general municipal election on Tuesday, April 7, 2026, and has certified the results of the election, attached herein as Exhibit A.

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

Section I. The City Council hereby accepts the certified results of the St. Louis County Board of Election Commissioners for the general municipal election held on Tuesday, April 7, 2026.

Section II. This Resolution shall take effect immediately upon its adoption.

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

## Exhibit A

**Cumulative Results Report**

Election Night

Run Time 10:09 AM  
Run Date 04/15/2026

ST. LOUIS COUNTY, MISSOURI

GENERAL MUNICIPAL ELECTION

4/7/2026  
Page 67

**Official Results**

Registered Voters  
92362 of 650652 = 14.20%  
Polling Places Reporting  
197 of 197 = 100.00%

### CITY OF MAPLEWOOD - WARD 1 - COUNCIL MEMBER - Three Year Term, Vote for ONE

Polling Places			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
197	197	100.00%	407	1,784	22.81%

Choice	Party	Consolidated Results	Total
KRISTA GARCIA		323 100.00%	323 100.00%
Cast Votes:		323 100.00%	323 100.00%

### CITY OF MAPLEWOOD - WARD 2 - COUNCIL MEMBER - Three Year Term, Vote for ONE

Polling Places			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
197	197	100.00%	352	1,629	21.61%

Choice	Party	Consolidated Results	Total
CHASITY MATTOX		274 100.00%	274 100.00%
Cast Votes:		274 100.00%	274 100.00%

### CITY OF MAPLEWOOD - WARD 3 - COUNCIL MEMBER - Three Year Term, Vote for ONE

Polling Places			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
197	197	100.00%	563	1,823	30.88%

Choice	Party	Consolidated Results	Total
MARK VANDEN AKKER		412 100.00%	412 100.00%
Cast Votes:		412 100.00%	412 100.00%

### CITY OF MAPLEWOOD - PROPOSITION M - Four-Sevenths Majority Required

Polling Places			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
197	197	100.00%	1,322	5,236	25.25%

Choice	Party	Consolidated Results		Total	
YES		702	53.34%	702	53.34%
NO		614	46.66%	614	46.66%
Cast Votes:		1,316	100.00%	1,316	100.00%

### CITY OF MAPLEWOOD - PROPOSITION M - Four-Sevenths Majority Required

Precinct	YES	NO	Cast Votes	Consolidated Results Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
HAD - 008	151	163	314	316	316	1,517	20.83%
HAD - 013	324	236	560	563	563	1,823	30.88%
HAD - 019	18	18	36	36	36	112	32.14%
HAD - 023	209	197	406	407	407	1,784	22.81%
<b>Totals</b>	<b>702</b>	<b>614</b>	<b>1,316</b>	<b>1,322</b>	<b>1,322</b>	<b>5,236</b>	<b>25.25%</b>

## RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, HONORING AND COMMENDING WARD 3 COUNCIL MEMBER SHAWN FAULKINGHAM FOR TWENTY-ONE YEARS OF SERVICE TO THE CITY OF MAPLEWOOD

WHEREAS, Shawn Faulkingham was sworn in as Ward 3 council member in April 2005 and has served the residents and businesses of Maplewood with distinction for 21 consecutive years; and

WHEREAS, following a competitive election in 2005, Council Member Faulkingham ran unopposed in each of the next five municipal elections, a testament to the enduring trust and confidence his constituents placed in his leadership; and

WHEREAS, during his tenure, Maplewood has grown into a more vibrant and prosperous city, and Council Member Faulkingham has been a steady and principled presence throughout that transformation; and

WHEREAS, his voting record reflects a consistent commitment to innovation and creativity in governance, balancing the community's evolving needs with sound and responsible fiscal management; and

WHEREAS, Council Member Faulkingham has worked tirelessly to advance the interests of Maplewood's residents and businesses at the local, state, and federal levels, serving as an advocate for the city in forums well beyond the council chambers; and

WHEREAS, he has approached his service with a genuine belief that good governance must be forward-looking, inclusive, and responsive to all who live and work in Maplewood; and

WHEREAS, Council Member Faulkingham has earned the deep respect and affection of his colleagues, city staff, and the community he has served so faithfully.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS: Shawn Faulkingham is hereby honored and commended for 21 years of distinguished service to the City of Maplewood as Ward 3 council member; and

BE IT FURTHER RESOLVED that the City Council expresses its profound gratitude to Shawn Faulkingham for his steadfast dedication to this community and extends its very best wishes to him in all that lies ahead.

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Appointment of Matthew Durbin as Provisional Municipal Judge**

---

Jeffrey Pauck, who has served as a provisional municipal judge of the Maplewood Municipal Court, is departing the role to join the U.S. Attorney's Office, where federal conflict of interest rules preclude simultaneous service in a judicial capacity. Stephen O'Brien continues to serve as provisional municipal judge. The enclosed resolution appoints Matthew Durbin to fill the vacancy created by Pauck's departure, as recommended by Municipal Judge Douglas Sidel.

Matthew Durbin received his J.D. from Saint Louis University School of Law in 2013 and has extensive experience in municipal court practice. He currently serves as an assistant prosecuting attorney in the St. Louis County Prosecutor's Office, where he has handled cases at all stages of litigation including trials, preliminary hearings, grand jury proceedings, and plea negotiations.

He has served as provisional judge for the City of Kirkwood since 2017 and for the City of Hazelwood since 2024, acting as judge for all dockets, pleas, and trials over city ordinance violations. He also serves as prosecuting attorney for the City of St. Ann and as provisional prosecutor for the City of Vinita Park. His résumé is attached for Council's reference.

## Matthew A. Durbin

### PROFESSIONAL EXPERIENCE

#### Office of St. Louis County Prosecutor

*June 30, 2014 to Present*

Assistant Prosecuting Attorney

- Handled Cases at all stages, including but not limited to Trials, Preliminary Hearings, Grand Jury Proceedings, Motions in Limine, Issuing or Refusing charges from Law Enforcement Officials, Pleas and Plea Negotiations, Probation Revocation Hearings, and Represented the Department of Revenue in Breath Refusal Hearings. DWI-Manslaughter & Vehicular Manslaughter Team previous Captain. Currently making case charging decisions in our Warrant Office.

#### Provisional Judge City of Kirkwood

*May 15, 2017 to Present*

- Act as Judge for all dockets, pleas and trials over city ordinance violations when Judge Obrien is unavailable

#### City of St. Ann Prosecuting Attorney

*December 14<sup>th</sup>, 2021 to Present*

- Handle Ordinance violations within the city, Criminal and Housing Dockets

#### Provisional Prosecutor City of Vinita Park

*August 3, 2022 to Present*

- Handle the Municipal Court Dockets when needed

#### Provisional Judge City of Hazelwood

*February 6, 2024 to Present*

- Act as Judge for all dockets, pleas and trials over city ordinance violations when Judge Monahan is unavailable

### EDUCATION

#### Juris Doctor

*December 28, 2013*

St. Louis University School of Law

#### Master in Criminology and Criminal Justice

*May 25, 2009*

University of Missouri – St. Louis

#### Bachelor in Criminology and Law Studies

*May 25, 2005*

Marquette University

#### High School Degree

*May 25, 2001*

St. Louis University High School

**RESOLUTION**

**R26-16**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, APPOINTING MATTHEW DURBIN AS PROVISIONAL MUNICIPAL JUDGE OF THE ASSOCIATE CIRCUIT COURT, MUNICIPAL DIVISION, OF THE CITY OF MAPLEWOOD, MISSOURI

WHEREAS, Section 479.020 of the Revised Statutes of Missouri provides that any city may provide by Charter for the selection, tenure, and compensation of a municipal judge or judges; and

WHEREAS, Section 10.2 of the City Charter provides for the appointment of a municipal judge by the mayor, with the consent of a majority of the Council; and

WHEREAS, Jeffrey Pauck has served as provisional municipal judge and is departing that role, creating a vacancy to be filled.

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

Section I. The City Council hereby consents to the appointment by the mayor of Matthew Durbin as provisional municipal judge of the Associate Circuit Court, Municipal Division of the City of Maplewood, Missouri, for a term concurrent with the mayor's.

Section II. This Resolution shall take effect immediately upon its adoption.

Passed this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 28th day of April, 2026

\_\_\_\_\_  
Nick Homa, Deputy Mayor Pro Tempore

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** **Hanley Road Corridor Transportation Development District Dissolution Agreement**

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The Hanley Road Corridor Transportation Development District was formed on March 24, 2009, by order of the Circuit Court of St. Louis County to fund transportation improvements along the Hanley Road corridor. The City of Maplewood has participated in the District alongside St. Louis County, the City of Brentwood, and Bi-State Development Agency.

Transportation development districts are funded through a dedicated sales tax collected within the district's boundaries. While a TDD is active, a portion of every retail sale within the district goes to the TDD rather than to the participating municipalities. Once the District is dissolved and its sales tax sunsets, that revenue returns to normal distribution, meaning the City's share of general sales tax collections within the former district boundaries will increase modestly. For Maplewood, this represents a small but welcome improvement to ongoing sales tax revenue from the Hanley Road corridor area.

Over the life of the District, Maplewood served as the maintenance authority for several significant transportation improvements funded through TDD bond proceeds, including the widening of West Bruno Avenue and Maplewood Commons access improvements (\$7,440,000), Folk Avenue improvements at Hanley Road (\$327,435), and Manchester Road MetroLink Station improvements (\$222,490). Maplewood's total share of District project costs was \$9,507,498, representing 19.012% of the District's total expenditures of \$50,007,338.

The District's Board of Directors has determined that the transportation project is complete and has initiated the process to dissolve the District. Under Section 238.275 of the TDD Act, dissolution requires authorization by a majority of qualified voters within the District at an election scheduled for July 21, 2026. Following that election, remaining District funds will be distributed to participating authorities based on each party's proportionate share of total project costs. Maplewood is estimated to receive \$1,148,883 from the balance in the District's custody account as of April 2026, out of a total estimated distribution of \$6,042,872. All distributions will be made after payment of any remaining District fees and expenses.

Under the TDD Act, revenue transferred upon dissolution must be used for transportation-related purposes. These funds may not be used for general operating purposes. Staff will discuss potential uses of this revenue during upcoming budget work sessions.

The enclosed ordinance authorizes the Mayor to execute the Dissolution Agreement on the City's behalf. Upon Council adoption, staff will arrange for execution and forward the signed agreement and ordinance to District counsel.

## Project Details

### Folk Avenue South TDD Improvements

\$6,375,000 Transportation Sales Tax Revenue Bonds, Series 2005

Projects paid by Maplewood from the project fund:

Project costs

**Improvements to Folk Avenue**, including without limitation construction a right-out only lane at Hanley Road, to improve traffic flow both into and out of the District

\$ 327,435.39

TOTAL project costs

\$ 327,435.39

### Hanley Road and North of Folk TDD Improvements

\$13,820,000 Transportation Sales Tax Revenue Bonds, Series 2005

Projects paid by Maplewood from the project fund:

Project costs

**West Bruno Avenue Improvements** - Widen an approximately 640 foot length of West Bruno Avenue. Two new un-signalized entrances will be constructed into Maplewood Commons. Construction includes storm water drainage improvements and relocated utilities consistent with the above-described road improvements.

\$ 7,440,000.00

TOTAL project costs

\$ 7,440,000.00

### Other Improvements

\$37,615,000 Transportation Sales Tax Revenue Bonds, Series 2009A

\$13,900,000 Taxable Transportation Sales Tax Revenue Bonds (Build America Bonds - Direct Payment to District), Series 2009B

Projects paid by Maplewood from the project fund:

Project costs

**MetroLink Station** - acquisition, design and construction of improvements to Manchester Road MetroLink Station, including but not limited to parking lots, plaza area, park and related facilities

\$ 222,489.16

**Sidewalks (MetroLink)** - installation of sidewalks from the Manchester Road MetroLink Station to connect adjacent roads

\$ 184,763.73

**Miscellaneous** - costs of North of Folk TDD projects and concrete repairs to Maplewood Commons curbs

\$ 1,332,809.36

TOTAL project costs

\$ 1,740,062.25

**Maplewood Total Project Investments \$ 9,507,497.64**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY TO ENTER INTO A TRANSPORTATION DEVELOPMENT DISTRICT DISSOLUTION AGREEMENT IN CONNECTION WITH THE DISSOLUTION OF THE HANLEY ROAD CORRIDOR TRANSPORTATION DEVELOPMENT DISTRICT AND TAKE CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

WHEREAS, the Hanley Road Corridor Transportation Development District (“District”) is a transportation development district and political subdivision of the State of Missouri, formed on March 24, 2009, by virtue of an order entered by the Circuit Court of St. Louis County, Missouri (the “TDD Order”), following approval by a majority of the qualified voters within the boundaries of the District, in accordance with the provisions of the Missouri Transportation Development District Act, Sections 238.200 to 238.280, inclusive, of the Revised Statutes of Missouri (the “TDD Act”) for the purpose of funding, promoting, planning, designing, constructing, improving, maintaining, and operating certain transportation-related projects as described in the TDD Order (the “Transportation Project”); and

WHEREAS, St. Louis County, Missouri (the “County”), the City of Maplewood, Missouri (the “City”), the City of Brentwood, Missouri (“Brentwood”), and The Bi-State Development Agency of The Missouri-Illinois Metropolitan District (“Bi-State”), are each a “local transportation authority” (as defined in the TDD Act and the TDD Order) with respect to a portion of the Transportation Project; and

WHEREAS, pursuant to Section 238.275.2 of the TDD Act, the Board of Directors of the District has found and determined that the District has completed its Transportation Project, and found it necessary and desirable to cause the abolishment of the District; and

WHEREAS, in accordance with Section 238.275 of the TDD Act, the District is required, following authorization to abolish the District by a majority of the qualified voters within the boundaries of the District at an election, to transfer any remaining District revenues, including revenues due and owing the District, if any, to the Missouri Highways and Transportation Commission (“MHTC”) and/or any appropriate local transportation authority assuming maintenance and control of the Transportation Project, for its further use and disposition; and

WHEREAS, there was no State Portion of the Transportation Project (as defined in the TDD Order) to be maintained by MHTC and the County, the City, Brentwood and Bi-State are willing to assume the responsibility for maintenance of all improvements comprising the Transportation Project made on their respective property and easements or in their respective rights-of-way, subject to any prior maintenance commitments, if any, between the parties as reflected in any license agreements and other agreements which may have been developed for, or related to, the Transportation Project; and

WHEREAS, the City Council hereby finds and determines that it is in the City’s best interest to enter into the Transportation Development District Dissolution Agreement (in substantially the form attached hereto as Exhibit A), among the District, the County, the City, Brentwood, and Bi-State in connection therewith (the “Dissolution Agreement”).

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

Section I. The City is hereby authorized to enter into the Dissolution Agreement, in

substantially the form presented to and approved by the City Council and attached to this Ordinance as Exhibit A, with such changes therein as shall be approved by the officials of the City executing such document, such officials' signatures thereon being conclusive evidence of their approval thereof.

Section II. The Mayor is hereby authorized to execute the Dissolution Agreement and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized to attest to and affix the seal of the City to the Dissolution Agreement and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance. The officers, agents and employees of the City are hereby authorized and directed to take such further action and execute and deliver such other documents, notices, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section III. If any term, condition or provision of this Ordinance is, to any extent, held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the City Council that it would have enacted this Ordinance without the invalid or unenforceable provision. If as a result of a subsequent change in applicable law, the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

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

Passed this 12th day of May, 2026

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Passed this 12th day of May, 2026

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

**EXHIBIT A**

**TRANSPORTATION DEVELOPMENT DISTRICT  
DISSOLUTION AGREEMENT**

THIS TRANSPORTATION DEVELOPMENT DISTRICT DISSOLUTION AGREEMENT (this “Agreement”) is made and entered into by and among ST. LOUIS COUNTY, MISSOURI, a constitutional charter county and political subdivision of the State of Missouri (the “County”), the CITY OF BRENTWOOD, MISSOURI (“Brentwood”), a fourth-class city and political subdivision of the State of Missouri, the CITY OF MAPLEWOOD, MISSOURI (“Maplewood”), a constitutional home rule city and political subdivision of the State of Missouri, THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT (“Bi-State”), a legally constituted body corporate and politic created and existing by reason of a joint compact between the States of Missouri and Illinois, and the HANLEY ROAD CORRIDOR TRANSPORTATION DEVELOPMENT DISTRICT (the “District”), a transportation development district and political subdivision of the State of Missouri.

WITNESSETH:

WHEREAS, the District is a transportation development district and political subdivision of the State of Missouri, created and existing under the Transportation Development District Act, Sections 238.200 through 238.280 of the Revised Statutes of Missouri, as amended (the “TDD Act”), for the purpose of funding, promoting, planning, designing, constructing, improving, maintaining, and operating the Transportation Project (as described in the herein-defined TDD Order); and

WHEREAS, the District was formed pursuant to a petition (as amended, the “Petition”) that was filed with the Circuit Court of St. Louis County, Missouri (the “Circuit Court”) in accordance with the TDD Act; and

WHEREAS, on March 24, 2009, following approval by a majority of the qualified voters within the boundaries of the District at an election duly held, the Circuit Court entered its Judgment and Order Creating a Transportation Development District (the “TDD Order”) establishing the District for the purpose of funding the Transportation Project through the imposition of a transportation development district sales tax; and

WHEREAS, the County, Brentwood, Maplewood and Bi-State are each a “local transportation authority” (as defined in the TDD Act and the Petition) with respect to a portion of the Transportation Project; and

WHEREAS, in accordance with Section 238.275 of the TDD Act, the District is required, following authorization to abolish the District by a majority of the qualified voters within the boundaries of the District at an election, to transfer any remaining District revenues, including revenues due and owing the District, if any, to the Missouri Highways and Transportation Commission and/or any appropriate local transportation authority assuming maintenance and control of the Transportation Project, for its further use and disposition; and

WHEREAS, the parties acknowledge and agree that there was no State Portion of the Transportation Project (as defined in the Petition) to be maintained by MHTC, and the County, Brentwood, Maplewood and Bi-State are willing to assume the responsibility for maintenance of all improvements comprising the Transportation Project made on their respective property or in their respective rights-of-way;

NOW THEREFORE, in consideration of the mutual promises, covenants, and representations contained herein, the parties to this Agreement do hereby agree as follows:

(1) TRANSFER PERCENTAGES: Following authorization to abolish the District by a majority of the qualified voters within the boundaries of the District at an election, the District will transfer all of its remaining funds, including any receipts received by the District that were owed prior to the abolishment but not yet received upon the abolishment, to the County, Brentwood, Maplewood and Bi-State in accordance with the following percentages (the "Revenue Transfers"):

<u>Local Transportation Authority</u>	<u>Percentage of Revenues</u>
St. Louis County, Missouri	40.13%
City of Brentwood, Missouri	20.23
City of Maplewood, Missouri	19.01
Bi-State Development Agency	<u>20.63</u>
Total	<u>100.00%</u>

The parties agree that the right of any party to receive any future revenues based on the foregoing percentages shall survive the abolishment of the District.

(2) FEES AND EXPENSES TO ABOLISH THE DISTRICT: Notwithstanding anything in this Agreement to the contrary, the parties to this Agreement understand, acknowledge, and agree that the Revenue Transfers will be made after all fees and expenses of the District are paid including, but not limited to, the fees and expenses of the District (and any of its consultants and/or attorneys) relating to the administration and abolishment of the District.

(3) FUTURE MAINTENANCE COSTS: The County, Brentwood, Maplewood and Bi-State each agree to assume all future costs of maintenance of all improvements comprising the Transportation Project made on their respective property and easements or in their respective rights-of-way, subject to any prior maintenance commitments, if any, between the parties as reflected in any license agreements and other agreements which may have been developed for, or related to, the Transportation Project. This provision does not obligate one or more of the above local transportation authorities to incur any cost of the maintenance of improvements comprising the Transportation Project located upon any other local transportation authority's property.

(4) RELEASE FROM FUTURE MAINTENANCE RESPONSIBILITY: Upon the abolishment of the District, the County, Brentwood, Maplewood and Bi-State release the District from any further responsibility to maintain any portion of the Transportation Project.

(5) APPLICABLE LAW AND VENUE: The laws of the State of Missouri shall apply to the interpretation and enforcement of this Agreement. All parties to this Agreement consent to the exclusive jurisdiction of the Circuit Court to resolve any and all conflicts that arise from this Agreement.

(6) SEVERABILITY: The agreements and covenants contained herein are severable, and in the event any portion thereof is held to be invalid or unenforceable by any court of competent jurisdiction, this Agreement shall continue in full force and effect and shall be interpreted as if such invalid agreement or covenant were not contained herein.

(7) MODIFICATION OF AGREEMENT: No modification of this Agreement shall be valid unless in writing, signed by the parties hereto.

(8) WAIVER: Any waiver by any party of any breach of any term or condition of this Agreement shall not operate as a waiver of any other breach of such term or condition or of any other term or condition, nor shall any failure to enforce such provision hereof operate as waiver of such provision or of any provision hereof, nor constitute nor be deemed a waiver of release of any party for anything arising out of, connected with, or based upon this Agreement.

(9) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto, and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District, the County, Brentwood, Maplewood and Bi-State.

(10) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(11) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

(12) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(13) NO ADVERSE INFERENCE: This Agreement shall not be construed more strongly against one party or the other. The parties to this Agreement had equal access to, input with respect to, and influence over the provisions of this Agreement. Accordingly, no rule of construction which requires that any allegedly ambiguous provision be interpreted more strongly against one party than the other shall be used in interpreting this Agreement.

(14) ELECTRONIC TRANSMISSION AND STORAGE: The parties hereto hereby agree that the transactions described herein may be conducted and related documents may be sent, received or stored by electronic means. Copies, telecopies, facsimiles, electronic files, and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action, or suit in the appropriate court of law.

(15) EXECUTION IN COUNTERPARTS: This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute by one and the same instrument.

*(The remainder of this page is intentionally left blank.)*

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

ST. LOUIS COUNTY, MISSOURI

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF BRENTWOOD, MISSOURI:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF MAPLEWOOD, MISSOURI

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

THE BI-STATE DEVELOPMENT AGENCY OF  
THE MISSOURI-ILLINOIS METROPOLITAN  
DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

HANLEY ROAD CORRIDOR  
TRANSPORTATION DEVELOPMENT  
DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Memorandum



**To:** Mayor and City Council  
**From:** Alexis Miller, Finance Director  
**Date:** April 24, 2026  
**Re:** **Finance Director's Report**

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The FY27 draft budget is now available for Council review in ClearGov. Please note that figures will continue to be refined between now and May 1, when the budget work sessions packet will be finalized, so what you see during this initial review period should be understood as a work in progress. The work session packet will include departmental-level requests and beginning and ending fund balances for all accounts for both FY26 and FY27.

Work sessions are scheduled as follows:

- May 5, 6:00 p.m. — Revenue, Legislative, Executive, Court, Special Business District, Fire, and Special Use Funds
- May 7, 6:00 p.m. — Police, Public Works, Proposition S, Parks, Solid Waste, and Sewer Lateral

At this stage, the primary goal is simply to reacquaint yourself with ClearGov and get a general sense of the budget's structure before the work sessions. I will provide a refresher demo at our April 28 meeting. Detailed discussion of departmental requests, capital priorities, and fund balances will follow in the work session packet and in our May 5 and May 7 discussions.

Please do not hesitate to reach out with questions in the meantime.

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 24, 2026  
**Re:** City Manager's Report

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## **3432 Commonwealth Avenue**

Following the City Council's March 24 decision to uphold the Historic Preservation Commission's denial of a demolition permit, the property at 3432 Commonwealth Avenue has been sold to a new owner, PRP Properties. The owner has submitted preliminary renovation and design plans for review by the Design and Review Board at its May 14 meeting and has applied for a variance to construct an addition to the home, which will be considered by the Board of Adjustment at its May 27 meeting.

## **Central Core Fire Training Facility Ribbon Cutting**

The Central Core Fire Training Facility held its ribbon cutting ceremony on April 24 in Shrewsbury. Council Member Homa and I were pleased to attend alongside Fire Chief Marsac, Assistant Chief Wilcox, Maplewood fire personnel, and Social Services Coordinator Celeste Grayer. The facility is a joint venture among the fire departments of Brentwood, Clayton, Maplewood, and Richmond Heights. The tower provides realistic, dynamic, and consistent training for firefighters across all four departments, strengthening both individual readiness and regional coordination. The tower is also available for rental to other regional agencies, including training partners Webster Groves and Shrewsbury. Navigate Building Solutions served as owner's representative for the project. Friday's opening marks the completion of a significant regional public safety infrastructure investment among the four owner cities.

## **Operation Food Search Metro Market**

The City hosted the inaugural Operation Food Search Metro Market at 2270 Yale Avenue on April 23, drawing more than 100 visitors and resulting in 50 or more purchases of fresh produce, meat, dry goods, and other items at budget-friendly prices. The market will continue on alternating Thursdays from 4:00 to 6:00 p.m. through November 19. Social Services Coordinator Celeste Grayer is to be commended for initiating this partnership, which reflects her ongoing commitment to connecting Maplewood residents with resources that meet their needs. Staff is grateful to Operation Food Search for their investment in the community and looks forward to continuing this initiative through the fall.

## **Maplewood Richmond Heights Middle School Analog Day of Service on May 7**

MRH Middle School will host an Analog Day of Service on May 7, during which students will volunteer in multiple city-owned parks and green spaces, including Lindbergh, Kellogg, Deer Creek, and Sutton Loop Parks. Students will assist with park clean-up, weeding, and honeysuckle removal. An Analog Day is a voluntary, school-wide break from digital technology (phones, computers, and social media) in favor of real-world, hands-on activity. Staff is grateful to MRH Middle School for choosing to invest that time in Maplewood's parks and green spaces, and we look forward to welcoming students as community stewards on May 7.

### **Manchester Road Bus Bench Ribbon Cutting on Tuesday, May 19 at 3:00 pm**

The City will hold a ribbon cutting on Tuesday, May 19, at 3:00 p.m. for the new transit benches in the 7100 block of Manchester Road, provided by the CMT/AARP St. Louis Bus Bench Placemaking Program in partnership with Citizens for Modern Transit and Bi-State Development. The benches, located on the north and south sides of Manchester Road at the relocated bus stop locations, were provided at no capital cost to the City under a memorandum of understanding with CMT approved by Council earlier this year. A separate memorandum of agreement with Bi-State covers the future installation of a Bi-State supplied bus shelter at 7169 Manchester Road. These improvements are consistent with the Yale/Manchester neighborhood investment initiative and the goals of the City's comprehensive plan for enhanced transit amenities along the Manchester Road corridor. Council members are encouraged to attend. A flyer for the event is attached.

### **Bridge Replacements at Greenwood and Pacific Avenues**

Staff attended the pre-construction meeting for this St. Louis County project on April 22 and received confirmation that the County plans to replace both the Greenwood Avenue Bridge and the Pacific Avenue Bridge over Big Bend Boulevard, which is welcome news, as the City had been uncertain whether the County would ultimately address the Pacific Avenue structure. The County has not yet confirmed a construction start date, and staff will keep Council informed as the schedule is finalized.

### **Prop M Next Steps**

Following the April 7 election, in which Prop M received 53.4% support but fell approximately 50 votes short of the required 4/7ths supermajority, staff has been developing a plan for a second referendum on the November 3, 2026, general election ballot per Council's request. Staff is proposing three near-term actions and welcomes Council's feedback and direction before proceeding.

### ***Community Engagement and Communications RFP***

Staff has prepared a request for proposals for community engagement and communications consulting services to support the November campaign. The RFP is proposed for release on May 1, with proposals due May 22, interviews during the week of May 25, and contract award at the June 9 Council meeting.

The scope emphasizes a research-first approach informed by the April results. Rather than repeating the same informational campaign, the selected consultant will conduct community surveying, focus groups, and listening sessions to understand what drove opposition — whether concerns about affordability, skepticism about government spending, or other factors — and develop messaging that responds directly to those concerns. The consultant will also develop a full suite of digital and print communication materials, including video. The City's campaign will be strictly informational, and the consultant will not coordinate with the separate PAC that Council members and community supporters may choose to organize. The RFP is attached for Council's review. The anticipated cost for this scope of work is \$50,000, which is included in the FY27 budget for approval.

Staff welcomes Council's thoughts on the following questions as we finalize the approach for November: Are there specific voter concerns or opposition themes from April that Council believes should be prioritized in the research phase? Are there outreach strategies or community

partners that were underutilized in April that Council would like to see incorporated? And does Council have any feedback on the RFP scope or the proposed timeline before it is released on May 1?

***Navigate Building Solutions Task Order No. 5***

Staff is also proposing to execute Task Order No. 5 under the existing master services agreement with Navigate Building Solutions for pre-referendum services at a cost of \$3,840. Navigate will update projected cost estimates and the total program budget to reflect a November 2026 bond approval timeline and will review the proposed square footage allocation and floor plan to identify potential cost savings and revised interior layout options. Exterior renderings and new floor plans are excluded from this scope. The task order is presented for Council's concurrence.

***Municipal Advisor Transition***

Reagan Holliday, who served as the City's municipal advisor, has recently retired from UMB. A municipal advisor provides the independent financial analysis that underlies all voter communications, including the projected debt service levy increase, the estimated annual tax impact for individual households, the debt service schedule showing how new bonds layer onto existing obligations, and the legal debt margin analysis confirming the City's borrowing capacity. These figures are the foundation of any credible voter education campaign and must be validated by a qualified advisor before they are incorporated into communications materials. Staff will issue a request for proposals for a new municipal advisor concurrent with the communications consultant RFP. The new advisor's projections will reflect updated interest rate and assessed valuation assumptions and will be aligned with Navigate's updated cost estimates for the November timeline.

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# BUS BENCH OPENINGS

*in Maplewood*

**BUILDING BETTER BUS STOPS ACROSS THE REGION**



MAY 19, 2026 | 3 PM  
7170 MANCHESTER ROAD, MAPLEWOOD, MO

JOIN CITIZENS FOR MODERN TRANSIT, CITY OF MAPLEWOOD, AARP IN ST. LOUIS AND METRO TRANSIT AS WE UNVEIL TWO NEW BUS BENCHES IN MAPLEWOOD

57

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## CITY OF MAPLEWOOD, MISSOURI

# Request for Proposals (RFP) Bond Referendum Community Engagement and Communications Services

**RFP Released:** May 1, 2026, at 9:00 am

**Proposals Due:** May 22, 2026, at 4:00 pm

**Selection Approved:** June 9, 2026 at 7:00 pm

**Submission Contact:** Amber Withycombe, City Manager

### SECTION 1. PURPOSE AND INTRODUCTION

#### **Purpose**

The City of Maplewood is seeking proposals from qualified community engagement and communications consultants for bond referendum strategic consulting services. The City anticipates entering into negotiations for a professional services agreement with the responding consultant deemed best suited to effectively provide these services to the City.

The City of Maplewood anticipates completing the selection and award process by June 9, 2026.

#### **Community Background**

Incorporated in 1908, the City of Maplewood is a vibrant inner-ring suburb of St. Louis with approximately 8,200 residents, located in central St. Louis County. Strategically positioned between the City of St. Louis and neighboring communities of Webster Groves, Brentwood, and Richmond Heights, Maplewood offers convenient access to both urban amenities and regional destinations via Interstates 64/40 and 44.

Maplewood has experienced significant revitalization over the past two decades, particularly in its Special Business District along Manchester Road. The community is known for its walkable neighborhoods, independent businesses, diverse culinary scene, and strong civic engagement. The city's residential areas feature an eclectic architectural mix ranging from historic Victorian and Arts & Crafts homes to mid-century and modern developments, creating a distinctive community character that attracts a diverse population of long-time residents and newcomers.

As a fourth-class charter city operating under Missouri statutes, Maplewood is governed by a Mayor and six-member City Council representing three wards. The City operates with approximately 80 employees providing comprehensive municipal services including police, fire, public works, community development, social services, parks, and municipal court. Residents are served by the Maplewood Richmond Heights School District. The City maintains a strong financial position with an AA credit rating and has demonstrated fiscal discipline by maintaining the debt service levy at or below \$0.28 per \$100 assessed valuation for over 25 years, despite facing the infrastructure challenges common to older municipalities.

## **Our Commitment to Community**

The City of Maplewood is committed to being a safe, inclusive, innovative, and forward-thinking community that values and cares for its residents. We strive to be an economically, environmentally, and socially sustainable community that embraces transparency, inclusivity, and excellence in service delivery and governance.

Our mission is to promote a high quality of life for residents by providing equitable and accessible services that are fiscally responsible, collaborative, customer-focused, and continuously improving. This commitment to transparency and community engagement guides our approach to important civic decisions, including infrastructure investments that ensure the City can effectively serve residents for decades to come.

## **Why This Bond Referendum Matters**

Maplewood residents have consistently demonstrated strong civic participation and community engagement. The City values this tradition of informed citizenship and seeks to ensure voters have comprehensive, factual information about municipal decisions that affect their community's future. This bond referendum represents a critical investment in public safety infrastructure and municipal operations that will serve the community for the next generation.

## **Current Facility Background**

The City's current municipal facility was built in 1962 and underwent renovations in 2009 at a cost of approximately \$1.7 million. Despite these improvements, the facility continues to face significant operational challenges documented in multiple Commission on Accreditation for Law Enforcement Agencies (CALEA) assessments dating back to 2014.

A comprehensive feasibility study completed by Navigate Building Solutions identified critical infrastructure needs totaling approximately \$10.6 million for renovations and expansion to address police department space deficiencies, CALEA accreditation requirements, ADA accessibility improvements, decades of deferred maintenance, and modernization of City Hall operations.

## **April 2026 Referendum Results**

On April 7, 2026, Maplewood voters considered Proposition M, a \$10.6 million general obligation bond for municipal facilities. The measure received 53.4% support (702 yes, 613 no) but fell short of the required 4/7ths threshold (57.1%).

## **Lessons Learned**

The April campaign relied primarily on traditional information distribution consisting of facility tours, town halls, informational mailers, and social media posts. While a small number of supporters attended in-person events, most residents who opposed the project did not participate in any in-person engagement opportunities.

An opposition campaign emerged that produced two direct mail postcards reaching voters in the final weeks before the election. The opposition messaging focused on concerns about tax burden, government spending, and project necessity. Notably, the organized opposition campaign lacked participation in public forums or facility tours, highlighting a need to reach voters who do not engage with traditional city-led events.

This gap between online and direct mail opposition messaging and in-person participation revealed the need for a fundamentally different approach: proactive community engagement, targeted listening, and strategic messaging informed by actual voter concerns rather than assumptions about those concerns. The City must understand what drove opposition voters—whether concerns about affordability, skepticism

about government spending, doubt about project necessity, or other factors—in order to address those concerns credibly in a second campaign.

The City now seeks a consultant to lead comprehensive pre-referendum community engagement including surveying, focus groups, and strategic listening sessions to inform messaging and address the specific concerns that prevented passage in April.

## **SECTION 2. REQUEST FOR PROPOSALS**

The City of Maplewood is seeking an experienced and strategic community engagement and communications consultant or firm to provide comprehensive support for a proposed \$10.6 million general obligation bond referendum planned for the November 3, 2026 general election ballot. This is the second attempt to pass this measure following the April 2026 result.

This engagement will combine rigorous community input gathering with strategic communications to address voter concerns, build understanding, and foster informed civic participation. The selected consultant will lead pre-referendum research and engagement, develop data-driven messaging strategies, and create multi-channel communications that respond directly to community feedback.

### **Critical Success Factors**

The selected consultant must demonstrate:

- Experience with community engagement that drives measurable shifts in public opinion
- Proven capacity to address voter skepticism and fatigue in re-vote scenarios
- Expertise in translating complex municipal facility needs into compelling voter education materials
- Ability to integrate video storytelling and digital engagement strategies
- Track record of success with Missouri municipal bond referendums

### **Bond Issue Details:**

- \$10.6 million general obligation bond
- November 3, 2026 general election ballot placement
- Requires 4/7ths (57.1%) voter approval
- Bond will increase the City's debt service tax levy from \$0.28 to approximately \$0.53 per \$100 assessed valuation
- Estimated impact: \$300,000 home = approximately \$142/year or \$12/month
- Funding for City Hall renovation and police facility expansion
- Address CALEA accreditation requirements and operational deficiencies
- Improve ADA accessibility throughout building
- Replace aging and failing building systems
- Update building envelope
- Modernize workspace to accommodate current service delivery needs

### **Communication Objectives:**

- Understand and address specific voter concerns through rigorous community engagement and research
- Overcome voter fatigue and skepticism by demonstrating responsiveness to April feedback
- Build trust through transparency about facility conditions, project necessity, and fiscal impact
- Communicate consequences of inaction including CALEA accreditation risks, potential for agency consolidation with a nearby city, ADA liability, and deteriorating infrastructure
- Educate residents about current facility limitations through visual storytelling including video documentation
- Provide clear, transparent information about tax impact and long-term operational benefits

- Reach persuadable voters identified through data analysis of April results
- Foster authentic community engagement that informs strategy rather than simply distributing pre-determined messages

### **Relationship to Political Action Committee**

Missouri law prohibits coordination between municipal informational campaigns and political action committees advocating for ballot measures. Council members and community stakeholders have formed a separate Yes on Prop M PAC that will operate independently, including hosting community events, door-knocking, producing yard signs, and potentially funding advocacy mailers. The selected consultant will provide information-only services for the city and will not coordinate with or provide services to the PAC.

### **SECTION 3. SCOPE OF SERVICES**

The selected consultant will provide comprehensive community engagement and communications services to support the November 3, 2026, bond referendum. The consultant will assess the City's specific circumstances, including the April 2026 results, community size (approximately 8,200 residents, 1,400 voters in April election), and available resources, and recommend an approach that maximizes impact and effectiveness.

#### **Phase 1: Community Research and Engagement**

Conduct comprehensive research to understand voter concerns, identify persuadable audiences, and inform strategic messaging. The consultant should propose appropriate research methodologies considering Maplewood's size and the April election results.

#### **Research and analysis may include:**

- Community surveying (phone, online, or mail) to measure sentiment and identify persuadable voters
- Analysis of April 2026 voting patterns by ward, precinct, and available demographic data
- Demographic comparison of likely November 2026 general election turnout vs. April municipal election turnout
- Focus groups or listening sessions with key voter segments (opposition voters, persuadable voters, supporters, specific demographic groups)
- Stakeholder interviews with City staff, elected officials, and department heads
- Review of opposition messaging and community feedback from April campaign
- Other research methodologies the consultant recommends

#### **Deliverables:**

- Research methodology proposal with rationale for recommended approach
- Comprehensive research findings and analysis
- Strategic recommendations informed by research
- Messaging framework based on identified voter concerns

#### **Phase 2: Strategic Planning and Message Development**

Develop a data-driven communication strategy that addresses research findings and positions the campaign for success.

#### **Strategy development should include:**

- Comprehensive communication plan with voter targeting strategy
- Core messaging framework addressing key voter concerns identified through research
- Multi-channel engagement plan integrating in-person and digital strategies
- Responses to opposition messaging and common concerns
- Messaging for addressing voter fatigue and "second attempt" skepticism
- Guidance on communicating consequences of inaction

- Project timeline with milestones, deliverables, and task assignments

**Video and Visual Storytelling:**

- Propose approach to video documentation of facility conditions
- Recommend video length, format, distribution strategy, and production approach
- Produce professional video content showing current facility challenges
- Create additional video content for social media and online distribution as appropriate

**Deliverables:**

- Strategic communication plan
- Messaging framework and talking points
- Video production plan and final video products
- Timeline and task assignment matrix

**Phase 3: Communication Materials Development**

Create ready-to-implement communication materials informed by research findings and strategic plan. The consultant should recommend the mix of materials that will be most effective given budget constraints and target audiences.

**Materials may include:**

- Digital and social media content (posts, graphics, content calendar, website content, email templates)
- Print materials (direct mail piece, fact sheets, FAQs, door hangers, other materials as recommended)
- Community presentation materials (slides, talking points, handouts)
- Interactive tools (tax calculator, project timeline, other digital engagement tools)
- Other materials the consultant recommends

All materials must:

- Be delivered in ready-to-implement format requiring minimal City staff time for deployment
- Comply with Missouri municipal communication requirements (information-only, no advocacy)
- Be suitable for City staff to post, share, print, and distribute

**Deliverables:**

- Complete package of communication materials in final, ready-to-use format
- Implementation guidance and best practices
- Asset library organized for easy City staff access

**Phase 4: Community Engagement and Implementation Support**

Provide ongoing strategic consultation and support throughout the campaign period to ensure effective implementation and responsiveness to community feedback.

**Support services should include:**

- Strategic guidance for community information sessions and public forums
- Consultation on reaching voters who did not engage in April campaign
- Recommendations for engaging with opposition concerns constructively
- Regular check-ins and progress monitoring (consultant should recommend frequency)
- Real-time strategic guidance and troubleshooting
- Monitoring of public response and social media sentiment
- Mid-campaign assessment and adjustment recommendations
- Support for City staff implementing communication plan
- Attendance at key community events as appropriate

**Deliverables:**

- Regular progress reports (consultant should recommend frequency and format)
- Mid-campaign assessment and recommendations
- Ongoing strategic consultation

**Phase 5: Evaluation and Post-Election Analysis**

Conduct post-election analysis to assess campaign effectiveness and provide recommendations for future community engagement initiatives.

**Analysis should include:**

- Comparison of November 2026 results to April 2026 results
- Assessment of what strategies worked and what didn't
- Analysis of voter turnout and demographic patterns
- Evaluation of messaging effectiveness
- Lessons learned and recommendations for future initiatives

**Deliverables:**

- Post-election analysis report
- Debrief meeting with City leadership
- Recommendations for future community engagement

**PROPOSAL REQUIREMENTS FOR SCOPE OF SERVICES**

In responding to this RFP, consultants should:

1. **Assess Maplewood's Specific Context:** Demonstrate understanding of the challenges inherent in a community of 8,200 residents, an April election drawing only 1,400 voters, and a measure that received 53.4% support but fell 50 votes short of the required supermajority.
2. **Recommend Appropriate Research Methodology:** Propose specific research approaches (surveying, focus groups, listening sessions, data analysis, etc.) that are appropriately scaled to Maplewood's size and will yield actionable insights. Explain the rationale for recommended approaches and expected outcomes.
3. **Propose Realistic Timeline:** Provide detailed project timeline showing phases, milestones, and deliverables across the 23-week period from contract execution (approximately May 27, 2026) to Election Day (November 3, 2026). Identify critical path items and explain how timeline allows adequate research time while ensuring materials deployment with sufficient lead time before the election.
4. **Detail Task Assignments:** Clearly delineate consultant responsibilities vs. City staff responsibilities. Specify what City staff support or resources will be needed.
5. **Identify Budget Allocation:** Explain how proposed budget is allocated across research, strategy development, materials creation, and implementation support. Identify trade-offs or prioritization decisions if working within budget constraints.
6. **Demonstrate Scalability:** Show how proposed approach can be adjusted based on research findings, budget considerations, or emerging circumstances during the campaign.

**SECTION 4. SUBMITTAL REQUIREMENTS**

Interested consultants must include the following information in their proposal:

**1. Cover Letter**

- Signed by person authorized to commit to the offer and perform the work
- Brief statement of understanding of project scope and challenges
- Confirmation of ability to meet timeline requirements

## 2. Firm Information

- Firm name, address, phone, and email
- Year established and organizational structure
- Description of firm and relevant experience
- Name and title of primary contact person
- Key personnel who will work on this project
- Subcontractors, if any, and their specific roles

## 3. Relevant Experience and Qualifications

- Demonstrated experience with community engagement that informed successful campaigns
- Examples of successful bond referendum campaigns, particularly those requiring supermajority approval
- Experience with "second attempt" or re-vote scenarios
- Track record with Missouri municipal elections and understanding of legal requirements
- Experience with focus groups, community surveying, and research-driven strategy development
- Video production capabilities and examples
- Understanding of public safety facility needs and municipal infrastructure challenges

## 4. Project Understanding and Approach

- Description of understanding of Maplewood's specific challenges including:
  - April 2026 results and need to overcome voter fatigue
  - Gap between online opposition and in-person engagement
  - Need for research-driven rather than assumption-based strategy
  - Importance of demonstrating responsiveness to voter concerns
- Proposed approach to community research and engagement
- Strategy for reaching persuadable voters and addressing skepticism
- Approach to video storytelling and visual communication
- Integration of in-person and digital engagement strategies
- Plan for addressing consequences of inaction messaging
- Timeline showing specific delivery dates and task assignments between consultant and City staff

## 5. References

- Contact information for three (3) recent clients
- At least one reference for community engagement/focus group work

## 6. Fee Proposal

- Detailed fee proposal for services
- Breakdown of costs by service category

## 7. Sample Work Products

- Examples of research synthesis reports or strategic plans informed by community engagement
- Sample messaging frameworks from previous campaigns
- Examples of digital and print communication materials

## **SECTION 5. EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria:

- Demonstrated success with bond referendum communications
- Experience with community research, focus groups, and engagement-driven strategy
- Track record with Missouri municipal elections
- Strategic approach to overcoming voter fatigue and skepticism

- Integration of in-person and digital strategies
- Competitive pricing and clear value proposition for services offered
- Experience and expertise of proposed team members
- Thoroughness, clarity, and professionalism of submission
- Strength of references

Award will be made to the proposer whose submission is determined to be the most advantageous to the City based on the evaluation factors described above

**SECTION 6. TIMELINE**

Request for Proposal Issued	Friday, May 1, 9:00 am
Deadline for Vendor Questions	Friday, May 15, 4:00 pm
Proposal Submission Deadline	Friday, May 22, 4:00 pm
Proposal Evaluation Period and Interviews	May 25 – May 29
Contract Award	June 9
Project Commencement	June 10

**SECTION 7. SUBMISSION REQUIREMENTS**

**Submission Details**

- Deadline: Friday, May 22, 4:00 pm
- Delivery: Electronically, by mail, or in person to:  
 Amber Withycombe  
 City Manager  
 City of Maplewood  
 7601 Manchester Road  
 Maplewood, MO 63143  
 awithycombe@maplewoodmo.gov
- Format: Electronic submission preferred; hard copies accepted
- Page Limit: 25 pages maximum (excluding cover letter and appendices)

**Contact for Questions**

Questions should be received by Friday, May 15 at 4:00 pm and can be directed to the City Manager at awithycombe@maplewoodmo.gov.

**SECTION 8. GENERAL PROVISIONS**

**Method of Selection**

This solicitation is a request for proposals (RFP). Proposals received via the competitive process will be reviewed by a committee of senior staff. Interviews may be requested with one or more responding consultants; however, the City may choose to proceed without interviewing. The City anticipates negotiating a professional services agreement with the selected respondent.

**Legal and Compliance Requirements**

- All services must comply with Missouri election laws and municipal communication regulations
- Work product and communications must adhere to legal requirements for municipal bond information campaigns
- The City follows Missouri Sunshine Law (Section 610), and all submitted materials may be subject to public disclosure

**Reservation of Rights**

The City of Maplewood reserves the right to:

- Accept any proposal or reject all proposals
- Waive any requirement or condition of the RFP upon finding it is in the public's best interest
- Waive any irregularities in the process
- Extend the time for submissions
- Request clarification or additional information from any proposer

**Additional Terms**

- Any submissions received after the specified date and time will be rejected and returned unopened
- Submissions may not be modified after the submission deadline
- The City shall not be responsible for any costs incurred in the preparation or presentation of submissions
- All materials submitted shall become the property of the City and shall be subject to laws and regulations relating to disclosure of public information
- No guarantee of privacy or confidentiality is offered or implied

**Contract Terms**

- The selected consultant will be required to enter into a written agreement with the City
- Contract is subject to City Council approval
- Performance period will extend from contract execution through April 2026 election completion

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**DEADLINE FOR SUBMITTING PROPOSALS: Friday, May 22 at 4:00 pm**

No public opening is scheduled for this item. City Staff shall be solely responsible for selecting the time, date, and venue to open submittals for review, except the opening of any submittal shall not occur until the submittal deadline is passed. The City of Maplewood reserves the right to reject any or all proposals submitted.

For questions regarding this RFP, please contact:

Amber Withycombe  
City Manager  
City of Maplewood  
(314) 646-3603  
[awithycombe@maplewoodmo.gov](mailto:awithycombe@maplewoodmo.gov)



**TASK ORDER NUMBER 5 (TO 5)**

**OWNER REPRESENTATIVE, ON-CALL MASTER SERVICES AGREEMENT**

**DATE: April 22, 2026**

**Cooperative Purchasing Agreement:**

**The Interlocal Purchasing Systems (TIPS): NAVIGATE Vendor #8613, Contract #2301041**

**MASTER AGREEMENT:** Owner Representative, On-Call Master Services Agreement made between the City of Maplewood and Navigate Building Solutions, LLC dated November 25, 2024.

**PROJECT:**

City Hall and Police Renovation

**SCHEDULES:**

Pre-Referendum Services

May 2026 – July 31, 2026

**SCOPE OF WORK:**

**1. Pre-Referendum Services**

- 1.1 OR to update projected cost estimates and Total Program Budget to reflect a November 2026 bond approval timeline.
- 1.2 Review of the proposed square footage allocation and floor plan to identify opportunities for cost savings including potential revised interior layout recommendations.
- 1.3 Timeline for delivery of updated estimates and any revised layouts.

**2. Exclusions**

- 1.1 Exterior Renderings and New Floor Plans

**COMPENSATION**

- 1. For Pre-Referendum Services: NAVIGATE shall be paid a Fee of \$3,840.
- 2. For Additional Services: NAVIGATE shall provide and be paid for additional services only if authorized in writing by the Owner. Any additional service request shall include a mutually agreed upon staffing and compensation plan.

**PAYMENTS**

NAVIGATE shall be paid in monthly installments based upon a Payment Schedule preapproved by the Owner prior to the first invoice. This schedule may be adjusted from time to time based upon mutual agreement and Owner approval.

Craig Schluter

4/22/26

Date

Date

Member  
NAVIGATE Building Solutions, LLC.

Title: \_\_\_\_\_  
City of Maplewood