



BOARD OF ALDERMEN

Regular Meeting

February 2, 2026

6:00 PM

Notice is hereby given that the **Board of Aldermen** of the City of Brentwood, Missouri, will hold an **Open Meeting** with a vote to go into Closed Session in the Council Chambers at City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144. Virtual Access is also available via Zoom

Instructions to Participate Virtually

Zoom Webinar: <https://us02web.zoom.us/j/86547857328>

Dial: 301-715-8592 /// Webinar ID: 865 4785 7328

YouTube Channel: [Brentwoodmo Govtv](#) - Watch a live video broadcast

Instructions for Public Comments

You may email comments no later than 24 hours before the start of the meeting. Submit public comments to CityClerkOffice@brentwoodmo.org. Public comments, provided they comply with the City's guidelines, will be read during the meeting, made a part of the official record of the meeting, and made accessible to the public online following the meeting.

The City of Brentwood will provide reasonable accommodations for people with disabilities to enable their attendance at city meetings. Please contact the city administrator's office at 314-962-4800 extension 8608, use relay Missouri 1-800-735-2966 TDD or contact us by email at CityClerkOffice@brentwoodmo.org at least 48 hours prior to the meeting to make your accommodation request.

Posted this 29th day of January, 2026 at 5:00 PM

By: Octavia Pittman, City Clerk

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

- A. Call to Order and Pledge of Allegiance

2. ROLL CALL

- A. ROLL CALL

3. AGENDA APPROVAL

- A. Approval or Amendment of Agenda

4. ANNOUNCEMENTS, APPOINTMENTS, PROCLAMATIONS, AND RECOGNITIONS

- A. Ratification of Appointment Of The New City Of Brentwood Fire Chief

SYNOPSIS:

Ed Beirne was appointed as the Brentwood Fire Chief at the January 20, 2026, Board of Aldermen meeting. However, the Board of Aldermen did not take the necessary vote to approve this action.

SUBJECT:

Ratification of the Appointment of Fire Chief

PRESENTER:

Mayor David A. Dimmitt

BACKGROUND:

Mayor Dimmitt and Alderman Plufka, Chair of the Public Safety Committee, met with Interim Fire Chief Beirne to discuss the future of the Brentwood Fire department. They expressed a shared interest in appointing Ed as the next Brentwood Fire Chief.

At the January 20, 2026, Board of Aldermen meeting, Mayor Dimmitt formally presented Ed Beirne's appointment for consideration. While the Board of Aldermen agreed, in accordance with City Code Chapter 205.010, an official action is warranted to ratify the decision.

Chapter 205: Fire Prevention and Protection
Section 205.010: Appointment, Term and Removal of Officers and Members.

<https://ecode360.com/29379600>

FINANCE/OPERATIONS:

Any additional expense from this appointment will be absorbed within the General Fund Fire department adopted budget.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[Ed Beirne Appointed As Interim Fire Chief | Webster Kirkwood Times | timesnewspapers.com](https://www.timesnewspapers.com/news/local/ed-beirne-appointed-as-interim-fire-chief)

Motion to approve the Mayor's appointment of Ed Beirne as the Fire Chief for the City of Brentwood. **Roll Call Vote**

5. PUBLIC HEARING

6. CITIZEN COMMENTS

7. MAYOR AND ALDERMEN REPORTS

- A. Mayor, David Dimmitt
- B. Alderman David Plufka - Ward 1
- C. Alderwoman Nancy Parker Tice - Ward 1
- D. Alderwoman Michele Goad - Ward 2
- E. Alderwoman Sunny Sims - Ward 2
- F. Alderman Steve Lochmoeller - Ward 3
- G. Alderman Jeff Gould - Ward 3
- H. Alderwoman Sharon Harter - Ward 4
- I. Alderman Sullivan Erger - Ward 4

8. CITY ADMINISTRATOR REPORT

Two (2) Reports

- January 25-27, 2026 Winter Storm Response
- Presentation of the Commercial Design Guidelines

SYNOPSIS:

January 25-27, 2026 Winter Storm

PRESENTER:

Bola Akande, City Administrator

SUBJECT:

January 2026 Winter Storm

BACKGROUND:

Also want to thank our Public Works, Parks, Police and Fire and ECDC Dispatchers for their diligence and work during this past historic winter storm.

FINANCE/OPERATIONS:

All costs (regular and overtime and accommodation and resources expenses) are absorbed within the FY 2026 Adopted Budget.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[PSC 2026.01.28 Snow Event - Public Works Department.pdf](#) 

SYNOPSIS:

Presentation on updated changes to the Commercial Design Guidelines.

PRESENTER:

Whitney Kelly, AICP, Director, Planning and Zoning

SUBJECT:

Presentation on updated changes to the Commercial Design Guidelines.

MEETING HISTORY:

Since the last Board of Aldermen meeting at which H3 Studio presented the Draft Commercial Design Guidelines on November 3, 2025, eight (8) revisions were made to the Draft Commercial Design Guidelines. Please refer to the attached memo.

Public Hearing is scheduled for February 11th, Planning and Zoning Commission. Staff recommendation is for the adoption of a resolution to accept the Commercial Design Guidelines as a component of the Comprehensive Plan.

FINANCE/OPERATIONS:

Funds for this project was budgeted in General Fund, Planning and Development

prepares a warrant list for review by the City Administrator and Chairman of the Ways and Means Committee. The final version of the warrant list is placed on the agenda for formal approval at the next Board of Aldermen meeting (identified control procedure). These purchases generally consist of equipment and professional services, including legal services. In most cases, the Warrant List is approved prior to checks being mailed; however, invoices due prior to the Board Meeting are mailed when due.

C. Approval of Meeting Minutes - [January 20, 2026](#) 

D. Special Use Permit Application - Annual St. Mary Magdalen School Lenten Fish Fry

SYNOPSIS:

St. Mary Magdalen School has submitted an application for special use permit for annual Lenten Fish Fry.

INITIATING DEPARTMENT:

Administration

SUBJECT:

Annual St. Mary Magdalen School Lenten Fish Fry

PRESENTER:

Bola Akande, City Administrator

BACKGROUND:

St. Mary Magdalen School has submitted an application for special use permit serving beer, wine and margaritas at their Fish Fry's located at St. Mary Magdalen School (Drive thru only), 8750 Magdalen Ave., Brentwood, MO 63144. This event will raise funds for the school. The following dates have been submitted:

- February 20th & 27th
- March 6th, 13th, 20th & 27th

FINANCE/OPERATIONS:

[Section 600.390 Licenses for Charitable and Other Organizations.](#)

[R.O. 2009 §3-30; Ord. No. 3679 §1(Exh. A), 2-7-2000]

A license authorizing the sale of intoxicating liquor for consumption

on the premises where sold may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such intoxicating liquor at a picnic, bazaar, fair or similar gathering. The license shall be issued only for the day or days designated therein, but in no case shall such a license be issued to any one (1) club or organization for more than seven (7) days during any calendar year. For each such license issued, the licensee shall pay the sum of one dollar (\$1.00).

Total Cost - \$6

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[Special Use Permit 4.26.2022 fillable - St Mary Magdalen Catholic Church Lenten Fish Fry - 2026.pdf](#) 

Motion to approve the Consent Agenda. **Roll Call Vote**

10. OLD BUSINESS

11. NEW BUSINESS

- A. Bill No. 6588 - An Ordinance Granting Site Development Plan Approval For A New Building At 350 Hanley Industrial Court - 1st Reading

SYNOPSIS:

Tyson Pyle, Architect with Arcturis, on behalf of Carboline Global Inc., is seeking approval for the site development plan for a new 15,010 square foot, two story building, and a 1 story 1,875 storage building, at 350 Hanley Industrial Court.

INITIATING DEPARTMENT:

Planning and Development Department

SUBJECT:

An Ordinance Granting Site Development Plan Approval for a New Building At 350 Hanley Industrial Court

PRESENTER:

- Whitney Kelly, Director of Planning and Development

- Tyson Pyle, Architect with Arcturis

BACKGROUND:

The property received a variance on October 24, 2024, and site plan approval on November 18, 2024, Ordinance No. 5162. for the renovation and modification to the existing structure for a pergola that would project in front of the non-conforming buildings. However, the building was determined to not be structurally sound to withstand the renovation and code requirements, and the approval has since lapsed. The property is zoned LI-Light Industrial District with FP-Floodplain Overlay District, where Section 400.1390(D) requires site plan approval by the Board of Aldermen with recommendations from the Planning and Zoning Commission for all proposed developments with the LI-Light Industrial District. The proposed new building will meet with the front yard setback. The property received a variance for the rear yard setback on December 3, 2025, where the existing building sits at 7.17 feet from the rear property line. The variance granted approval of a new 3 story building within the same 7.17 feet from the rear property line to tie into the existing connections to the other buildings on the site.

FINANCE/OPERATIONS:

None

RECOMMENDATION:

Review and discussion.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[Bill No. 6588 - 350 HIC-CarbolineSDP.Draft Ordinance.02.02.2026.docx](#)

[Site Development Plan App 2023-ARC.pdf](#)

[25-3524-00 Carboline-P&Z Submittal final v2.pdf](#)

[L-101 - LANDSCAPE SITE PLAN.pdf](#)

[P&Z #25-014.350HIC.Carboline.Staff Report.1.14.2026.pdf](#)

- B. Bill No. 6589 - An Ordinance Approving An Agreement With CivicPlus For Agenda And Meeting Management Solutions Software - 1st and 2nd Reading

SYNOPSIS:

Staff is seeking approval to enter into an agreement with CivicPlus for

the implementation of an agenda management system.

INITIATING DEPARTMENT:

Administration

PRESENTER:

Octavia Pittman, CMC/MPCC, City Clerk

BACKGROUND:

The Board of Aldermen previously approved an agreement with BoardDocs for the implementation of an agenda management system designed to streamline the workflow associated with compiling and publishing meeting agendas and packets. In 2024, the City was notified that BoardDocs would transition to the Diligent Community platform. Since that transition, staff has faced challenges with system functionality and workflow processes, resulting in inefficiencies beyond what was anticipated.

In response, staff conducted research into alternative agenda management providers. Key staff members participated in demonstrations from eScribe, MunicipalOne, and CivicPlus to evaluate comparable platforms and capabilities.

Following the review process, staff recommends entering into an agreement with CivicPlus for the following reasons:

- The City already utilizes CivicPlus for website management, allowing for a smoother and more efficient transition.
- CivicPlus provides dedicated implementation support and training, helping ensure a successful rollout with minimal disruption to staff, elected officials, and the public.
- The CivicPlus platform more closely aligns with the City's operational needs and desired workflow for agenda and meeting management.
- CivicPlus will import all existing data from both BoardDocs and Diligent at no additional cost, reducing staff workload and transition risk.
- CivicPlus includes built-in accessibility review tools to help ensure all posted documents comply with accessibility standards for individuals with disabilities.

After presentation to the Ways and Means Committee, members requested a demonstration of the software to gain user awareness.

FINANCE/OPERATIONS:

If approved, implementation would begin in March or April 2026. The goal is to complete data migration, implementation, and staff training within approximately 10–12 weeks, with no interruption to meeting services. A detailed implementation timeline will be provided upon approval.

The City budgeted \$14,328.63 in FY26 for an agenda management system, with a planned annual increase of 3% in subsequent years. CivicPlus has proposed a cost of \$10,745 for FY26, which reflects multiple applied discounts. The FY27 annual fee will be \$11,582 and will be subject to a 3% increase in each year thereafter.

RECOMMENDATION:

At the January 21st Ways and Means Committee meeting, staff presented the CivicPlus Agenda Management System for consideration. The Committee expressed interest in undergoing a demonstration of the system and unanimously voted to recommend approval to the Board of Alderman contingent upon the results of a demonstration to the full board.

The demonstration was scheduled on Thursday, January 29th. The Board will engage in a discussion to determine further action.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Bill No 6589 ord civicplus agenda management.pdf](#) 
- [Agenda Management System memo.pdf](#) 
- [Exhibit A](#) 

Motion for the 2nd reading of Bill No. 6589 and to perfect the Bill in Ordinance form. **Roll Call Vote**

- C. Resolution No. 1578 - A Resolution Amending Resolution No. 953, Adopting A City Vehicle Policy For The City Of Brentwood Employees

SYNOPSIS:

Proposed Amendment to the Vehicle Policy for City Employees

INITIATING DEPARTMENT:

Human Resources

SUBJECT:

Proposed Amendment to the Vehicle Policy for City Employees

PRESENTER:

Tangula Bell, SHRM, Human Manager

BACKGROUND:

During FY2026 budget discussions, inconsistencies were identified between the current vehicle usage policy (adopted in 2012) and the City's present practices. Over time, employee roles and vehicle usage have evolved, creating the need to update the policy for accuracy and alignment.

Proposed changes to the current policy, **Exhibit A: City Vehicle Policy:**

- **Category Two:** Remove, as these positions no longer receive a monthly vehicle allowance.
- **Category Three:** Remove the positions of Assistant Police Chief, Superintendent of Streets, and Parks Maintenance/Superintendent. Add positions of Major of Community Policing, Major of Administration, and K-9 Officer to reflect current structure.
- **Category Four:** Remove the position of City Administrator, as this role no longer uses a City vehicle.
- **Category Five:** Remove the position of the police officer assigned to the Drug Enforcement Administration (DEA) Task Force, as this program no longer exists in the City of Brentwood.

City vehicles are no longer to be used for personal use. All proposed changes are incorporated into **Exhibit B: Updated City Vehicle Policy.**

The policy explains identifies who is an authorized driver of City-Owned vehicles, usage of radio, communication systems or cellular use when operating a city vehicle, requirements for operators, general operational policies, accident reporting requirements, inspections, compliance with IRS regulations, disciplinary penalties, personal commutes and errand for those who have emergency operations responsibilities. Furthermore, when the city conducts background checks, we go as far back as a record exists for that individual. Thus, if a candidate had a traffic violation or suspension 20 years prior, it'll show on the report. The report will also show when the license was reinstated (this is also available in Casenet for most cases). The standard is 10 years look-back period.

Please note, there are no tax implications for the City because the Police Chief's vehicle qualifies as a non-personal use vehicle under IRS guidelines.

FINANCE/OPERATIONS:

These updates do not create any new financial obligations beyond what has already been considered and is being discussed during the Fiscal Year budget process.

RECOMMENDATION:

There was unanimous approval from the Ways and Means Committee of the amended City Vehicle Policy and to add this to the Employee Handbook.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Memo - Vehicle Commuting Policy 02.02.26.pdf](#) 
- [Resolution No 1578 Vehicle Commuting Policy.pdf](#) 
- [WMC - Vehicle Policy Updated 11.25.pdf](#) 
- [Exhibit A - City Vehicle Policy OLD.pdf](#) 
- [Exhibit B - New Vehicle Policy.pdf](#) 

Motion to approve Resolution No 1578. **Roll Call Vote**

- D. Resolution No. 1579 - A Resolution Authorizing And Approving The Amendment Of The City Of Brentwood's Current Employee Handbook Updating The Vehicle Commuting Policy By Adding The Resolution Number And The Policy To The Appendix Of The Employee Handbook.

SYNOPSIS:

Amendment to the Employee Handbook as a result of the amendment to the Vehicle Commuting Policy.

INITIATING DEPARTMENT:

Human Resources

PRESENTER:

Tangula Bell, SHRM, HR Manager

SUBJECT:

Revisions to the Employee Handbook as a result of the amendment to the Vehicle Commuting Policy.

BACKGROUND:

Upon approval of the new resolution, approving changes to the Vehicle Commuting Policy, the following updates to the Employee Handbook are necessary:

- Update Section 5.12 - Vehicle Commuting Policy - Page 59
- Add 11.13 – Vehicle Commuting Policy to the Appendices-Resources - Pages 123-127

The proposed updates are redlined on pages 59, 123 - 127 of **Exhibit A: Brentwood Employee Handbook – Update Request**.

Exhibit B - Brentwood Employee Handbook Modified January 2026 reflects the required edits and will be finalized and published upon adding the resolution number to page 59 following approval. *Page numbers and the Table of Contents have also been updated accordingly.*

FINANCE/OPERATIONS:

These updates do not create any new financial obligations beyond what has already been considered and is being discussed during the FY2026 budget process.

RECOMMENDATION:

Motion to approve Resolution No. 1579 - Amendment to the Employee Handbook as presented.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Brentwood Employee Handbook - Update Request - Redlined.pdf](#) 
- [Brentwood Employee Handbook Modified January 2026 - Clean.pdf](#)  [Resolution No 1579 - Amendments to the Employee Handbook - Vehicle Commuting Policy.pdf](#) 
- [WMC - Employee Handbook Update - Vehicle Commuting Policy.pdf](#) 

Motion to approve Resolution No. 1579 - Amendment to the Employee Handbook as presented. **Roll Call Vote**

12. CITIZEN COMMENTS

13. CLOSED MEETING

14. ADJOURNMENT

Regular meetings are livestreamed on YouTube and recorded. The recording will be made available on the City's YouTube channel. Please be aware that your presence may be recorded.