

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**

7:00 P.M. Monday, February 24, 2025

City Hall, Council Chambers

Meeting No. 04-25

Mayor Abrams attending remotely due to medical reasons.

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. February 10, 2025 City Council Workshop Meeting Minutes
2. February 10, 2025 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. Rice Larpenteur Alliance Presentation
4. 2024 Annual Public Safety Report

**G. CONSENT AGENDA** – *Items on the Consent Agenda are considered routine and non-controversial and are approved by one motion of the council. If a councilmember requests additional information or wants to make a comment regarding an item, the vote should be held until the questions or comments are made then the single vote should be taken. If a councilmember objects to an item it should be removed and acted upon as a separate item.*

1. Approval of Claims
2. Cooperative Funding Agreement for the Rice Larpenteur Alliance
3. Harvest Park Native Seed Garden Amendment to Memorandum of Understanding
4. EAB Mitigation Project, City Project 23-17
  - a. Certification of General Obligation Bond Financed Property
  - b. Declaration of General Obligation Bond Financed Property
5. 2025 City Hall ADA Improvements

**H. PUBLIC HEARINGS** – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. Sign in with the City Clerk before addressing the council. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.*

1. 2025 Maplewood Street Improvements, City Project 24-12
  - a. Public Hearing 7:00 pm
  - b. Resolution Ordering Improvement (4 votes)

**I. UNFINISHED BUSINESS**

1. 2024 Alcohol Compliance Failures

**J. NEW BUSINESS**

1. Contract for Demolition, 1279 Ripley Avenue

**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this must be made at least 96 hours in advance. Please call the City Clerk's Office at 651.249.2000 to make arrangements. Assisted Listening Devices are also available. Please check with the City Clerk for availability.

**RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY**

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

### A. CALL TO ORDER

## B. ROLL CALL

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Chonburi Lee, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

### C. APPROVAL OF AGENDA

Councilmember Cave moved to approve the agenda as submitted.

Seconded by Councilmember Lee Ayes— All

The motion passed.

## D. UNFINISHED BUSINESS

None

## E. NEW BUSINESS

## 1. Economic Development Strategy

City Manager Sable introduced the item. Breanne Rothstein, Thrive Inc. Consultant, gave the presentation. City Manager Sable and Community Development Director Parr provided additional information. The council discussed the item, asked questions, and shared ideas.

No Action Required.

#### D. ADJOURNMENT

Mayor Abrams adjourned the meeting at 6:23 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 P.M. Monday, February 10, 2025  
 City Hall, Council Chambers  
 Meeting No. 03-25

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:01 p.m. by Mayor Abrams.

Mayor Abrams shared information from recently attended meetings which included: mutual aid use with Allina; immigration executive orders with the Hmong 18 Council; and, Maplewood transit future and funding with the Metropolitan Council and then with Ramsey County. Mayor Abrams also invited Maplewood councilmembers to attend the Ramsey County League of Local Government meet and greet on Thursday.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Chonburi Lee, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

**D. APPROVAL OF AGENDA**

The following items were added to council presentations:

Grab It Arcade

Councilmember Cave moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. January 27, 2025 City Council Workshop Meeting Minutes**

Councilmember Juenemann moved to approve the January 27, 2025 City Council Workshop Meeting Minutes as submitted.

Seconded by Councilmember Lee	Ayes – Mayor Abrams
	Councilmember Lee
	Councilmember Juenemann
	Councilmember Villavicencio

Abstain – Councilmember Cave

The motion passed.

## **2. January 27, 2025 City Council Meeting Minutes**

Councilmember Lee moved to approve the January 27, 2025 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann

Ayes – Mayor Abrams  
Councilmember Lee  
Councilmember Juenemann  
Councilmember Villavicencio  
Abstain – Councilmember Cave

The motion passed.

## **F. APPOINTMENTS AND PRESENTATIONS**

### **1. Administrative Presentations**

#### **a. Council Calendar Update**

City Manager Sable gave an update to the council calendar and reviewed other topics of concern or interest requested by councilmembers.

### **2. Council Presentations**

#### **Grab It Arcade**

Councilmember Lee shared visiting Grab It Arcade to celebrate their one-year anniversary, thanked them for choosing Maplewood for their small business, and encouraged residents to visit.

### **3. Community Design Review Board 2024 Annual Report**

Community Development Director Parr introduced Community Design Review Board Vice Chair Oszman, who gave the report.

Councilmember Juenemann moved to approve the Community Design Review Board's 2024 Annual Report.

Seconded by Councilmember Villavicencio

Ayes – All

The motion passed.

### **4. Planning Commission 2024 Annual Report**

Community Development Director Parr introduced Planning Commission Chair Desai, who gave the report.

Councilmember Juenemann moved to approve the Planning Commission's 2024 Annual Report.

Seconded by Councilmember Villavicencio

Ayes – All

The motion passed.

- G. CONSENT AGENDA** – *Items on the Consent Agenda are considered routine and non-controversial and are approved by one motion of the council. If a councilmember requests additional information or wants to make a comment regarding an item, the vote should be held until the questions or comments are made then the single vote should be taken. If a councilmember objects to an item it should be removed and acted upon as a separate item.*

Councilmember Cave moved to approve agenda items G1-G7.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

### 1. Approval of Claims

Councilmember Cave moved to approve the approval of claims.

#### ACCOUNTS PAYABLE:

\$ 4,352,678.81	Checks # 122604 thru # 122638 dated 1/28/25
\$ 1,367,774.12	Checks # 122639 thru # 122663 dated 2/04/25
\$ 2,559,452.36	Disbursements via debits to checking account dated 1/20/25 thru 2/02/25
<hr/>	
\$ 8,279,905.29	Total Accounts Payable

#### PAYROLL

\$ 950,417.05	Payroll Checks and Direct Deposits dated 1/31/25
<hr/>	
\$ 950,417.05	Total Payroll
<hr/>	
<u>\$ 9,230,322.34</u>	GRAND TOTAL

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**2. Local Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street**

Councilmember Cave moved to approve the Local Lawful Gambling permit for Church of the Presentation of the Blessed Virgin Mary on April 5, 2025.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**3. Local Lawful Gambling Permit for Knights of Columbus #4374, 1695 Kennard Street**

Councilmember Cave moved to approve the Local Lawful Gambling permit for Knights of Columbus #4374 for their event on April 12, 2025.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**4. Gallup Q12 Survey and Professional Services Five Year Contract**

Councilmember Cave moved to approve a five-year service contract with Gallup for annual Q12 services as well as a service agreement and business subscription.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**5. EAB Wood Waste Disposal**

Councilmember Cave moved to authorize Hugo Tree Care to dispose of the trees collected and stored in the Public Works yard.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**6. Resolution for Reduction of Retainage on Existing Construction Contract, 2024 Maplewood Street Improvements, City Project 23-08**

Councilmember Cave moved to approve the resolution for reduction of retainage on the existing construction contract for the 2024 Maplewood Street Improvements, City Project 23-08.

25-02-2382

REDUCTION OF RETAINAGE ON EXISTING CONSTRUCTION CONTRACT  
2024 MAPLEWOOD STREET IMPROVEMENTS, CITY PROJECT 23-08

WHEREAS, the City Council of Maplewood, Minnesota has ordered Improvement Project 23-08, 2024 Maplewood Street Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, the Contractor, Forest Lake Contracting Inc., has completed the majority of the project construction contract work, with only minor punch-list items remaining.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Maplewood, Minnesota:

1. A reduction in retainage on the construction contract is hereby authorized, at the discretion of the City Engineer, from 5.0% to 2.0%.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

**7. Resolution Supporting a Minnesota Department of Employment and Economic Development Demolition Loan Application**

Councilmember Cave moved to approve the resolution supporting a Minnesota Department of Employment and Economic Development Demolition Loan Application.

Resolution 25-02-2383

**RESOLUTION SUPPORTING A MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT DEMOLITION LOAN APPLICATION**

WHEREAS the City of Maplewood has approved the Demolition Loan application submitted to the Department of Employment and Economic Development (DEED) on February 3, 2025, by the City of Maplewood for the 1946 English Street site; and

WHEREAS the City of Maplewood act as the legal sponsor for the project contained in the Demolition Loan Program application submitted on February 3, 2025, and that Danette Parr, Community Development Director, is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Maplewood; and

WHEREAS the City of Maplewood has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

WHEREAS the sources and amounts of the loan repayment and security identified in the application are committed to the project identified and the City of Maplewood has the authority to incur debt by resolution of the board or council authorizing issuance of a bond or note, payable to DEED to repay and secure the loan; and

WHEREAS the City of Maplewood has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

WHEREAS upon approval of its application by the state, the City of Maplewood may enter into an agreement with the State of Minnesota for the above referenced project(s), and that the City of Maplewood certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and the Clerk, are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Maplewood on February 10, 2025.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

- H. PUBLIC HEARINGS** – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. Sign in with the City Clerk before addressing the council. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.*  
None

- I. UNFINISHED BUSINESS**  
None

- J. NEW BUSINESS**  
**1. 2024 Alcohol Compliance Failures**

City Clerk Sindt gave the staff report. Councilmember Lee asked to continue the item due to the absence of a representative from the establishment. City Attorney Batty gave additional information and answered questions of council.

Councilmember Lee moved to continue the 2024 alcohol compliance failure penalty until the next meeting on February 24, at 7:00 p.m.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

- 2. Maplewood Assisted Living, 1744 County Road D East**  
**a. Conditional Use Permit Amendment Resolution**  
**b. Design Review Resolution**

Community Development Director Parr gave the presentation. Maixia Vang, with MX Real Estate, LLC addressed council.

Councilmember Lee moved to approve the conditional use permit resolution for a PUD amendment for constructing a residential assisted living facility at 1744 County Road D East, subject to certain conditions of approval.

25-02-2384

## CONDITIONAL USE PERMIT RESOLUTION FOR A PUD AMENDMENT

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

### Section 1. Background.

- 1.01 Mx Real Estate, LLC has requested to amend the Conditional Use Permit that governs the Planned Unit Development (PUD) for the property at 1744 County Road D East.
- 1.02 The property located at 1744 County Road D East is legally described as:  
Lot 3, Block 2, Legacy Village of Maplewood, Ramsey County  
PIN: 032922110005
- 1.03 The property is part of the Legacy Village Planned Unit Development, approved on July 14, 2003, and designated as a retail/commercial site. The CUP governing the PUD needs to be amended to allow for a residential assisted living facility on the site.

### Section 2. Standards.

- 2.01 General Conditional Use Permit Standards. The City Ordinance states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.
  - 1. The use would be located, designed, maintained, constructed, and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
  - 2. The use would not change the existing or planned character of the surrounding area.
  - 3. The use would not depreciate property values.
  - 4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.

5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Section 3. Findings.

3.01 The proposal meets the specific Conditional Use Permit standards.

Section 4. City Review Process

4.01 The City conducted the following review when considering this conditional use permit request.

1. On January 21, 2025, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission allowed everyone to speak and present written statements at the hearing. The Planning Commission recommended that the City Council approve this resolution.
2. On February 10, 2025, the City Council discussed this resolution. They considered reports and recommendations from the planning commission and City staff.

Section 5. City Council

5.01 The City Council hereby approves the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. The use is allowed as long as the provisions of the BC zoning district and conditions outlined here are met.
2. The buildings on the site shall be setback as shown on the site plan approved by the city council, 33 feet from the north lot line.
3. A comprehensive sign plan is approved. The applicant shall submit a sign permit to be reviewed and approved by staff. Pylon signs shall

not be allowed. Monument signs may be allowed but shall not exceed 12 feet in height. The base of the monument sign must be landscaped.

4. The architectural character and exterior building materials must be in keeping with the adjacent townhomes and other buildings, if present.
5. Access to the site shall be from the side streets.
6. All ground-mounted and roof-mounted mechanical equipment shall be screened according to the ordinance.
7. Adequate separation, buffering, and screening must be provided for the multifamily residential units from the front doors, parking areas, loading areas, and mechanical equipment of this building.
8. Parking stalls with a width of 9.5 feet are permitted for this site.
9. Applicant must maintain at least 28 parking stalls on site.
10. All construction shall follow the approved plans. The director of community development may approve minor changes.
11. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
12. The city council shall review this permit in one year.
13. The applicant shall meet the conditions outlined in the design review resolution.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

Councilmember Lee moved to approve the design review resolution for constructing a residential assisted living facility at 1744 County Road D East, subject to certain conditions of approval.

25-02-2385

#### DESIGN REVIEW RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

#### Section 1. Background.

- 1.01 MX Real Estate, LLC has requested approval of a design review to construct a residential assisted living facility on the property.

- 1.02 The property is located at 1744 County Road D East and is legally described as:  
 Lot 3, Block 2, Legacy Village of Maplewood, Ramsey County  
 PIN: 032922110005

Section 2. Site and Building Plan Standards and Findings.

- 2.01 City ordinance requires that the community design review board make the following findings to approve plans:
1. That the design and location of the proposed development and its relationship to neighboring, existing, or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
  2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly, and attractive development contemplated by this article and the city's comprehensive municipal plan.
  3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures, and colors.

- 2.02 The community design review board reviewed this request on January 21, 2025, and voted to approve it.

- 2.03 The proposal meets the specific findings for design review approval.

Section 3. City Council Action.

- 3.01 The above-described site and design plans are hereby approved based on the findings outlined in Section 2 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans. Approval is subject to the applicant doing the following:
1. If the city has not issued a building permit for this project, repeat this review in two years.
  2. All fire marshal, city engineer, and building official requirements must be met.
  3. Satisfy the requirements in the engineering review by Jon Jarosch, dated January 3, 2025.

4. Satisfy the requirements in the environmental review by Shann Finwall, dated January 9, 2025.
5. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
6. The applicant shall obtain a license for the facility from the Minnesota Department of Health and provide a copy to the city. If the facility has a third-party providing food service activities, the applicant shall also obtain a food service license from the city.
7. A comprehensive sign plan is approved. The applicant shall submit a sign permit to be reviewed and approved by staff. Pylon signs shall not be allowed. Monument signs may be allowed but shall not exceed 12 feet in height. The base of the monument sign must be landscaped.
8. The applicant shall install two stop signs at each exit of the parking lot on the property.
9. The applicant shall install a sidewalk along the south, east, and west rights-of-ways.
10. Per city ordinance standards, all mechanical equipment and trash receptacles shall be screened from view of all nearby residential properties.
11. Before the issuance of a building permit, the applicant shall submit for staff approval the following items:
  - a. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
  - b. Staff must review and approve elevation perspectives of the transformer and generator, showing that both are adequately screened. The elevations must include all enclosure sides and detail the materials and colors.
  - c. Additional details to accompany the lighting plan: a photometric site plan with light levels at the property lines and a description of each luminaire, including the manufacturer's catalog cuts and drawings.
  - d. An updated landscape plan as outlined in the environmental review.
12. The applicant shall complete the following before occupying the building:

- a. Replace any property irons that were removed because of this construction.
  - b. Provide continuous concrete curb and gutter around the parking lot and driveways.
  - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
  - d. Install all required outdoor lighting.
  - e. Install all required sidewalks and trails.
13. If any required work is not done, the city may allow temporary occupancy if:
- a. The city determines that the work is not essential to public health, safety, or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
14. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

### **3. Contract for Demolition, 1830 Howard Street North**

Community Development Director Parr gave the staff report. City Attorney Batty provided additional information.

Councilmember Juenemann moved to approve the contract with Goodmanson Construction for the demolition of 1830 Howard Street North and authorize the Mayor and City Manager to sign the contract.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

## **K. AWARD OF BIDS**

### **1. Moose Lodge Demolition**

Community Development Director Parr gave the staff report. City Attorney Batty provided additional information. Council discussed the options presented.

Councilmember Lee moved to approve the demolition bid of \$314,898.75 from Gustafson Excavating for the removal of the building and parking lot at 1946 English Street (Moose Lodge) and authorize the Mayor and City Manager to enter into a contract with a completion date of May 22, 2025.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

**L. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 8:04 p.m.

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 24, 2025

**REPORT TO:** City Council

**REPORT FROM:** Michael Sable, City Manager

**PRESENTER:** Michael Sable, City Manager

**AGENDA ITEM:** Council Calendar Update

**Action Requested:** ☐ Motion ☒ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcements of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars.

**Recommended Action:**

No motion needed. This is an informational item.

**Upcoming Agenda Items and Work Sessions Schedule:**

**March 10:** EDA/Council Workshop: Economic Development Strategy Work Session - 5 pm

**March 24:** Workshop: Police Staffing Study Results

**April 14:** Workshop: Boards and Commissions Discussion

**Council Comments:**

Comments regarding Workshops, Council Meetings or other topics of concern or interest.

1. Transit Discussion
2. Discuss Charitable Gambling Policy

**Community Events and Notifications:**

1. Joe Bergeron Community Service Award – Nominations Close March 31

**Maplewood Living Schedule:**

Author	Due Date	Edition
Cave	April 17, 2025	May 2025
Villavicencio	June 17, 2025	July 2025
Lee	Aug 19, 2025	Sept 2025

**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Danette Parr, Community Development Director

**PRESENTER:** Kim O'Brien, Rice Larpenteur Alliance Executive Director

**AGENDA ITEM:** Rice Larpenteur Alliance Presentation

**Action Requested:** ☐ Motion ☒ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The City of Maplewood participates in the Rice Larpenteur Alliance along with Roseville, St. Paul, and Ramsey County. In 2024, the city continued its participation in the long-term alliance comprised of residents, businesses, community groups, stakeholders, as well as city and county elected officials and staff. Kim O'Brien will be present at the council meeting to present the 2024 Rice Larpenteur Alliance Annual Report.

**Recommended Action:**

No action is necessary.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☐ Financial & Asset Mgmt ☐ Environmental Stewardship  
☐ Integrated Communication ☐ Operational Effectiveness ☒ Targeted Redevelopment

The vision for the Rice Street and Larpenteur Avenue Gateway Corridor is a safe, engaging, and inviting neighborhood center that includes common space, a high-quality pedestrian environment, and robust reinvestment for the diverse people of the surrounding communities to live, conduct business, and play together.

**Background:**

The cities of Maplewood, Roseville, and Saint Paul, and Ramsey County have been working collaboratively to bring attention to the Rice Street and Larpenteur Avenue neighborhoods. After completion of the multi-jurisdictional visioning plan for the Rice Larpenteur neighborhood, the cities and the county collectively approved a funding agreement and retained the St Paul Area Chamber of Commerce to lead the implementation phase of the vision plan. Kim O'Brien, the Rice Larpenteur Alliance Executive Director, will present the annual report as an opportunity to update the Council

on the Rice Larpenteur Alliance's work over 2024 and share what is planned for 2025. Additionally, the 2025 Cooperative Funding Agreement for the Rice Larpenteur Alliance is on the consent agenda for consideration.

**Attachments:**

1. 2025 Rice Larpenteur Alliance Work Plan

2025 Work Plan			
Updated 1/30/2025			
<b>Goal 1: Maintain organizational integrity of the Rice &amp; Larpenteur Alliance</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Executive Committee	Adopt Annual Work Plan and Annual Budget	3/1/2025	
	Manage RLA Communication Tools (Website, Newsletter, and Social Media Accounts)	Ongoing	
	Plan and Staff Board and Committee Meetings (Agendas, Minutes, Reports)	Ongoing	
	Manage WorkStream Professional Services contract and staff performance	Ongoing	
	Publish 2025 Annual Report	3/1/2026	
	Recruit new Board of Directors and RLA Membership program (see Board Operations Handbook)	Ongoing	
	Approve Board Appointments; Cultivate New Board Leaders; Fill Vacant Board Seats	Ongoing	
	Provide strategic governance and support to ensure the RLA's health	Ongoing	
	Create Action Plan: Beyond Land Acknowledgement	7/1/2025	
	Pursue 501c3 tax status	12/31/2025	
<b>Goal 2: Raise funds sufficient to execute programming goals</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Executive Committee	Secure 2025-2026 Municipal Contract	3/1/2025	
	Provide financial oversight to RLA and ensure sound fiscal policies and procedures	Ongoing	
	Apply for grants for 2024-2025 Operations and Programs	3/1/2026	
	Create Membership, Fundraising and Sponsorship appeal to secure individual and corporate giving	3/1/2025	
	Follow guidelines for reporting and recognition of grants and donations	Ongoing	
	Update Strategic Fundraising Plan to 2030	4/1/2025	
	Provide financial reports to the Board of Directors; track profit and loss; track budget targets	Ongoing	
<b>Goal 3: Support vision plan redevelopment and transportation goals and focus on retention and expansion of existing neighborhood businesses</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Economic Vitality	Monitor Rice Street reconstruction and BRT G line projects - and serve as a conduit of information	Ongoing	
	Complete KSU-TAB Project for Redevelopment Update to Vision Plan and other project deliverables	6/1/2025	
	Meet with property owners of all key redevelopment opportunity sites identified in Vision Plan addendum	6/1/2025	
	Support St Paul Regional Athletic Complex project and promote local benefits	Ongoing	
	Engage local businesses in RLA/ Celebrate local business milestones/ Connect businesses to resources	Ongoing	
	Monitor Rice Street Gardens partnership with land owner, city, and developers	Ongoing	
	Promote Ramsey County Workforce programs as Inclusive Employer Champion	Ongoing	
	Provide business sub-grants through Neighborhood STAR and Critical Corridors funding programs	3/1/2026	
<b>Goal 4: Create vibrant community events that demonstrate new uses of space and connect people and opportunities</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Community Events	Plan Annual Community Gathering event	3/4/2025	
	Plan Spring Clean-Up event	4/30/2025	
	Plan Summer Block Party	8/31/2025	
	Plan Community In Bloom event	5/31/2025	
	Plan Winter Warm-Up event	12/31/2025	
	Engage community members through events; create community survey	Ongoing	
	Manage vendors and volunteers	Ongoing	
	Manage event promotion and outreach	Ongoing	
<b>Goal 5: Improve neighborhood environment, identity, safety, and connectedness</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Neighborhood Livability	Identify opportunities and priorities for additional wayfinding signage and public art	Ongoing	
	Work with County and Cities to add trees, gardens, and planted boulevards where possible.	Ongoing	
	Refresh Clean Green Community Program; consider replacing bins; renew maintenance agreements	Ongoing	
	Make space for collaboration of public safety agencies; provide timely communication on safety incidents	Ongoing	
	Support RLA Youth Ambassadors Internship Program - identify opportunities for youth engagement	Ongoing	
	Promote and identify candidates for BizRecycling and Organics grants/service	Ongoing	
<b>Goal 6: Engage local residents and businesses in the work and leadership of the RLA</b>			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Membership	Plan first Member Lunch and Learn (including venue, menu, and speakers)	5/31/2025	
	Plan second Member Lunch and Learn (including venue, menu, and speakers)	11/30/2025	
	Recruit at least 25 RLA Members, especially local businesses and area residents	5/1/2025	
	Visit local businesses and apartments, develop relationships, and invite participation in upcoming events and initiatives	Ongoing	
	Develop new membership benefits and advise staff and executive committee	10/1/2025	
	Attend RLA members' events (ribbon cuttings, community events and festivals, etc.). Ensure RLA promotion of member events and milestones	Ongoing	

**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Brian Bierdeman, Police Chief

**PRESENTER:** Brian Bierdeman, Police Chief

**AGENDA ITEM:** 2024 Public Safety Report

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

Maplewood Public Safety responded to more than 45,000 calls for service in 2024. Public Safety staff spent more than 3,000 hours engaging with the community at more than 100 events. Police and Fire/EMS launched and continued advancing several unique initiatives that serve to make Maplewood a safer, healthier and more livable community. The 2024 Public Safety report highlights this work.

**Recommended Action:**

Motion to accept 2024 Public Safety Report

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is 0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: n/a

**Strategic Plan Relevance:**

☒ Community Inclusiveness ☐ Financial & Asset Mgmt ☐ Environmental Stewardship  
☐ Integrated Communication ☒ Operational Effectiveness ☐ Targeted Redevelopment

The Public Safety Department strives to make Maplewood a safer, healthier and more livable community.

**Background:**

The 2024 Public Safety Annual Report includes highlights, initiatives and statistics from the department.

**Attachments:**

1. 2024 Public Safety Report

MAPLEWOOD PUBLIC SAFETY  
ANNUAL REPORT  
2024



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**Director’s Report**  
**Securing a safe,  
livable community**

I continue to be inspired by the character, resilience, and professionalism demonstrated by our police officers, fire-fighters and staff. Each year brings new challenges, mandates, and expectations, yet they consistently collaborate to not only meet but exceed them.

As public safety leaders, it is our responsibility to ensure our frontline staff have the tools and resources they need to perform at their best. I am deeply grateful to our community and city council for their ongoing commitment to investing in our long-term wellness and cardiac health initiatives.

In 2024, we partnered with a specialized medical team to conduct comprehensive cardiac exams tailored to the unique risks faced by first responders. Unlike traditional cardiac testing for the general population, these evaluations focus on identifying markers that often go unnoticed in



**Brian Bierdeman**  
**Public Safety Director**

standard screenings. These include risks associated with disrupted sleep cycles, the physiological strain of transitioning from a state of rest to intense physical activity in seconds, and the cumulative impact of occupational trauma. This initiative underscores our commitment to proactively addressing the health challenges inherent to public safety work and ensuring the well-being of our team.

### This report highlights:

- **Community outreach** - 3000 community engagement hours, at more than 100 events.
- **Innovation** - Real-time fire-EMS dashboard, advanced cardiac care, expanded aerial vehicle program
- **Maximizing resources** - Grant dollars funding auto theft unit, traffic enforcement, crime analyst, special collaboration with BCA's Violet Crimes Reduction unit.
- **Equipment** - New ladder truck and incident command vehicle
- **Staff** - At least a dozen highly trained professional police and firefighter-emergency response staff chose Maplewood to start or continue their career.

Maplewood has fostered a culture that enables us to attract, hire, and retain a highly skilled workforce dedicated to serving the community and making a meaningful difference in people's lives.

While many public safety agencies face significant challenges in this area, Maplewood has maintained exceptionally high standards. Our commitment to selectivity continues to serve us well, ensuring that we bring on individuals who embody our values and uphold the excellence our community deserves.

I want to express my gratitude to the many partners we have worked with over the past year, including the dedicated community members who serve on our Multicultural Advisory Committee. These invaluable collaborations allow us to expand our outreach and ensure that we provide services that are both relevant and responsive to the diverse needs of our community.

I also extend my heartfelt thanks to the police officers and fire-EMS professionals who carry out our mission each day with unwavering integrity and bravery. Your commitment to excellence and service is the foundation of our success. Equally, I want to acknowledge the sacrifices and support of your families, whose understanding and encouragement make your work possible and allow you to serve our community.

Finally, we deeply appreciate the steadfast support of our community and city council as we work tirelessly to keep Maplewood safe and healthy. Your trust and encouragement are essential to our continued progress and the well-being of those we serve.



# Staffing

Despite profession-wide shortages, police and fire-EMS have been able to operate at near full staff. With our regional reputation, we've been able to maintain a selective approach in recruiting and hiring.



## New Hires





Join our Team

[maplewoodmn.gov/jobs](http://maplewoodmn.gov/jobs)

## New Hires



Peter Connolly  
Firefighter/Paramedic

Luke Gruhlke  
Firefighter/Paramedic

Emma Johnson  
Firefighter/Paramedic

Wendy Mainka  
Firefighter/Paramedic

Dedric Payne  
Firefighter/EMT

## Promotions



Mac Campbell  
Firefighter/Paramedic

Grady Nelson  
Firefighter/Paramedic

Ryan Hang  
Firefighter/Paramedic

*Thanks for your services  
to our retired staff*



Brett Kroll  
Retired



Charles Barrette  
Retired



Keng Chang  
Firefighter/EMT

### Cadet Program widens pipeline to the profession

Since starting the cadet program in 2019, Maplewood Fire has promoted four individuals to the ranks of full-time Firefighter/EMT or Firefighter/Paramedic.

The cadet program takes individuals with little to no fire service background or training and provides them an avenue to full-time employment. This program was a pioneer in the region and has become the model for several surrounding communities.

*Congratulations to our newest cadet-turned-fulltime firefighter/EMT, Keng Chang.*

# Professional Development

## Police command staff complete full FBI training

Maplewood Police Department has become one of the only agencies in the state to have the full command staff complete the FBI-LEEDA (Law Enforcement Executive Development Association) Trilogy

The training consisted of three steps, starting with basic Supervision, followed by Command, and building up to Executive Leadership, which covers:

- 21st Century Policing
- Procedural justice
- Community policing and crime reduction
- Strategic planning
- Employee wellness

"The executive leader must be aware of their obligation to be forward looking," according to LEEDA. There is a significant focus on emotional and social intelligence.



*"We prioritize continued professional development, especially for leadership team members. We reduce risks and work to improve quality of life by staying on pace and implementing our professions' best practices."*

**Chief Brian Bierdeman**

## Chief Mondor completes thesis on building relationships with Hmong Community



**Michael Mondor**  
Fire & EMS Chief

As part of his work to complete the Executive Fire Officer (EFO) Program, Fire-EMS Chief Mike Mondor spent considerable time talking to people in the Hmong Community. His work resulted in a thesis on how to build relationships and will serve as the basis for continued dialogue.

During the two-year EFO program, Chief Mondor collaborated with fire leaders across the country. They learned how to best lead their agencies and care for their communities. The program involved a mix of in-class and facilitated independent work.

# Equipment

## Maplewood rolls out new ladder truck

The rig provides a number of advancements over our current truck, including:

- 500 gallons of water
- 30-gallon foam tank
- Seven additional ladders
- More equipment space
- Pre-connected hoselines for faster deployment
- Improved safety features:
  - Wider windshield visibility
  - Rollover protection
  - Automatic seatbelt adjustment
  - Cameras cover driver's blind spots
  - More sophisticated airbags to prevent head and neck injuries



## New command vehicle



It provides:

- Mobile headquarters for critical incidents, with amenities for long-term operations and enhanced officer safety
- Advanced communication systems (radios, satellite, Wi-Fi) to stay in touch with multiple agencies and units
- Live video feeds, mapping software, and crime analysis systems
- Roof-tethered drone for continuous surveillance
- A temporary EOC when primary facility is unavailable or inaccessible
- An ideal post for planned events like parades, marathons, or festivals; important community outreach tool

## Region-leading UAV program going into year two

Since launching, the UAV program (commonly known as drones), they've been an asset:

- Locating and apprehending dangerous suspects
- Scoping out interiors in situations where people barricade themselves inside confined spaces, safer for officers and K9s
- Reducing the need for vehicle pursuits
- Finding missing people

The UAVs enable officers to cover a large area quickly, and with thermal imaging, they are highly effective. This approach allows officers to plan and control the situation, increasing safety for everyone involved, including officers, suspects, and the community.



# Community Outreach

## Significant outreach highlights commitment to community

Community outreach and engagement is front and center at Maplewood, especially among our public safety team. All public safety staff—sworn and civilian—must spend at least 20 hours a year engaged in the community.



It's paid off significantly in building trust and relationships to keep our community safety and more livable. 2024's highlights include:

### Outreach to young people

- Reading at classrooms and lunch with students
- Back to school safety visits
- Attended Scouting meetings, gaming night at the Salvation Army
- Hosted 1st annual Safety Camp
- Big Brother's Big Sisters



### Senior outreach

- Wrote and delivered 900 Valentine's Day cards to senior living residents
- Several Safe at Home and avoiding scams presentations
- Coffees with a Cop, Pancake breakfasts, and several Bingo rounds



### Large-scale events

- Three summer celebrations with Parks and Natural Resources, including a Friday Night Fire works
- Filled and hide 1000 eggs for Easter Egg Hunt
- Bike Rodeo/Helmet Giveaway
- Fire Department Open House
- Trunk or Treat attracting more than 1500 people



### Giving back

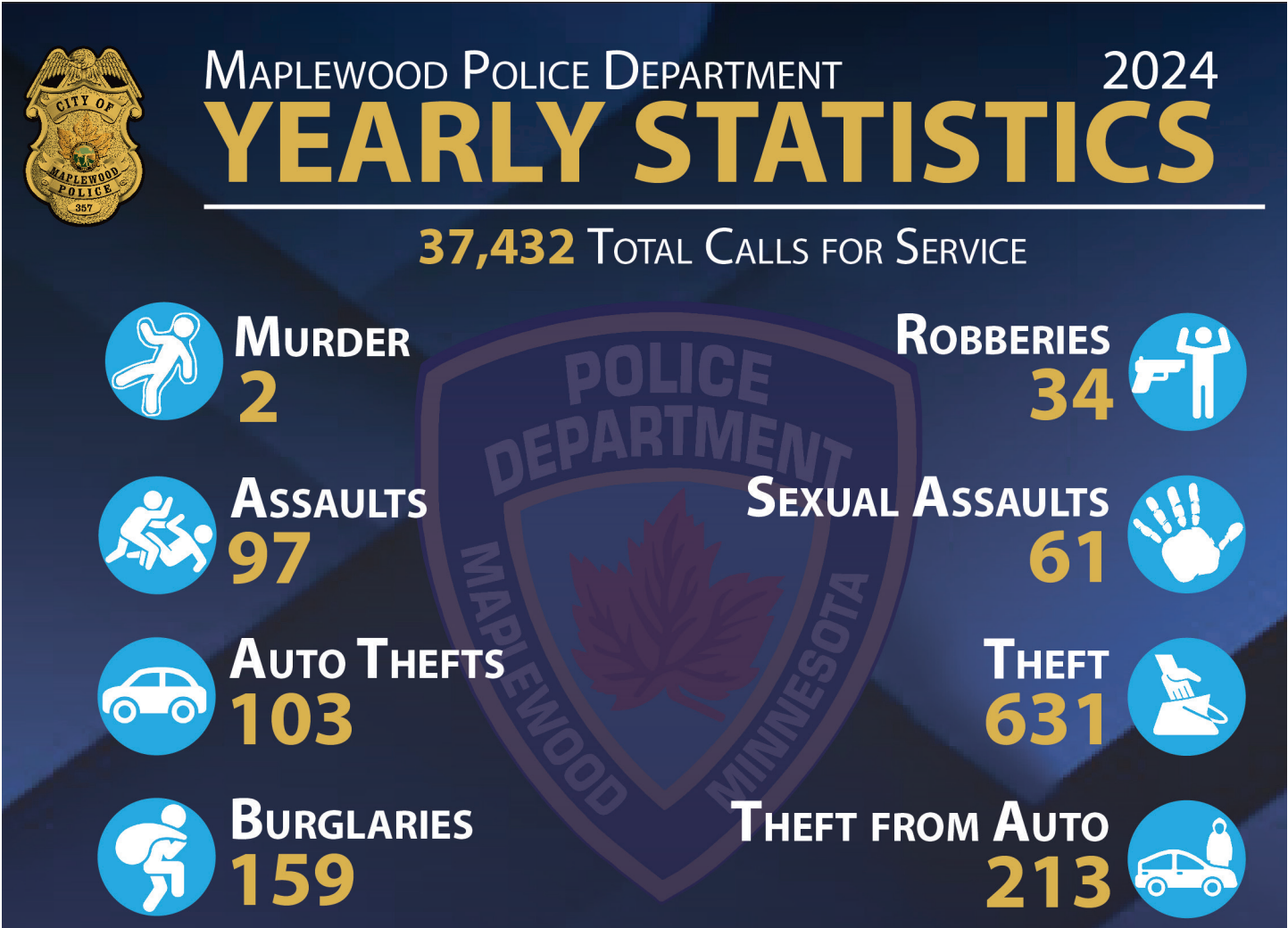
- 67 pints of blood given during Battle of the Badges Blood Drive
- Several Grill Out picnics at Multi-family housing communities
- 110+ bikes distributed with local church
- Helped pack 1500 boxes with toys and essential

- Raised \$1420 for Special Olympics Minnesota
- Sponsored 100 students and senior living residence during the holiday giving tree
- Hosted city-wide Santa parade

#### Other events included

- Pickle Ball and Putt-Putt with Public Safety and Fishing with Friends
- Hosted The Women and Girls Safety Awareness Workshop.
- Multi-week Citizens Academy attracted a diverse group of community members
- National Night Out
- 54 block parties
- 300 soccer ball giveaways
- 100s of miscellaneous Public Safety swag!





The Maplewood Police Department’s partnership with the Minnesota Commerce Department (which funds two full-time auto theft detectives) has significantly improved outcomes in auto theft cases, which involve:

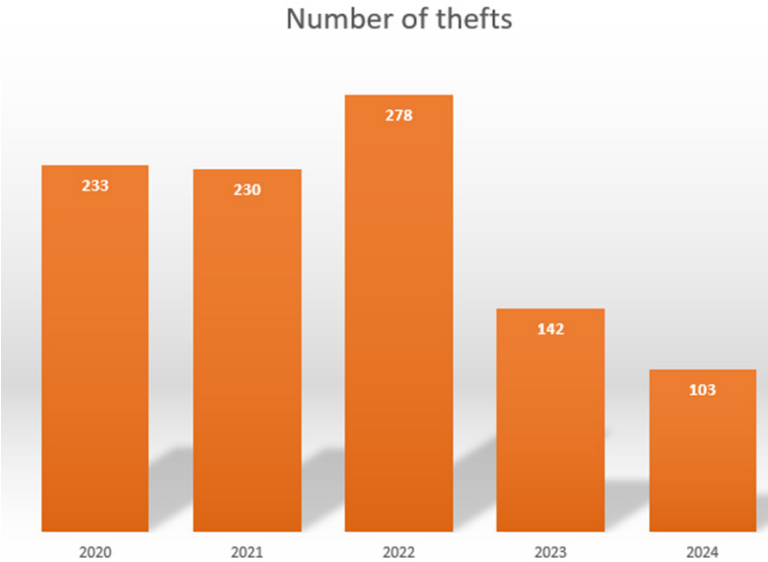
- Auto Thefts
- Recovered stolen vehicles
- Trailer thefts
- Theft from vehicles

**Auto thefts since 2022**

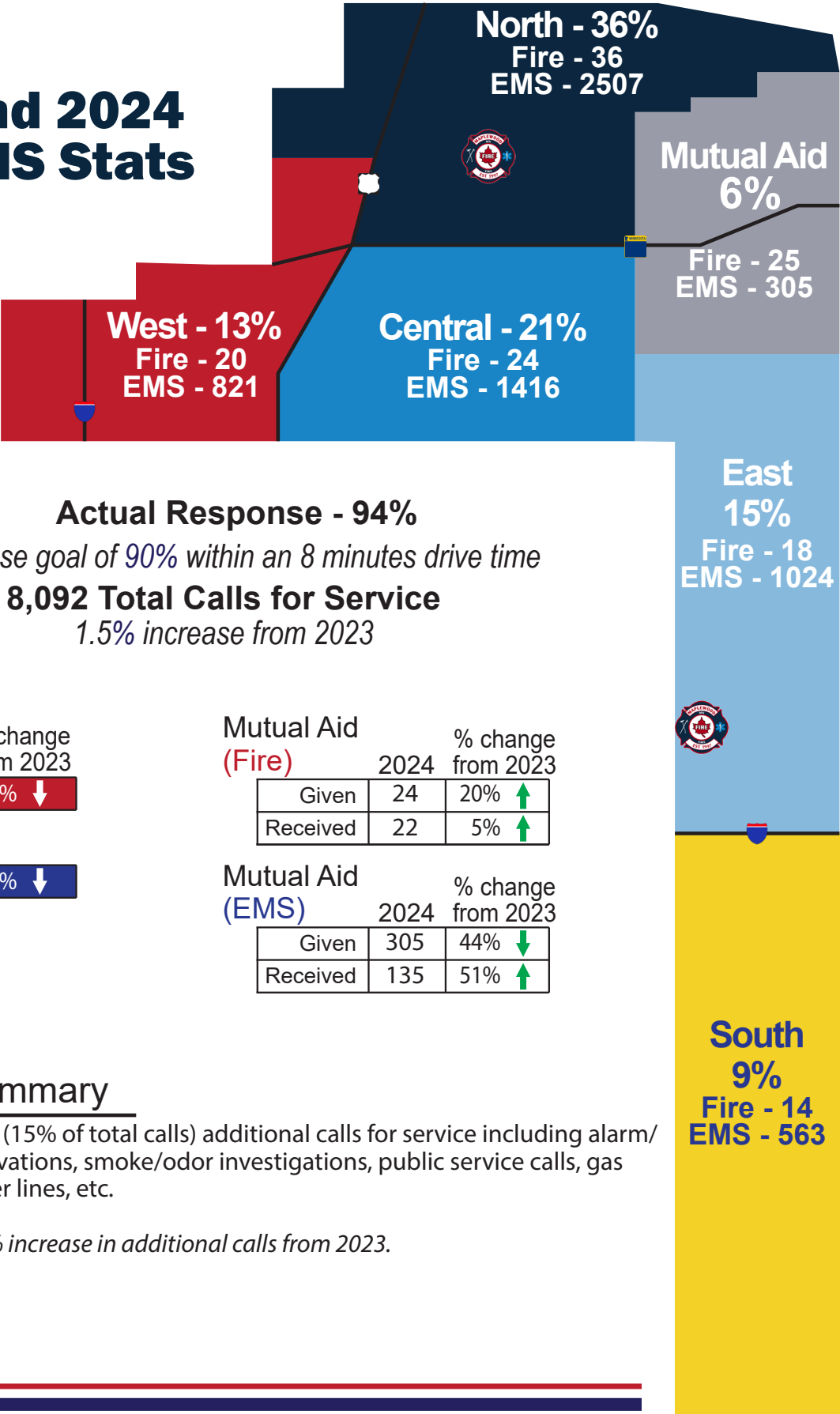
**47%** ↓

National average auto theft clearance rate:  
less than 10%

Maplewood clearance rate  
**67%** (in 2024)



# Year End 2024 Fire/EMS Stats



## Actual Response - 94%

Response goal of 90% within an 8 minutes drive time

8,092 Total Calls for Service

1.5% increase from 2023

	% change	
	2024	from 2023
	138	3.5% ↓

	% change	
	2024	from 2023
	6782	.1% ↓

Mutual Aid (Fire)		% change	
	2024	from 2023	
Given	24	20%	↑
Received	22	5%	↑

Mutual Aid (EMS)		% change	
	2024	from 2023	
Given	305	44%	↓
Received	135	51%	↑

## Other Call Summary

- Responded to 1,172 (15% of total calls) additional calls for service including alarm/smoke detector activations, smoke/odor investigations, public service calls, gas leaks, downed power lines, etc.

This represents a 13% increase in additional calls from 2023.



MAPLEWOOD PUBLIC SAFETY  
1830 County Road B East  
Maplewood, MN 55109  
(651) 249-2600  
[MaplewoodPublicSafety.com](http://MaplewoodPublicSafety.com)

ANNUAL REPORT  
**2024**

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**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager**REPORT FROM:** Joe Rueb, Finance Director**PRESENTER:** Joe Rueb, Finance Director**AGENDA ITEM:** Approval of Claims

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing
<b>Form of Action:</b>	<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Proclamation

**Policy Issue:**

The City Manager has reviewed the bills and authorized payment in accordance with City Council policies.

**Recommended Action:**

Motion to approve the approval of claims.

**ACCOUNTS PAYABLE:**

\$ 136,189.80 Checks # 122664 thru # 122695  
dated 2/11/25

\$ 230,838.10 Checks # 122696 thru # 122732  
dated 2/18/25

\$ 469,179.54 Disbursements via debits to checking account  
dated 2/03/25 thru 2/16/25

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\$ 836,207.44 Total Accounts Payable

**PAYROLL**

\$ 780,614.91 Payroll Checks and Direct Deposits dated 2/14/25

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\$ 780,614.91 Total Payroll

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\$ 1,616,822.35 GRAND TOTAL

**Background**

A detailed listing of these claim has been provided. Please call me at 651-249-2902 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

**Attachments**

1. Listing of Paid Bills

**Check Register**  
**City of Maplewood**

Check	Date	Vendor	Description	Amount
122664	2/11/2025	6160 AWARDS NETWORK	EMPLOYEE RECOGNITION AWARD	\$ 250.00
122665	2/11/2025	7024 BEAUDRY OIL & SERVICE INC	ADDITIONAL GASOLINE FOR JANUARY 2025	5,079.28
122666	2/11/2025	3486 BUBERL BLACK DIRT INC	SOIL/DIRT MULCH	261.00
122667	2/11/2025	1771 CITY OF WHITE BEAR LAKE	REGISTRATION 2025 TAHOE VIN #1GNS6NRD1SR121281	4,581.21
122668	2/11/2025	7104 CITY VIEW ELECTRIC INC.	WIRING WORK PERFORMED - BCA REMODEL	22,350.00
122669	2/11/2025	5313 GRAPHIC DESIGN, INC.	WINDOW ENVELOPES FOR 2025	664.00
	2/11/2025	5313 GRAPHIC DESIGN, INC.	ENVELOPES FOR LETTERHEAD	1,570.00
	2/11/2025	5313 GRAPHIC DESIGN, INC.	BUSINESS CARDS PARR	107.35
122670	2/11/2025	7149 GRAPHICVISION LLC	2025 SCHEDULEFM SOFTWARE CUSTOMIZATION	2,600.00
122671	2/11/2025	5493 HANDTEVY	CERTIFICATION RENEWAL	995.00
122672	2/11/2025	6009 HEALTHCALL, LLC	PARAMEDIC SOFTWARE - JANUARY	1,070.00
122673	2/11/2025	5642 KFT FIRE TRAINER, LLC	REPAIRS	4,190.00
	2/11/2025	5642 KFT FIRE TRAINER, LLC	MARCH 2024 - FEB 2025 MAINTENANCE	7,800.00
122674	2/11/2025	5533 KIRVIDA FIRE	SERVICE E323 ROLL UP DOOR	278.48
122675	2/11/2025	827 L M C I T	WC CLAIM #00511099	5,516.01
	2/11/2025	827 L M C I T	WC CLAIM #00511422	249.46
	2/11/2025	827 L M C I T	WC CLAIM #00512755	346.35
	2/11/2025	827 L M C I T	WC CLAIM #00512851	1,069.13
122676	2/11/2025	7092 LAMETTRY'S COLLISION, GLASS & MORE MAPLEWOOD	REPAIR OF CHIEF'S TAHOE VIN# 1GNSKNKD8NR239127	1,856.75
122677	2/11/2025	7035 LOCKRIDGE GRINDAL NAUEN P.L.L.P.	PROFESSIONAL SERVICES - JANUARY 2025	3,333.33
122678	2/11/2025	5977 MARK J MCDONOUGH	K-9 DECOY COURSE-HANDLER AND TWO OFFICERS	800.00
122679	2/11/2025	5838 MINNESOTA BENEFIT ASSOCIATION	MONTHLY PREMIUM - MARCH 2025	211.03
122680	2/11/2025	1044 MN FIRE SERVICE CERT BD	2024 TRAINING FFI, FFII, HAZMAT OPS	447.75
122681	2/11/2025	4060 MUNICIPAL EMERGENCY SRVS	FIRE GLOVES QTY 19	2,454.38
122682	2/11/2025	6257 NINE NORTH	NOV 2024 AV SERVICES - MONTHLY	1,138.80
122683	2/11/2025	1 ONE TIME VENDOR	EAB PRIVATE ASH TREE REMOVAL: 2132 GREENBRIER ST	3,000.00
122684	2/11/2025	2632 SERVICE MASTER	JANUARY/FEBRUARY 2025 - CLEANING SERVICES	358.49
122685	2/11/2025	7190 TEAMKEEPER	2025 TEAMKEEPING TIMESHEET SOFTWARE	3,726.00
122686	2/11/2025	449 TYLER TECHNOLOGIES INC	TYLER EERP ASSISTANCE JAN 2025	1,400.00
	2/11/2025	449 TYLER TECHNOLOGIES INC	2024 TYLER EERP ASSISTANCE	2,550.00
	2/11/2025	449 TYLER TECHNOLOGIES INC	2024 TYLER EERP ASSISTANCE	2,800.00
122687	2/11/2025	2411 ALEX AIR APPARATUS 2 LLC	COMPRESSOR SERVICE AND AIR QUALITY TESTS	1,092.38
	2/11/2025	2411 ALEX AIR APPARATUS 2 LLC	COMPRESSOR SERVICE AND AIR TEST	970.59
122688	2/11/2025	5114 BOLTON & MENK, INC.	GIS SUPPORT	1,019.00
	2/11/2025	5114 BOLTON & MENK, INC.	GIS SUPPORT - 2025 PROJECTS	4,066.00
122689	2/11/2025	6084 LINCOLN FINANCIAL GROUP	MONTHLY PREMIUM - JANUARY 2025	10,486.45
122690	2/11/2025	875 LOFFLER COMPANIES, INC.	JANUARY 2025 - CANON MFP USAGE COSTS	1,008.70
122691	2/11/2025	532 MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEES - NOVEMBER 2024	150.50
	2/11/2025	532 MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEES - DECEMBER 2024	64.50
122692	2/11/2025	5353 MANSFIELD OIL CO	CONTRACT DIESEL - FEB 2025	7,352.64
122693	2/11/2025	1202 NYSTROM PUBLISHING CO INC	FEBRUARY 2025 MAPLEWOOD LIVING	8,592.80
122694	2/11/2025	1337 RAMSEY COUNTY-PROP REC & REV	BRINE SOLUTION NOV/DEC 2024	1,553.27
122695	2/11/2025	1190 XCEL ENERGY	STREET LIGHTS	16,779.17
<b>32 Checks in this report.</b>				<b>\$ 136,189.80</b>

**Check Register  
City of Maplewood**

Check	Date	Vendor	Description	Amount
122696	2/18/2025	1047 3M	GREEN ELECTROCUT FILM - SIGNS	\$ 164.25
	2/18/2025	1047 3M	WHITE DG3 REFLECTIVE - SIGNS	413.44
122697	2/18/2025	5559 AL TECHNOLOGIES, LLC	FEBRUARY - MONTHLY RECURRING CHARGES	417.01
122698	2/18/2025	6320 COMPANION ANIMAL CONTROL	JANUARY - ANIMAL CONTROL SERVICES	100.00
122699	2/18/2025	5775 DODGE OF BURNSVILLE INC.	PSA 2025 DURANGO 1C4RDJFG7SC515648	40,621.00
	2/18/2025	5775 DODGE OF BURNSVILLE INC.	PSA 2025 DODGE DURANGO 1C4RDJFG9SC515649	40,621.00
	2/18/2025	5775 DODGE OF BURNSVILLE INC.	PSA 2025 DODGE DURANGO 1C4RDJFG7SC515651	40,621.00
	2/18/2025	5775 DODGE OF BURNSVILLE INC.	PSA 2025 DODGE DURANGO 1C4RDJFG5SC515650	40,621.00
122700	2/18/2025	6115 KINCAID-BURROWS	2025 SOLID WASTE GUIDE DESIGN	187.50
122701	2/18/2025	7092 LAMETTRY'S COLLISION, GLASS & MORE MAPLEWOOD	REPAIR OF SQUAD 953 1C4RDJFG5NC137396	3,549.60
122702	2/18/2025	846 LANGUAGE LINE SERVICES	JANUARY - PHONE INTERPRETIVE SERVICES	1,793.10
122703	2/18/2025	7007 LEGALSHIELD PPLSI	MONTHLY PREMIUM - FEBRUARY 2025	790.45
122704	2/18/2025	5222 MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT	650.00
122705	2/18/2025	6257 NINE NORTH	JAN 2025 AV SERVICES - MONTHLY MEETINGS	1,725.00
122706	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	152.85
122707	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	50.00
122708	2/18/2025	1 ONE TIME VENDOR	INV #62728 EAB ASH TREE REMOVAL: 1988 HAZELWOOD ST	920.70
122709	2/18/2025	1 ONE TIME VENDOR	INV #3191 EAB ASH TREE REMOVAL: 2299 MORELAND CT	1,939.91
122710	2/18/2025	1 ONE TIME VENDOR	INV #6634 EAB PRIVATE ASH TREE REMOVAL: 22 FARRELL	975.38
122711	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	250.00
122712	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	50.00
122713	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	300.00
122714	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	100.00
122715	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	275.00
122716	2/18/2025	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	250.00
122717	2/18/2025	6269 OPTUM	JAN 2025 - EMPLOYER HSA FEE	154.00
122718	2/18/2025	5817 PALE BLUE DOT LLC	CLIMATE MITIGATION PLAN CONSULTANT THRU 1/31/25	1,508.57
122719	2/18/2025	4112 PROFESSIONAL WIRELESS COMM	HEADSETS FOR HANDHELD RADIOS	338.00
122720	2/18/2025	5879 ROADKILL ANIMAL CONTROL	ROADKILL REMOVAL - JANUARY 2025	129.00
122721	2/18/2025	6478 SOLAR POD, INC.	NATURE CENTER SOLAR PANEL INVERTER REPLACEMENT	940.00
122722	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	73.72
	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	68.78
	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	182.55
	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	142.98
	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	297.30
	2/18/2025	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	103.40
122723	2/18/2025	2464 US BANK	PAYING AGENT & ACCEPTANCE FEES	550.00
122724	2/18/2025	2879 WASHINGTON COUNTY	UNIT 507 REGISTRATION AND PLATES	47.00
122725	2/18/2025	7140 CENTER FOR VALUES-BASED INITIATIVES, LLC	(PSA) STAFFING STUDY MILESTONE 6	20,000.00
122726	2/18/2025	348 CRYSTEEL TRUCK EQUIP INC	REPLACEMENT SNOWPLOW PARTS	179.67
122727	2/18/2025	5312 ENVUE TELEMATICS, LLC	GEO TAB PRO PLAN FEBRUARY 2025 FEE	624.00
122728	2/18/2025	585 GOPHER STATE ONE-CALL	JANUARY 2025 - NET BILLABLE CALL TICKETS	256.55
122729	2/18/2025	687 HUGO'S TREE CARE INC	INV #19796 EAB ASH TREE REMOVAL: 1152 CTY RD B E	1,950.00
	2/18/2025	687 HUGO'S TREE CARE INC	INV #18769 EAB ASH TREE REMOVAL: 1691 FRANK ST	2,600.00
122730	2/18/2025	5598 KELLY & LEMMONS, P.A.	PROSECUTION SERVICES - JANUARY	17,245.00
122731	2/18/2025	1202 NYSTROM PUBLISHING CO INC	PRINT AND MAIL 2025 SOLID WASTE GUIDES	5,205.90
122732	2/18/2025	1190 XCEL ENERGY	FIRE SIRENS	60.79
	2/18/2025	1190 XCEL ENERGY	ELECTRIC & GAS UTILITY	642.70
<b>37 Checks in this report.</b>				<u><u>\$ 230,838.10</u></u>

**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking Account**

Settlement Date	Payee	Description	Amount
2/3/2025	Accela Credit Card Billing	Credit Card Billing Fee	\$ 15.00
2/14/2025	Creating Healthy Communities	PR - Employee Contributions	47.20
2/3/2025	Delta Dental	Dental Premium	4,076.08
2/10/2025	Delta Dental	Dental Premium	2,610.81
2/3/2025	Empower - State Plan	PR - Deferred Compensation	29,748.00
2/14/2025	ICMA (Vantagepointe)	PR - Deferred Compensation	8,106.00
2/14/2025	ICMA (Vantagepointe)	Retiree Health Savings	1,250.00
2/14/2025	Labor Unions	Union Dues	4,453.38
2/14/2025	MidAmerica	HRA Flex Plan - AUL	13,831.75
2/3/2025	MN State Treasurer	PR - State Payroll Tax	37,121.03
2/14/2025	Optum Health	DCRP & Flex Plan Payments	398.82
2/14/2025	P.E.R.A.	PR - P.E.R.A.	173,155.75
2/14/2025	U.S. Treasurer	PR - Federal Payroll Tax	135,232.07
2/3/2025	US Bank VISA One Card*	Purchasing Card Items	59,133.65
			<u>\$ 469,179.54</u>

**CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
FOR THE CURRENT PAY PERIOD**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>EMPLOYEE NAME</b>	<b>AMOUNT</b>	<b>Exp Reimb, Severance, Conversion incl in Amount</b>
	02/14/25	ABDIRISAK, ABDULLAHI	\$ 11,151.47	\$ 8,038.81
	02/14/25	ABRAMS, MARYLEE	670.40	
	02/14/25	ADAMS, DAVID	3,316.96	
	02/14/25	AMENYA, FLORENCE	101.25	
	02/14/25	ARNOLD, AJLA	943.65	
	02/14/25	BAUMAN, ANDREW	4,506.90	
	02/14/25	BEGGS, REGAN	2,828.10	
	02/14/25	BEITLER, NATHAN	4,491.38	
	02/14/25	BELDE, STANLEY	457.00	77.00
	02/14/25	BENJAMIN, MARKESE	4,344.99	
	02/14/25	BERGERON, ASHLEY	4,462.40	
	02/14/25	BERGO, CHAD	4,156.99	
	02/14/25	BIERDEMAN, BRIAN	7,545.51	
	02/14/25	BJORK, BRANDON	210.00	
	02/14/25	BOOR, JACOB	3,580.98	
	02/14/25	BORN, BRIAN	3,580.99	
	02/14/25	BREIMHURST, LAUREN	3,085.79	
	02/14/25	BRENEMAN, NEIL	3,807.03	
	02/14/25	BRINK, TROY	4,192.19	
	02/14/25	BRITT, AIRION	1,991.20	
	02/14/25	BUCKLEY, BRENT	3,675.48	
	02/14/25	BURT-MCGREGOR, EMILY	4,622.28	
	02/14/25	BUSACK, DANIEL	6,484.93	
	02/14/25	CAMPBELL, KEVIN	270.00	
	02/14/25	CAMPBELL, MACLANE	4,383.77	
	02/14/25	CAMPBELL, NOAH	52.50	
	02/14/25	CAVE, REBECCA	590.40	
	02/14/25	CHANG, KENG	3,240.00	
	02/14/25	CHRISTENSON, SCOTT	2,724.00	
	02/14/25	CONDON, MITCHELL	4,317.96	
	02/14/25	CONNOLLY, PETER	4,501.75	
	02/14/25	COOK, NICKLAUS	4,245.79	
	02/14/25	COOK, TANNER	4,116.40	
	02/14/25	CORTESI, LUANNE	2,579.20	
	02/14/25	CRAWFORD, RAYMOND	6,106.41	
	02/14/25	CRUMMY, CHARLES	4,754.60	
	02/14/25	DABRUZZI, THOMAS	5,935.62	
	02/14/25	DARROW, MICHAEL	6,794.78	
	02/14/25	DAVISON, BRADLEY	4,467.97	
	02/14/25	DEMULLING, JOSEPH	5,955.62	164.00

**CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
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<b>CHECK #</b>	<b>CHECK DATE</b>	<b>EMPLOYEE NAME</b>	<b>AMOUNT</b>	<b>Exp Reimb, Severance, Conversion incl in Amount</b>
	02/14/25	DOUGLASS, TOM	3,364.78	
	02/14/25	DUCHARME, JOHN	3,762.13	
	02/14/25	DUGAS, MICHAEL	5,908.76	
	02/14/25	DUQUE, NATALIA	135.00	
	02/14/25	EDGE, DOUGLAS	3,185.40	
	02/14/25	EICHER, SAMUEL	3,526.00	
	02/14/25	ENGSTROM, ANDREW	3,759.10	
	02/14/25	ESPESETH, SHAWN	2,913.60	
	02/14/25	EVANS, CHRISTINE	3,107.21	
	02/14/25	FINWALL, SHANN	4,091.41	
	02/14/25	FORSYTHE, MARCUS	5,171.28	
	02/14/25	FOWLDS, MYCHAL	6,273.14	
	02/14/25	FRANCO VINCENT, RACHEL	3,580.99	
	02/14/25	FRANZEN, NICHOLAS	5,705.33	
	02/14/25	FRIBERG, DAVID	2,736.53	
	02/14/25	FRITZE, DEREK	4,657.59	
	02/14/25	GABRIEL, ANTHONY	7,207.93	
	02/14/25	GEISELHART, BENJAMIN	4,017.28	
	02/14/25	GERNES, CAROLE	3,414.39	
	02/14/25	GERONSIN, ALEXANDER	3,865.54	
	02/14/25	GIVAND, JONATHAN	4,289.61	
	02/14/25	GORACKI, CECELIA	63.75	
	02/14/25	GORACKI, GERALD	457.50	
	02/14/25	GREEN, JAMIE	4,180.19	
	02/14/25	GRUHLKE, LUKE	3,596.11	
	02/14/25	HAGEN, JOHN	4,317.95	
	02/14/25	HAGEN, MICHAEL	4,194.19	
	02/14/25	HALWEG, JODI	4,841.42	
	02/14/25	HAMMOND, ELIZABETH	2,806.94	
	02/14/25	HANG, RYAN	3,526.88	
	02/14/25	HANSEN, MICHAEL	135.00	
	02/14/25	HAWKINSON, TIMOTHY	4,785.80	
	02/14/25	HAWTHORNE, ROCHELLE	4,474.88	
	02/14/25	HAYS, TAMARA	3,323.78	
	02/14/25	HER, PHENG	4,344.99	
	02/14/25	HER, TERRELL	2,914.99	
	02/14/25	HERBER, GREGORY	270.00	
	02/14/25	HERBST, JONATHEN	2,904.13	
	02/14/25	HINNENKAMP, GARY	3,416.62	
	02/14/25	HOEMKE, MICHAEL	5,895.16	
	02/14/25	JACOBSON, CARL	5,067.51	
	02/14/25	JAHN, DAVID	3,339.59	

**CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
FOR THE CURRENT PAY PERIOD**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>EMPLOYEE NAME</b>	<b>AMOUNT</b>	<b>Exp Reimb, Severance, Conversion incl in Amount</b>
	02/14/25	JANASZAK, MEGHAN	3,807.03	
	02/14/25	JAROSCH, JONATHAN	5,067.51	
	02/14/25	JENSEN, JOSEPH	3,137.17	
	02/14/25	JOHNSON, BARBARA	2,239.20	
	02/14/25	JOHNSON, ELIZABETH	2,825.79	
	02/14/25	JOHNSON, EMMA	4,500.00	
	02/14/25	JOHNSON, RANDY	5,067.51	
	02/14/25	JONES, DONALD	3,236.51	
	02/14/25	JORDAN, TIMOTHY	2,704.89	
	02/14/25	JUENEMANN, KATHLEEN	590.40	
	02/14/25	KADEN, JACOB	4,272.67	
	02/14/25	KERR, STEPHEN	2,913.60	
	02/14/25	KIM, WINSTON	3,868.19	
	02/14/25	KNUTSON, LOIS	4,215.32	
	02/14/25	KONG, TOMMY	6,441.06	
	02/14/25	KRAL, EMMA	3,722.59	
	02/14/25	KUBAT, ERIC	5,039.39	
	02/14/25	KUCHENMEISTER, GINA	2,770.41	
	02/14/25	KUCHENMEISTER, JARED	90.00	
	02/14/25	KUCHENMEISTER, JASON	2,604.80	
	02/14/25	LANDER, CHARLES	5,286.32	
	02/14/25	LANIK, JAKE	4,033.02	
	02/14/25	LARSON, MICHELLE	2,586.29	
	02/14/25	LEE, CHONBURI	590.40	
	02/14/25	LEE, MALY	45.00	
	02/14/25	LENERTZ, NICHOLAS	4,249.79	
	02/14/25	LENTINI, LINDSAY	3,547.09	
	02/14/25	LENTZ, DANIEL	4,094.48	
	02/14/25	LO, SATHAE	360.00	
	02/14/25	LOVE, STEVEN	7,537.10	
	02/14/25	LYNCH, KATHERINE	4,758.35	
	02/14/25	MAINKA, WENDY	3,596.11	
	02/14/25	MALESKI, MICHAEL	5,366.07	
	02/14/25	MALLET, MICHAEL	4,969.43	
	02/14/25	MARINO, JASON	5,083.85	
	02/14/25	MARK, OLAF	5,039.57	
	02/14/25	MARTIN, MICHAEL	5,180.09	
	02/14/25	MCGEE, BRADLEY	4,922.92	
	02/14/25	MCKANE, QUINN	153.75	
	02/14/25	MEISSNER, BRENT	3,360.19	
	02/14/25	MERKATORIS, BRETT	5,205.36	
	02/14/25	MILLER, SETH	4,895.08	

**CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
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<b>CHECK #</b>	<b>CHECK DATE</b>	<b>EMPLOYEE NAME</b>	<b>AMOUNT</b>	<b>Exp Reimb, Severance, Conversion incl in Amount</b>
	02/14/25	MLODZIK, JASON	3,677.96	
	02/14/25	MONDOR, MICHAEL	7,419.13	
	02/14/25	MOORE, PATRICK	172.50	
	02/14/25	MORALES, MARIO	2,239.20	
	02/14/25	MORRIS-KARL, AIDEN	2,651.79	
	02/14/25	MOUA, JENNIFER	2,244.19	
	02/14/25	MOUTON, JOHANNA	2,479.34	43.16
	02/14/25	MOY, PAMELA	2,587.20	
	02/14/25	MURRAY, RACHEL	5,137.00	
	02/14/25	NAUGHTON, JOHN	3,217.01	
	02/14/25	NEILY, STEVEN	4,439.14	
	02/14/25	NELSON, GRADON	4,497.66	
	02/14/25	NELSON, TAKITA	210.00	
	02/14/25	NIELSEN, KENNETH	4,691.40	
	02/14/25	NORVE, ROBERT	3,911.52	
	02/14/25	NOVAK, JEROME	4,505.00	
	02/14/25	NYE, MICHAEL	4,976.74	
	02/14/25	ORE, JORDAN	3,139.69	
	02/14/25	ORLANDO, TYLER	3,952.00	
	02/14/25	PARR, DANETTE	7,313.10	
	02/14/25	PASDO, JOSEPH	4,136.99	
	02/14/25	PATROS, CLARE	3,580.99	
	02/14/25	PAYNE, DEDRIC	3,403.46	
	02/14/25	PIPKIN, JULIA	3,579.06	
	02/14/25	POWERS, KENNETH	6,376.37	
	02/14/25	PRIEM, STEVEN	3,475.55	
	02/14/25	QUIRK, JAMES	3,868.19	
	02/14/25	RACETTE, THOMAS	4,149.91	
	02/14/25	RENNER, MICHAEL	3,460.94	
	02/14/25	RETHWILL, SCOTT	4,180.19	
	02/14/25	ROBBINS, AUDRA	5,195.01	
	02/14/25	RUEB, JOSEPH	6,481.13	
	02/14/25	RUNNING, ROBERT	3,496.43	
	02/14/25	SABLE, MICHAEL	8,526.32	
	02/14/25	SALCHOW, CONNOR	5,204.31	
	02/14/25	SCHMITZ, KEVIN	2,947.69	
	02/14/25	SCHORR, JENNIFER	2,332.20	
	02/14/25	SCHROEDER, LEE	4,417.79	
	02/14/25	SCHROEDER, RYAN	5,279.20	
	02/14/25	SCHULTZ, SCOTT	5,095.01	
	02/14/25	SEDLACEK, JEFFREY	5,232.19	
	02/14/25	SHANLEY, HAYLEY	2,462.40	

**CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
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	02/14/25	SHEA, STEPHANIE	3,385.77	
	02/14/25	SHEERAN JR, JOSEPH	5,268.47	
	02/14/25	SINDT, ANDREA	4,634.10	
	02/14/25	SPANDE, KAYLA	2,719.39	
	02/14/25	STANLEY, JENNIFER	4,339.54	
	02/14/25	STARKEY, ROBERT	4,721.57	
	02/14/25	STEELE, CARTER	3,526.00	
	02/14/25	STEELE, NANCY	4,712.57	
	02/14/25	STEINER, JOSEPH	5,895.16	
	02/14/25	STEJSKAL, JAYSON	3,464.19	
	02/14/25	STOCK, AUBREY	4,329.48	
	02/14/25	STOKES, KAL	2,951.13	
	02/14/25	STRONG, TYLER	3,964.04	
	02/14/25	SUEDKAMP, ADAM	4,525.25	
	02/14/25	SWETALA, NOAH	4,353.50	
	02/14/25	TAUZELL, BRIAN	5,745.60	
	02/14/25	TEVLIN, TODD	3,341.87	
	02/14/25	THIENES, PAUL	3,416.62	
	02/14/25	ULVENES, AMANDA	2,125.79	
	02/14/25	VILLAVICENCIO, NICHOLE	590.40	
	02/14/25	WARDELL, JORDAN	4,807.82	
	02/14/25	WEAVER, TAWNY	4,134.52	
	02/14/25	WELLENS, MOLLY	3,024.68	
	02/14/25	WENZEL, JAY	4,516.99	
	02/14/25	WERTH, JENNIFER	2,676.00	
	02/14/25	WHITE, LINDA	495.00	
	02/14/25	WIETHORN, AMANDA	6,809.23	3,144.64
	02/14/25	WILBER, JEFFREY	3,185.48	
	02/14/25	WILLIAMSON, MICHAEL	4,137.11	
	02/14/25	WOEHRLE, MATTHEW	3,516.68	
	02/14/25	XIONG, BOON	3,885.42	
	02/14/25	XIONG, KAO	4,516.99	
	02/14/25	XIONG, PETER	3,866.66	
	02/14/25	XIONG, TUOYER	4,058.17	
	02/14/25	YANG, SOLOMAN	2,932.38	
	02/14/25	YANG, TANGURAY	1,991.20	
	02/14/25	YANG, THANG	3,868.19	
	02/14/25	YOUNG, MATTHEW	3,224.00	
	02/14/25	ZAPPA, ANDREW	4,980.98	
	02/14/25	ZAPPA, ERIC	4,884.75	
			<u>\$ 780,614.91</u>	<u>\$ 11,467.61</u>

**Purchasing Card Items**

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
2025/01/19	2025/01/20	QR-CODES.COM	\$ 29.99	CHAD BERGO
2025/01/14	2025/01/15	APPLE.COM/BILL	26.00	BRIAN BIERDEMAN
2025/01/23	2025/01/24	TARGET 00009316	5.29	NEIL BRENEMAN
2025/01/15	2025/01/16	SAFE-FAST(MW)	429.30	TROY BRINK
2025/01/15	2025/01/16	CINTAS CORP	161.75	TROY BRINK
2025/01/21	2025/01/22	MINNESOTA NURSERY AND LAN	600.00	TROY BRINK
2025/01/22	2025/01/23	CINTAS CORP	224.33	TROY BRINK
2025/01/11	2025/01/16	CK HOLIDAY # 03519	37.91	DANIEL BUSACK
2025/01/16	2025/01/17	FSMN/LAKESIDE	272.52	DANIEL BUSACK
2025/01/22	2025/01/23	IN *GRAFIX SHOPPE	120.00	DANIEL BUSACK
2025/01/10	2025/01/15	TWIN CITY FILTER SERVICE	33.06	SCOTT CHRISTENSON
2025/01/21	2025/01/22	SP COVENANT EQUIPMENT	70.00	SCOTT CHRISTENSON
2025/01/18	2025/01/20	PANERA BREAD #601305 O	106.59	MIKE DARROW
2025/01/20	2025/01/21	AMAZON MKTPL*Z56RJ2HX1	74.47	BRAD DAVISON
2025/01/14	2025/01/15	BCA TRAINING EDUCATION	450.00	JOSEPH DEMULLING
2025/01/22	2025/01/24	USPCA	60.00	JOSEPH DEMULLING
2025/01/16	2025/01/20	STATE SUPPLY COMPANY IN	215.44	TOM DOUGLASS
2025/01/14	2025/01/15	BCA TRAINING EDUCATION	75.00	MICHAEL DUGAS
2025/01/21	2025/01/23	THE HOME DEPOT #2801	102.90	DOUG EDGE
2025/01/10	2025/01/13	PIONEER PRESS ADV	105.56	CHRISTINE EVANS
2025/01/15	2025/01/17	MINNESOTA STATE COLLEGES	395.00	CHRISTINE EVANS
2025/01/14	2025/01/15	CANON *PAYMENT	2,533.44	MYCHAL FOWLDS
2025/01/14	2025/01/15	CENTURYLINK LUMEN	69.08	MYCHAL FOWLDS
2025/01/14	2025/01/15	CENTURYLINK LUMEN	75.12	MYCHAL FOWLDS
2025/01/17	2025/01/17	COMCAST CABLE COMM	2.31	MYCHAL FOWLDS
2025/01/17	2025/01/20	ZOOM.COM 888-799-9666	269.90	MYCHAL FOWLDS
2025/01/17	2025/01/20	TMOBILE*AUTO PAY	6,489.49	MYCHAL FOWLDS
2025/01/22	2025/01/23	CENTURYLINK LUMEN	67.12	MYCHAL FOWLDS
2025/01/22	2025/01/24	THE HOME DEPOT #2801	37.90	MYCHAL FOWLDS
2025/01/13	2025/01/13	AMAZON MARK* Z559M3R32	14.49	NICK FRANZEN
2025/01/15	2025/01/16	DASHLANE U* DASHLANE P	990.00	NICK FRANZEN
2025/01/19	2025/01/20	ADOBE *ADOBE	32.50	NICK FRANZEN
2025/01/19	2025/01/20	MICROSOFT*MICROSOFT 365 P	7.57	NICK FRANZEN
2025/01/23	2025/01/24	OPENAI *CHATGPT SUBSCR	20.00	NICK FRANZEN
2025/01/24	2025/01/24	WASABI TECHNOLOGIES	105.46	NICK FRANZEN
2025/01/11	2025/01/13	SQ *MINNESOTA CIT OFFICER	975.00	TONY GABRIEL
2025/01/15	2025/01/17	PAYPAL *NECISA NECISA	21.00	CAROLE GERNES
2025/01/10	2025/01/13	AMZN MKTP US*Z58Y03XA2	43.04	MICHAEL HAGEN
2025/01/11	2025/01/13	AIRGAS - NORTH	395.96	MICHAEL HAGEN
2025/01/11	2025/01/13	AIRGAS - NORTH	506.00	MICHAEL HAGEN
2025/01/13	2025/01/14	AMAZON MKTPL*ZG3B23FF2	58.93	MICHAEL HAGEN
2025/01/15	2025/01/16	UA.COM*888-727-6687 MD	120.00	MICHAEL HAGEN
2025/01/16	2025/01/17	ASPEN MILLS	922.11	MICHAEL HAGEN
2025/01/17	2025/01/20	MENARDS 3385	20.91	MICHAEL HAGEN

**Purchasing Card Items**

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
2025/01/18	2025/01/20	AIRGAS - NORTH	175.81	MICHAEL HAGEN
2025/01/20	2025/01/21	AMAZON MKTPL*ZC0I213H2	90.82	MICHAEL HAGEN
2025/01/21	2025/01/22	ASPEN MILLS	804.28	MICHAEL HAGEN
2025/01/22	2025/01/23	UA.COM*888-727-6687 MD	160.00	MICHAEL HAGEN
2025/01/20	2025/01/21	FBI LEEDA INC	795.00	TIMOTHY HAWKINSON
2025/01/10	2025/01/13	MENARDS OAKDALE MN	24.61	TAMARA HAYS
2025/01/10	2025/01/13	U OF M CONTLEARNING OL	145.00	TAMARA HAYS
2025/01/10	2025/01/13	THE HOME DEPOT #2801	23.96	TAMARA HAYS
2025/01/13	2025/01/15	OFFICEMAX/DEPOT 6164	35.94	TAMARA HAYS
2025/01/15	2025/01/16	SAFE-FAST(MW)	186.62	TAMARA HAYS
2025/01/15	2025/01/17	THE HOME DEPOT #2801	39.97	TAMARA HAYS
2025/01/21	2025/01/22	LTG POWER EQUIPMENT	70.50	TAMARA HAYS
2025/01/21	2025/01/23	MENARDS 3385	8.94	TAMARA HAYS
2025/01/23	2025/01/23	ULINE *SHIP SUPPLIES	239.71	TAMARA HAYS
2025/01/23	2025/01/24	PARKING METER ST PAUL	4.50	TAMARA HAYS
2025/01/16	2025/01/17	BCA TRAINING EDUCATION	50.00	JENNY HENDRICKS
2025/01/09	2025/01/13	OFFICEMAX/DEPOT 6164	46.33	GARY HINNENKAMP
2025/01/15	2025/01/16	SQ *DAVIS LOCK AND SAFE	19.51	GARY HINNENKAMP
2025/01/15	2025/01/16	ABLE HOSE & RUBBER	192.23	GARY HINNENKAMP
2025/01/17	2025/01/20	ABLE HOSE & RUBBER	72.11	GARY HINNENKAMP
2025/01/13	2025/01/15	MOCIC	250.00	MICHAEL HOEMKE
2025/01/23	2025/01/24	BCA TRAINING EDUCATION	300.00	MICHAEL HOEMKE
2025/01/09	2025/01/16	WWW.DALCOONLINE.COM	1,506.47	DAVID JAHN
2025/01/10	2025/01/13	GRAINGER	473.97	DAVID JAHN
2025/01/10	2025/01/13	GRAINGER	473.97	DAVID JAHN
2025/01/17	2025/01/20	THE HOME DEPOT #2801	52.90	DAVID JAHN
2025/01/21	2025/01/21	AMAZON MKTPL*ZC4MY6T72	170.28	DAVID JAHN
2025/01/23	2025/01/24	AMZN MKTP US*ZG45A1S80	163.50	DAVID JAHN
2025/01/12	2025/01/13	AMAZON MARK* ZD7TI1WU0	125.95	MEGHAN JANASZAK
2025/01/24	2025/01/24	AMAZON MARK* ZC8G046O2	32.29	MEGHAN JANASZAK
2025/01/14	2025/01/16	THE HOME DEPOT #2801	(93.94)	JOE JENSEN
2025/01/14	2025/01/16	THE HOME DEPOT #2801	46.97	JOE JENSEN
2025/01/14	2025/01/15	STICKER MULE	19.00	BARB JOHNSON
2025/01/15	2025/01/15	AMZN MKTP US*Z55UP2PT0	28.88	BARB JOHNSON
2025/01/23	2025/01/24	AMAZON MARK* ZG4HR6F81	55.92	BARB JOHNSON
2025/01/10	2025/01/13	ODP BUS SOL LLC # 101090	65.84	LOIS KNUTSON
2025/01/11	2025/01/13	TST* NOTHING BUNDT CAKES	57.70	LOIS KNUTSON
2025/01/13	2025/01/14	CUB FOODS #1599	48.53	LOIS KNUTSON
2025/01/22	2025/01/24	FUSION LEARNING PARTNERS	1,185.00	LOIS KNUTSON
2025/01/11	2025/01/13	MN IAAI	50.00	ERIC KUBAT
2025/01/13	2025/01/14	JONES & BARTLETT LEARNING	170.33	ERIC KUBAT
2025/01/13	2025/01/14	COSTCO WHSE #1021	118.94	ERIC KUBAT
2025/01/13	2025/01/15	MINNESOTA STATE COLLEGES	615.00	ERIC KUBAT
2025/01/14	2025/01/15	BCA TRAINING EDUCATION	50.00	GINA KUCHENMEISTER

**Purchasing Card Items**

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
2025/01/18	2025/01/20	SP CF FIREHOUSE ID	87.93	MICHAEL MALESKI
2025/01/20	2025/01/21	AMZN MKTP US*ZC9D05LR2	35.20	MICHAEL MALESKI
2025/01/14	2025/01/15	THE BUSINESS JOURNALS	170.00	MIKE MARTIN
2025/01/16	2025/01/17	FSP*MAHCO	165.00	MIKE MARTIN
2025/01/11	2025/01/13	DELTA 0062296203554	585.97	BRETT MERKATORIS
2025/01/15	2025/01/16	AMAZON RETA* ZD66R9I41	94.39	JOHANNA MOUTON
2025/01/16	2025/01/17	WWW.DOODLE.COM	14.95	JOHANNA MOUTON
2025/01/23	2025/01/24	SQ *TWIN CITIES TRANSPORT	700.00	JOHANNA MOUTON
2025/01/23	2025/01/24	SQ *RAZA JEWELERS	48.77	JOHANNA MOUTON
2025/01/16	2025/01/20	MENARDS OAKDALE MN	14.99	JOHN NAUGHTON
2025/01/14	2025/01/15	PAYPAL *FIREMARSHAL	40.00	JERRY NOVAK
2025/01/09	2025/01/13	BOUND TREE MEDICAL LLC	350.00	KENNETH POWERS
2025/01/09	2025/01/13	BOUND TREE MEDICAL LLC	433.56	KENNETH POWERS
2025/01/10	2025/01/13	CULTIVATING AGGRESSION	27.46	KENNETH POWERS
2025/01/15	2025/01/17	BOUND TREE MEDICAL LLC	338.18	KENNETH POWERS
2025/01/20	2025/01/21	LIFE ASSIST INC	2,200.87	KENNETH POWERS
2025/01/22	2025/01/23	LIFE ASSIST INC	1,824.57	KENNETH POWERS
2025/01/22	2025/01/24	BOUND TREE MEDICAL LLC	1,984.89	KENNETH POWERS
2025/01/22	2025/01/24	MINNESOTA STATE COLLEGES	550.00	KENNETH POWERS
2025/01/10	2025/01/13	POMPS TIRE 021	620.00	STEVEN PRIEM
2025/01/10	2025/01/13	LITTLE FALLS MACHINE	26.20	STEVEN PRIEM
2025/01/10	2025/01/13	FACTORY MOTOR PARTS (19)	677.38	STEVEN PRIEM
2025/01/13	2025/01/14	FACTORY MOTOR PARTS (19)	165.41	STEVEN PRIEM
2025/01/13	2025/01/14	METRO PRODUCTS INC	146.19	STEVEN PRIEM
2025/01/14	2025/01/15	TRI-STATE BOBCAT	397.01	STEVEN PRIEM
2025/01/14	2025/01/15	FACTORY MOTOR PARTS (19)	165.41	STEVEN PRIEM
2025/01/14	2025/01/15	FACTORY MOTOR PARTS (19)	78.40	STEVEN PRIEM
2025/01/14	2025/01/15	FLEETPRIDE570	79.99	STEVEN PRIEM
2025/01/15	2025/01/16	APPLE FORD WHITE BEAR LAK	676.50	STEVEN PRIEM
2025/01/15	2025/01/16	APPLE FORD WHITE BEAR LAK	90.56	STEVEN PRIEM
2025/01/15	2025/01/16	PROFESSIONAL WIRELESS COM	1,333.35	STEVEN PRIEM
2025/01/15	2025/01/16	METRO PRODUCTS INC	42.71	STEVEN PRIEM
2025/01/16	2025/01/17	FACTORY MOTOR PARTS (19)	52.88	STEVEN PRIEM
2025/01/17	2025/01/20	OXYGEN SERVICE - SAINT PA	130.00	STEVEN PRIEM
2025/01/21	2025/01/22	RADCO	328.77	STEVEN PRIEM
2025/01/21	2025/01/22	ZIEGLER INC COLUMBUS	532.00	STEVEN PRIEM
2025/01/22	2025/01/23	FORCE AMER. DISTRIBUTING	3,231.72	STEVEN PRIEM
2025/01/22	2025/01/23	FACTORY MOTOR PARTS (19)	516.57	STEVEN PRIEM
2025/01/23	2025/01/24	FACTORY MOTOR PARTS (19)	176.67	STEVEN PRIEM
2025/01/19	2025/01/20	AMZN MKTP US*ZC6OD5CM2	111.58	MICHAEL RENNER
2025/01/16	2025/01/17	CINTAS CORP	143.97	AUDRA ROBBINS
2025/01/20	2025/01/22	ON SITE SANITATION INC	578.00	AUDRA ROBBINS
2025/01/15	2025/01/17	MENARDS 3385	26.36	ROBERT RUNNING
2025/01/21	2025/01/22	TRI-STATE BOBCAT	1,125.00	ROBERT RUNNING

**Purchasing Card Items**

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
2025/01/21	2025/01/22	MINNESOTA NURSERY AND LAN	360.00	SCOTT SCHULTZ
2025/01/10	2025/01/13	STREICHER'S MO	7,843.24	STEPHANIE SHEA
2025/01/10	2025/01/13	STREICHER'S MO	1,406.41	STEPHANIE SHEA
2025/01/10	2025/01/13	BCA TRAINING EDUCATION	50.00	STEPHANIE SHEA
2025/01/14	2025/01/16	ODP BUS SOL LLC # 101090	16.66	STEPHANIE SHEA
2025/01/14	2025/01/16	ODP BUS SOL LLC # 101079	12.36	STEPHANIE SHEA
2025/01/14	2025/01/17	ODP BUS SOL LLC # 101090	29.99	STEPHANIE SHEA
2025/01/14	2025/01/17	ODP BUS SOL LLC# 106164	4.79	STEPHANIE SHEA
2025/01/16	2025/01/17	CINTAS CORP	69.08	STEPHANIE SHEA
2025/01/20	2025/01/22	ODP BUS SOL LLC # 101090	86.22	STEPHANIE SHEA
2025/01/15	2025/01/17	MINNESOTA STATE COLLEGES	395.00	ANDREA SINDT
2025/01/15	2025/01/16	CALIBRE PRESS	199.00	BRIAN TAUZELL
2025/01/22	2025/01/22	TACTACAM	13.00	BRIAN TAUZELL
2025/01/24	2025/01/24	SAFARILAND TRAINING GR	275.00	BRIAN TAUZELL
2025/01/21	2025/01/23	MENARDS 3385	6.68	TODD TEVLIN
2025/01/16	2025/01/20	MINNESOTA STATE COLLEGES	615.00	JORDAN WARDELL
2025/01/14	2025/01/16	MENARDS 3385	17.95	MATT WOEHRLE
2025/01/17	2025/01/20	FORCE AMER. DISTRIBUTING	88.13	MATT WOEHRLE
			<u>\$ 59,133.65</u>	

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Danette Parr, Community Development Director

**PRESENTER:** Danette Parr, Community Development Director

**AGENDA ITEM:** Cooperative Funding Agreement for the Rice Larpenteur Alliance

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☒ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The cities of Maplewood, Roseville, and St. Paul, and Ramsey County have a mutual interest in identifying critical redevelopment and reinvestment opportunities within the Rice Street and Larpenteur Avenue neighborhood. A Cooperative Funding Agreement memorializes respective obligations and funding to support the professional services for the project.

**Recommended Action:**

Motion to approve the Cooperative Funding Agreement for Rice Street and Larpenteur Avenue Gateway Alliance Consulting Services.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$10,000

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source

☐ Use of Reserves ☐ Other: The city's share of the cooperative funding agreement is included in the 2025 budget.

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☐ Financial & Asset Mgmt ☐ Environmental Stewardship

☐ Integrated Communication ☐ Operational Effectiveness ☒ Targeted Redevelopment

The vision for the Rice Street and Larpenteur Avenue Gateway Corridor is a safe, engaging, and inviting neighborhood center that includes common space, a high-quality pedestrian environment, and robust reinvestment for the diverse people of the surrounding communities to live, conduct business, and play together.

**Background:**

The cities of Maplewood, Roseville, and Saint Paul, and Ramsey County have been working collaboratively to bring attention to the Rice Street and Larpenteur Avenue neighborhoods. The group was initially organized through meeting facilitated by the St. Paul Area Chamber of Commerce. In 2017, the group retained consultants from Perkins+Will to act as project managers for a multi-jurisdictional vision plan. Perkins+Will convened a yearlong planning process that

included public engagement meetings, soliciting feedback, and leading content creation resulting in the *Rice Street – Larpenieur Avenue Gateway Area Vision Plan*. The vision plan can be accessed by visiting [www.riceandlarpenieur.com](http://www.riceandlarpenieur.com).

In April 2019, the three cities collectively approved a cooperative funding agreement and retained the St. Paul Area Chamber of Commerce to lead the implementation phase of the vision plan. The annual cooperative funding agreement was again approved by each of the cities in 2020-2024.

For 2025 the cities would continue to retain the St. Paul Area Chamber of Commerce to lead the work of the Rice Larpenieur Alliance. The contract would be funded by contributions from each of the cities and would remain unchanged from previous years, as reflected below:

- Saint Paul – \$75,000.00 (60%)
- Maplewood – \$10,000.00 (8%)
- Roseville – \$40,000.00 (32%)

**Attachments:**

1. Cooperative Funding Agreement – Rice Street and Larpenieur Avenue Gateway Alliance Consulting Services

**COOPERATIVE FUNDING AGREEMENT  
RICE ST AND LARPENTEUR AVE GATEWAY ALLIANCE CONSULTING SERVICES**

**THIS COOPERATIVE FUNDING AGREEMENT** is between the City of Maplewood, the City of St. Paul and the City of Roseville (collectively referred to as “Collaborative Agency Partners” or “Parties” and individually as “Collaborative Agency Partner” or “Party”) as of the last date of signature of the parties below.

**WHEREAS**, the Collaborative Agency Partners border each other in an area approximately located at the intersection of Rice Street and Larpenteur Avenue in Ramsey County, Minnesota (“Border Area”);

**WHEREAS**, the Collaborative Agency Partners have a mutual interest in identifying critical redevelopment and reinvestment opportunities within the Border Area and across municipal boundaries;

**WHEREAS**, the Collaborative Agency Partners individually adopted the Rice and Larpenteur Gateway Area Vision Plan (“Visioning Plan”) in 2018;

**WHEREAS**, each Collaborative Agency Partner has contributed financial support to fund the professional services necessary to build a Rice and Larpenteur Alliance to execute the Visioning Plan;

**WHEREAS**, the Collaborative Agency Partners issued a Request for Proposals for consulting services to begin implementation of the Visioning Plan on January 7, 2019; and

**WHEREAS**, the Collaborative Agency Partners interviewed finalists on February 12, 2019 and unanimously selected the Saint Paul Area Chamber of Commerce to lead the implementation phase of the Visioning Plan; and

**WHEREAS**, the Saint Paul Area Chamber of Commerce has adequately performed duties assigned between March 2019 and March 2024, and

**WHEREAS**, the Collaborative Agency Partners unanimously agree to renew the contract with the Saint Paul Area Chamber of Commerce for March 2, 2025-March 1, 2026, and

**WHEREAS**, the Collaborative Agency Partners desire to centralize the funding of such professional services to the Saint Paul Area Chamber of Commerce through a Contract Manager; and,

**WHEREAS**, the Collaborative Agency Partners desire to memorialize in writing their respective obligations through this Cooperative Funding Agreement.

**NOW, THEREFORE**, intending to be bound by the mutual promises and obligations contained herein, the parties hereby agree as follows:

**1. Contract Manager.** The City of Roseville shall serve as the Contract Manager for the purposes of this Agreement and hereby agrees to the following obligations:

- A. The Contract Manager shall solicit, execute, and manage a Professional Services Agreement with the Saint Paul Area Chamber of Commerce to continue implementation of the Visioning Plan.
- B. Prior to execution of such Professional Services Agreement, the Contract Manager shall consult with representatives of each Collaborative Agency Partner to determine the appropriate desired scope of services, identity of the design firm, and material contractual terms.
- C. Disburse payments to the Saint Paul Area Chamber of Commerce from funds collected pursuant to Section 2 below in an amount not to exceed \$125,000.

**2. Financial Contributions.** The Collaborative Agency Partners shall each contribute financial support to satisfy contractual fees and expenses incurred by the Professional Services Agreement referenced in Section 1 above. Such financial support shall be proportionate to the following methodology:

- A. The City of Saint Paul shall contribute \$75,000.00 (60%).
- B. The City of Maplewood shall contribute \$10,000.00 (8%).
- C. The City of Roseville shall contribute \$40,000.00 (32%).

Each Collaborative Agency Partner shall remit its proportional financial contribution to the Contract Manager no later than March 31, 2025.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in unused funds, such remaining amount shall be refunded to the Collaborative Agency Partners in the same proportional methodology as their financial contributions.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in the Collaborative Agency Partners contributing additional financial support, an amendment to this agreement and the Professional Services Agreement shall occur.

**3. Indemnification.** Pursuant to Minn. Stat. § 471.59, Subd.1a.(a) each Party will be responsible for its own acts and omissions and those of its officers, agents and employees with respect to any claims, lawsuits, attorney fees or expenses for personal or property damages, losses or injuries, resulting from any activities undertaken pursuant to this Agreement. Nothing herein is intended or shall result in a waiver of the defenses or immunities, or monetary limits on damages that each is entitled to by law.

**4. Liability Limitations.** It is understood and agreed that the Parties' liability shall be limited by the provisions of Minnesota Statutes, chapter 466, and/or other applicable law. The hold harmless provision of this Agreement does not constitute a waiver by any Party of any limitations on liability provided under Minnesota Statutes, section 466.04, as amended. To the fullest extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a) as amended. Each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Parties. Each Party agrees to promptly notify the other Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, involving or reasonably likely to involve the other Parties, and arising out of acts or omissions related to this Agreement.

**5. Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

**6. Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by all Parties.

**7. Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.

**8. Government Data/Privacy.** Each Party, its employees, officials and agents, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

**9. Waiver.** The waiver by any Party of any breach or failure to comply with any provision of this Agreement by another Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

**10. Notices.** All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

To Roseville: City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

To Maplewood: City of Maplewood  
1830 County Road B East.  
Maplewood, MN 55109

To Saint Paul: City of Saint Paul  
15 Kellogg Boulevard West  
Saint Paul, MN 55102  
Attn: PED

**11. Savings Clause.** If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect and each remaining term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted.

**12. Counterparts.** The Parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

**13. Electronic Signatures.** The Parties agree that the electronic signature of a Party to this Agreement shall be as valid as an original signature of such Party and shall be effective to bind such Party to this Agreement. The Parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any Party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

**14. Effective Date.** This Agreement is effective on the date last executed by one of the Parties below.

**IN WITNESS WHEREOF**, the City of Roseville, as to role of Contract Manager, and Collaborative Agency Partners have caused this Cooperative Funding Agreement to be executed by their duly authorized representatives.

CITY OF ROSEVILLE

By: \_\_\_\_\_  
Dan Roe  
Its: Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Patrick Trudgeon  
Its: City Manager  
Date: \_\_\_\_\_

CITY OF SAINT PAUL

*Approved as to form:*

\_\_\_\_\_  
Assistant City Attorney

By: \_\_\_\_\_  
Its: Mayor / Deputy Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
John McCarthy  
Its: Director, Office of Financial Services  
Date: \_\_\_\_\_

CITY OF MAPLEWOOD

By: \_\_\_\_\_  
Marylee Abrams  
Its: Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Sable  
Its: City Manager  
Date: \_\_\_\_\_

**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Steven Love, Public Works Director  
Audra Robbins, Parks and Natural Resources Manager  
Shann Finwall, Environmental Planner

**PRESENTER:** Steven Love, Public Works Director

**AGENDA ITEM:** Harvest Park Native Seed Garden Amendment to Memorandum of Understanding

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☒ Contract/Agreement ☐ Proclamation

**Policy Issue:**

Urban Roots has a Memorandum of Understanding (MOU) with the City of Maplewood to use one and a half acres of Harvest Park for a native seed garden. This MOU establishes the roles and responsibilities of each party for operating the native seed garden. The MOU is reviewed and a possible extension is considered at the start of each new year. The City Council will consider approving the fourth amendment of the Harvest Park native seed garden MOU, extending the agreement to December 31, 2025.

**Recommended Action:**

Motion to approve the Fourth Amendment to the MOU for the Harvest Park Native Seed Garden and direct the Mayor and City Manager to sign the MOU. Minor revisions, as approved by the City Attorney, are authorized as needed.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: N/A

**Strategic Plan Relevance:**

☒ Community Inclusiveness ☐ Financial & Asset Mgmt ☒ Environmental Stewardship  
☐ Integrated Communication ☐ Operational Effectiveness ☐ Targeted Redevelopment

The Harvest Park Native Seed Garden benefits pollinators and supports land restoration to native plants. Service projects and programming at the garden promote community inclusiveness.

**Background:**

The Harvest Park Native Seed Garden is on the north side of Harvest Park. The one and a half acre seed garden incorporates a mix of native forbs and grasses designed to facilitate seed harvesting for future restoration projects throughout the East Metro, including Maplewood.

Urban Roots builds healthy, vibrant communities through food, conservation, and youth development. In 2019, the City entered into a three-year MOU with Urban Roots to establish and maintain the native seed garden, which has been extended three times since then. In addition to planting and maintaining the garden, the MOU outlines that Urban Roots will explore opportunities for employing Maplewood youth, collaborate with the City on programs and events at the garden, and provide signage.

Beginning in 2022, Urban Roots has offered paid internships to Maplewood youth and coordinated several open houses and service projects at the seed garden. In 2024, Urban Roots installed educational signage detailing the garden's purpose and the benefits of the native plants to the environment. Urban Roots continues to be a good partner and steward of the land.

**Attachments:**

1. Harvest Park Native Seed Garden 2019 MOU
2. Fourth Amendment to MOU for the Harvest Park Native Seed Garden

## **Memorandum of Understanding**

### **Harvest Park Native Seed Nursery**

This Memorandum of Understanding ("MOU") dated 4/19/19 is hereby entered into by and between the city of Maplewood (the "City"), a municipal corporation under the laws of the state of Minnesota, and Urban Roots MN ("Urban Roots"), a non-profit corporation under the laws of the state of Minnesota, with its principal place of business at 463 Maria Avenue, St. Paul, MN, 55106. The purpose of the MOU is to define the goals, objectives, and responsibilities related to establishing native seed plots at Harvest Park in Maplewood.

#### **Intent:**

The intent of this MOU is to memorialize the parties' agreement to work together in a trusting and respectful manner towards the goal of establishing and maintaining native seed plots at Harvest Park. Urban Roots' youth conservation crew will install native pollinator plants and develop a seed stock for use on other public park and natural area projects.

This project will create an attractive demonstration area at Harvest Park, which shall be open to the community subject to the regulations of the City, showcasing native plants and providing habitat for pollinators. It will provide opportunities for diverse youth interns to learn job skills and make contributions to the community. In addition, it will provide educational programming and service learning events for schools and the general public.

#### **General:**

1. Urban Roots anticipates utilizing approximately one and one-half acres of land at Harvest Park. The exact area will be determined and designated by the City (the "Site").
2. This MOU shall be in effect for three growing seasons, through December 31, 2021. Performance shall be reviewed each year and if unsatisfactory the agreement may be terminated in writing by either party, with or without cause. The term of this MOU may be extended by written agreement of the parties.
3. The bulk of the seed produced will be used on Urban Roots' project. However, seed will be provided for some additional City projects as needed and further agreed upon by both parties.
4. If the project goes well, the parties may, in the future, explore additional opportunities at the site such as gravel beds for tree production. Nothing herein shall bind either party to undertaking any future project.

#### **Urban Roots' Responsibilities:**

1. Prepare a planting design for City staff to review and approve. The planting design shall incorporate blocks of single species to maximize rhizome and seed production.
2. Prepare the Site for planting.
3. Purchase and install plants and/or seeds at the Site.
4. Maintain the plots on the Site. Maintenance will be done by Urban Roots staff, interns, persons from service learning classrooms, including from Maplewood public schools, and volunteer groups.

5. Plots that are seeded will be mowed or cut back two to three times the first year to manage weeds.
6. It is understood that seeded plots will not be weed free. However, noxious weeds and weeds that threaten the plantings will be controlled.
7. Urban Roots will explore opportunities for employing Maplewood youth after the first year of production.
8. If necessary, in either party's discretion, provide fencing and signage.
9. Urban Roots shall at all times covered by this MOU carry liability insurance in a minimum amount of \$2,000,000.00. Urban Roots shall provide the City with a certificate of such insurance, and such policy shall name the City as an additional insured. The policy shall also include a provision that it may not be terminated without 30 days' written notice to the City, except in the case of non-payment of premiums, in which case termination may occur on ten days' written notice to City. Urban Roots shall be responsible for securing automobile and workers compensation coverage in accordance with applicable law.
10. At the end of the term of this MOU, or at such time as this MOU may be terminated by the City, Urban Roots shall, at the discretion of the City, return the Site to its original state.

#### **City's Responsibilities:**

1. Designate the Site available for use for the project. The parties acknowledge that the project contemplated herein shall occur in a public park, and therefore nothing in this Agreement shall be interpreted as providing Urban Roots with any claim of ownership thereof, or the right to exclude the public from such Site.
2. Provide a water tank for the Site and refill the tank three to six times per season. Urban Roots shall notify City staff to arrange for the tank to be filled, but City staff may fill the tank if they determine it is low.
3. Make efforts to assist Urban Roots to make connections in the community with neighbors, schools, and restoration partners.
4. Collaborate with Urban Roots on at least one program or event at the Site each year, beginning in 2020. This obligation shall end in 2021, unless extended in writing by both parties.

#### **Funding and support**

1. All expenses for establishing and maintaining the plantings on the Site will be assumed by Urban Roots, including staff and intern wages and transportation.
2. Urban Roots will seek additional funding partners and grant support for plant and seed material, seed sorting tools and storage.

#### **Independent Contractor**

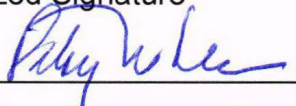
Urban Roots shall at all times be considered an independent contractor for purposes of this MOU. Urban Roots shall be solely responsible for choosing the methods and means for completing the project contemplated herein. Urban Roots shall be responsible for compensating its own employees, interns, volunteers, and any other party with which it engages to have work completed. Urban Roots, and not the City, shall also be solely responsible for making any required state or federal tax payments, and shall be solely responsible for any workers compensation claims which may arise.

**Indemnity**

Urban Roots agrees to defend, indemnify, and hold the City harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees, against or incurred by such other parties, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of Urban Roots, its agents, employees, or volunteers in the performance of services provided under the terms of this MOU. Nothing in this Agreement shall constitute a waiver by any party of any limitation of liability under Minnesota Statutes Chapter 466.

The parties agree to support each other in development of the project providing guidance, knowledge and support as needed, including providing in-kind staff support and supportive communications between both organizations.

Urban Roots  
Authorized Signature

Name 

Title EXEC. DIRECTOR

Date 4/19/19

City of Maplewood  
Authorized Signature

Name Melinda Coleman

Title City Manager

Date 4.22.19

Name Mary Ann Abram

Title Mayor

Date April 22, 2019

**FOURTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING  
HARVEST PARK NATIVE SEED GARDEN**

WHEREAS, the City of Maplewood (the "City") and Urban Roots MN ("Urban Roots") entered into the Memorandum of Understanding (the "MOU") dated March 15, 2019, for establishing and maintaining a native seed garden at the City's Harvest Park; and

WHEREAS, the MOU was last extended for an additional year for use by Urban Roots until December 31, 2025; and

WHEREAS, the City and Urban Roots may extend the MOU in writing.

NOW, THEREFORE, BE IT RESOLVED the City and Urban Roots agree to the following:

- I. The MOU is extended until December 31, 2025.
- 2. Except for the termination date, all terms and conditions of the MOU remain unchanged.

URBAN ROOTS

CITY OF MAPLEWOOD

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Mayor

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

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

CITY OF MAPLEWOOD

\_\_\_\_\_  
City Manager

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

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Steven Love, Public Works Director  
Jon Jarosch, Assistant City Engineer

**PRESENTER:** Steven Love, Public Works Director

**AGENDA ITEM:** EAB Mitigation Project, City Project 23-17  
a. Certification of General Obligation Bond Financed Property  
b. Declaration of General Obligation Bond Financed Property

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The City entered into a Shade Tree Bonding Grant agreement with the Minnesota Department of Natural Resources (DNR) in April 2024 to remove and replace Emerald Ash Borer (EAB) affected ash trees within public rights-of-ways and parks in Maplewood. This grant agreement requires certifications and declarations to be signed and recorded against these state General Obligation (G.O.) Bond improved properties before seeking reimbursement for grant-covered costs.

**Recommended Action:**

- a. Motion to approve the attached Certification of State of Minnesota G.O. Bond Financed Property related to EAB Mitigation Project, City Project 23-17, and direct the Mayor and City Manager to sign the document. Minor revisions, as approved by the City Attorney, are authorized as needed.
- b. Motion to approve the attached Declaration of State of Minnesota G.O. Bond Financed Property related to EAB Mitigation Project, City Project 23-17, and direct the Mayor and City Manager to sign the document. Minor revisions, as approved by the City Attorney, are authorized as needed.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is a \$450,000 reimbursement.

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: Upon approval and recording of the attached certification and declaration, the City will seek reimbursement from the DNR for the Shade Tree Bonding Grant in the amount of \$450,000.

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☒ Financial & Asset Mgmt ☒ Environmental Stewardship  
☐ Integrated Communication ☐ Operational Effectiveness ☐ Targeted Redevelopment

The City's urban forest is an important asset to the City and the public. EAB has significantly impacted the health of ash trees in Maplewood and the surrounding metro area. This project removed 204 EAB-impacted ash trees within the City rights-of-ways and active areas of City parks. Climate-adaptive replacement trees were installed near removal locations on a one-for-one basis to help replenish the urban tree canopy.

### **Background**

In April 2024, the City Council approved a \$450,000 grant agreement with the DNR to remove and replace ash trees in Maplewood's rights-of-ways and parks. The City's project removed 204 EAB-impacted trees and planted climate-adaptive replacement trees on a one-for-one basis.

The agreement requires the City to request a waiver of declaration for all areas of the project that lie within City rights-of-ways or easements before seeking grant reimbursement for the completed work. The City has recently received the requested waiver of declaration from the State.

The next step in the reimbursement process is for the City to certify that these rights-of-ways and easement areas have been improved with State of Minnesota G.O. Bond funds and cannot be sold without the approval of the Commissioner of Minnesota Management and Budget and the DNR for 37½ years.

The final step is for the City to sign and record a declaration for all real estate (City parks) improved with State of Minnesota G.O. Bond funds through the Shade Tree Bonding Grant. The declaration states the property is "restricted," which prevents it from being sold without the approval of the Commissioner of Minnesota Management and Budget and the DNR for 37½ years.

### **Attachments**

1. Waiver of Declaration Letter
2. Certification of State of MN G.O. Bond Financed Property
3. Declaration of State of MN G.O. Bond Financed Property



February 5, 2025

Jon Jarosch, Assistant City Engineer  
City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109

via email: [jon.jarosch@maplewoodmn.gov](mailto:jon.jarosch@maplewoodmn.gov)

RE: Real Property Declaration Waiver Request -City of Maplewood Shade Tree Project: Contract No. 244299 / 3-248205

Dear Jon,

I have reviewed your letter dated February 5, 2025, requesting a waiver under Section 7.02(b) of the Fourth Order Amending Order of Commissioner of Finance dated July 30, 2012 (the "Commissioner's Order") of the requirement that a real property declaration ("Declaration") be recorded for the City of Maplewood's ash tree removal and replacement project to be funded with a Minnesota Department of Natural Resources ("DNR") Shade Tree Bond Grant.

Based on the project description in your letter, a portion of the improvements will lie within roads, highways or utility or transit corridors, easements or rights of way. Therefore, I waive the requirement that a declaration be recorded for the project for the portion of the improvements that will lie within roads, highways or utility or transit corridors, easements or rights of way, **as shown by the solid green areas** in the map that accompanied your letter ("Map").

Please note that this letter only waives the requirement that a Declaration be recorded in the roads, highways or utility or transit corridors, easements or rights of way shown **by the solid green areas** in the Map. The property will remain bond-financed property and subject to all the other requirements of Minn. Stat., Sec. 16A.695 and the Commissioner's Order, including that none of the property can be sold, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget ("MMB"). A Declaration must still be recorded against the city owned real property where trees are removed and replaced, **as shown by the green striped areas** in the Map. A recorded copy of the Declaration should be sent to Roger Behrens at [roger.behrens@state.mn.us](mailto:roger.behrens@state.mn.us) and to the City's project administrator at the DNR.

As you indicated in your letter, this waiver is conditional upon our receiving a copy of the enclosed Certification signed by the city. The Certification should be completed by the city as part of its state grant documentation. The map that accompanied your letter may be used as Exhibit A for the Certification. Signed copies should be sent to Roger Behrens at [roger.behrens@state.mn.us](mailto:roger.behrens@state.mn.us) and to the city's project administrator at the DNR.

Sincerely,

Erin  
Campbell  
Erin Campbell  
Commissioner

Digitally signed by  
Erin Campbell  
Date: 2025.02.06  
15:04:42 -06'00'

cc: Roger Behrens, MMB  
Valerie McClannahan, DNR

**CERTIFICATION**

**State of Minnesota**

**General Obligation Bond Financed Property**

The undersigned has a fee simple, leasehold and/or easement interest in the real property located in the County of Ramsey, State of Minnesota that is generally described or illustrated graphically in **Exhibit A** attached and all facilities situated thereon (the “Restricted Property”) and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is state bond financed property within the meaning of Minn. Stat. Sec. 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget;
- B. The Restricted Property is subject to the provisions of the MN Natural Resources Shade Tree Bonding Grant between the Minnesota Department of Natural Resources, Division of Forestry, and the City of Maplewood, dated February 27, 2024; and
- C. The Restricted Property shall continue to be deemed state bond financed property for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: February 24, 2025

The City of Maplewood, a political subdivision of the  
State of Minnesota

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

Name: \_\_\_\_\_

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

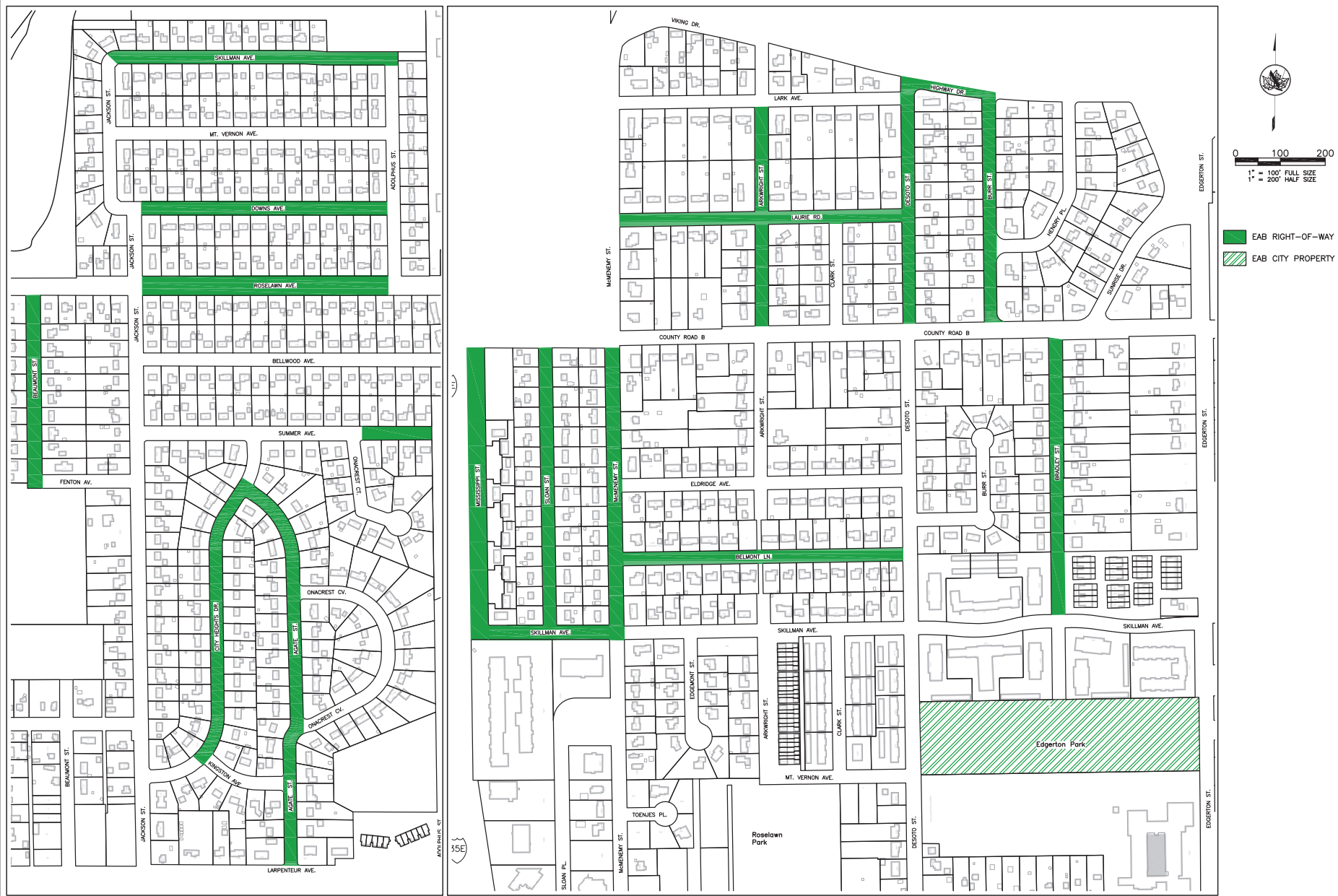
By: \_\_\_\_\_

Name: \_\_\_\_\_

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

**Exhibit A to Certification**

**GENERAL DESCRIPTION OF RESTRICTED PROPERTY**



*City of Maplewood*  
**DEPARTMENT OF PUBLIC WORKS**  
*ENGINEERING DIVISION*  
 1302 East County Road B  
 Maplewood, Minnesota 55109  
 (651) 249-2400 FAX (651) 249-2409

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
JONATHAN E. JAROSCH  
DATE X \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

DESIGNED JEJ  
DRAWN AJE  
CHECKED JEJ

2024 EAB GRANT
ELIGIBILITY MAP

DATE	REVISION	DESCRIPTION
------	----------	-------------

RECORD DRAWING  
BY X \_\_\_\_\_  
DATE X \_\_\_\_\_

CARD NUMBER

SHEET NO.  
1

City of Maplewood  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
10000 Highway 101  
Maplewood, Minnesota 55109  
(651) 248-2400 FAX (651) 249-2409

DESIGNED: JEU  
DRAWN: AJE  
CHECKED: JEU

2024 EAB GRANT  
ELIGIBILITY MAP

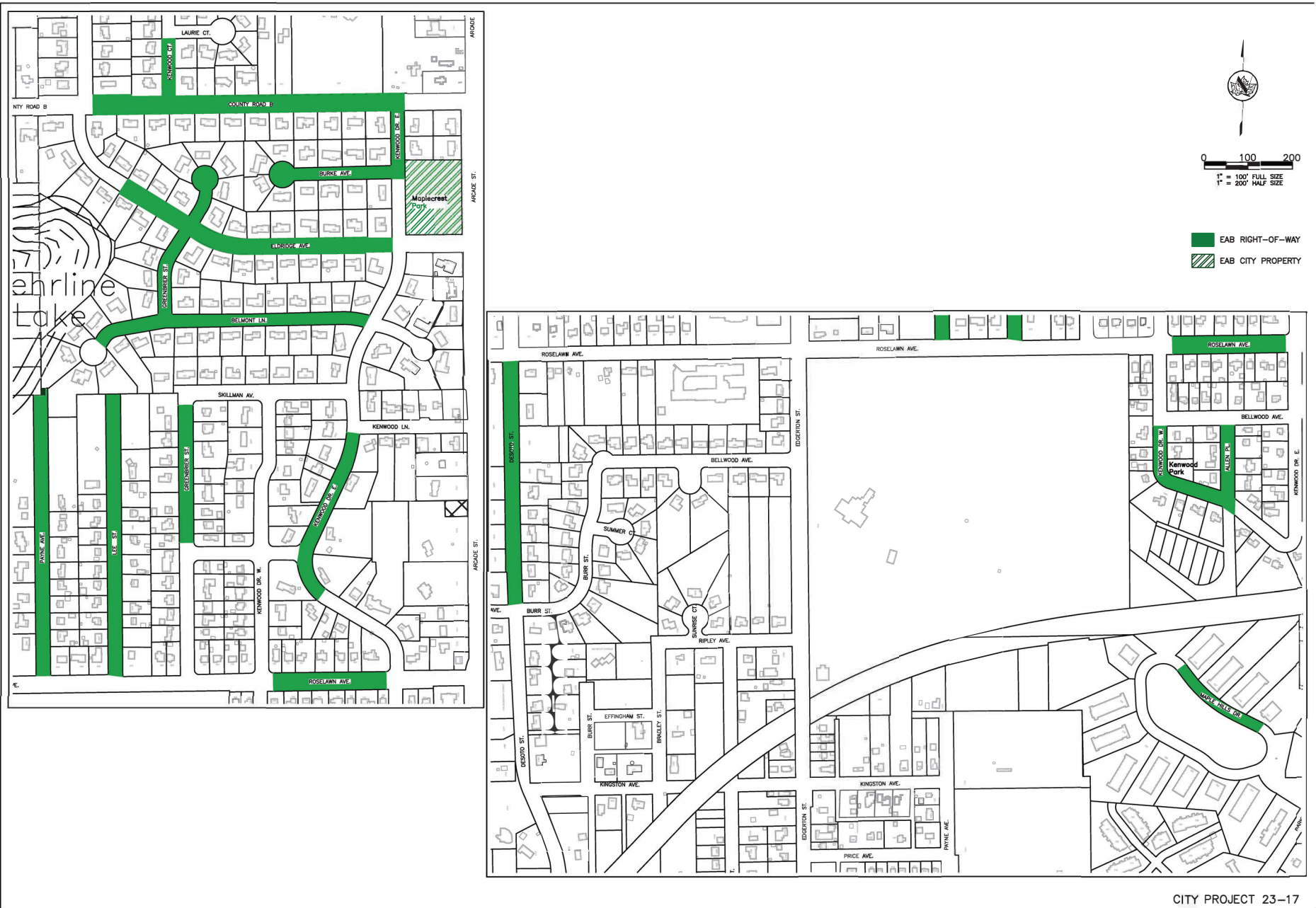
REVISION  
DATE  
DESCRIPTION

RECORD DRAWING  
BY: X  
DATE: X

CARD NUMBER

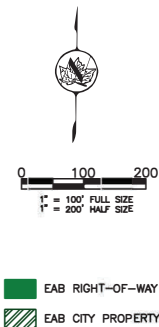
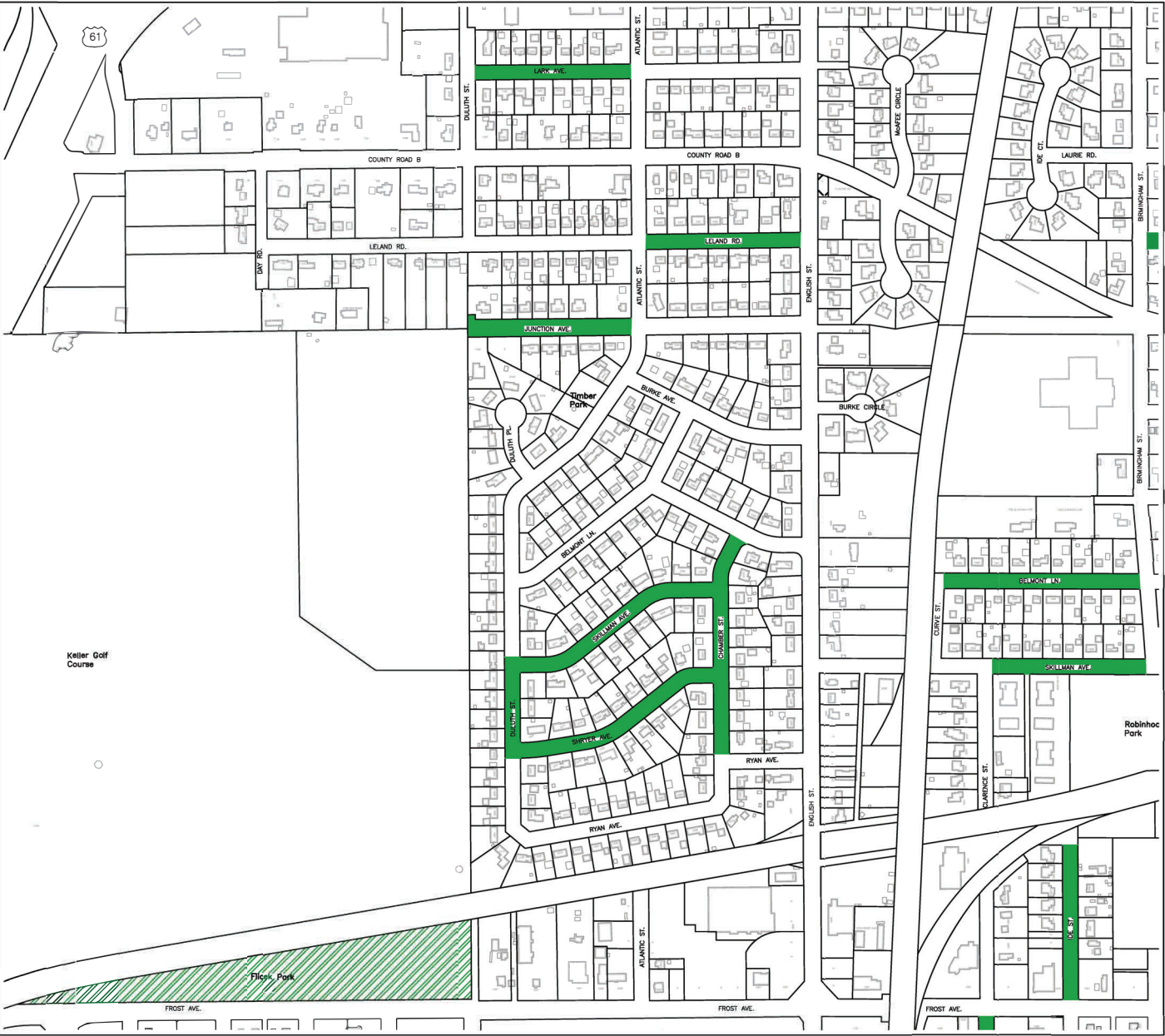
SHEET NO.  
2

Exhibit A to Certification



CITY PROJECT 23-17

Exhibit A to Certification



EAB RIGHT-OF-WAY  
EAB CITY PROPERTY

CITY PROJECT 23-17

City of Maplewood  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

HERBERT COUNTY ENGINEERING, P.A. HAS  
PREPARED THIS DRAWING UNDER THE  
SUPERVISION AND SEAL OF A LICENSED  
PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.  
DATE: X LICENSE NO. X

DESIGNED: JEJ  
DRAWN: AJE  
CHECKED: JEJ

2024 EAB GRANT  
ELIGIBILITY MAP

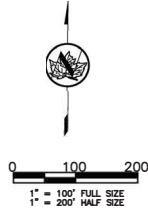
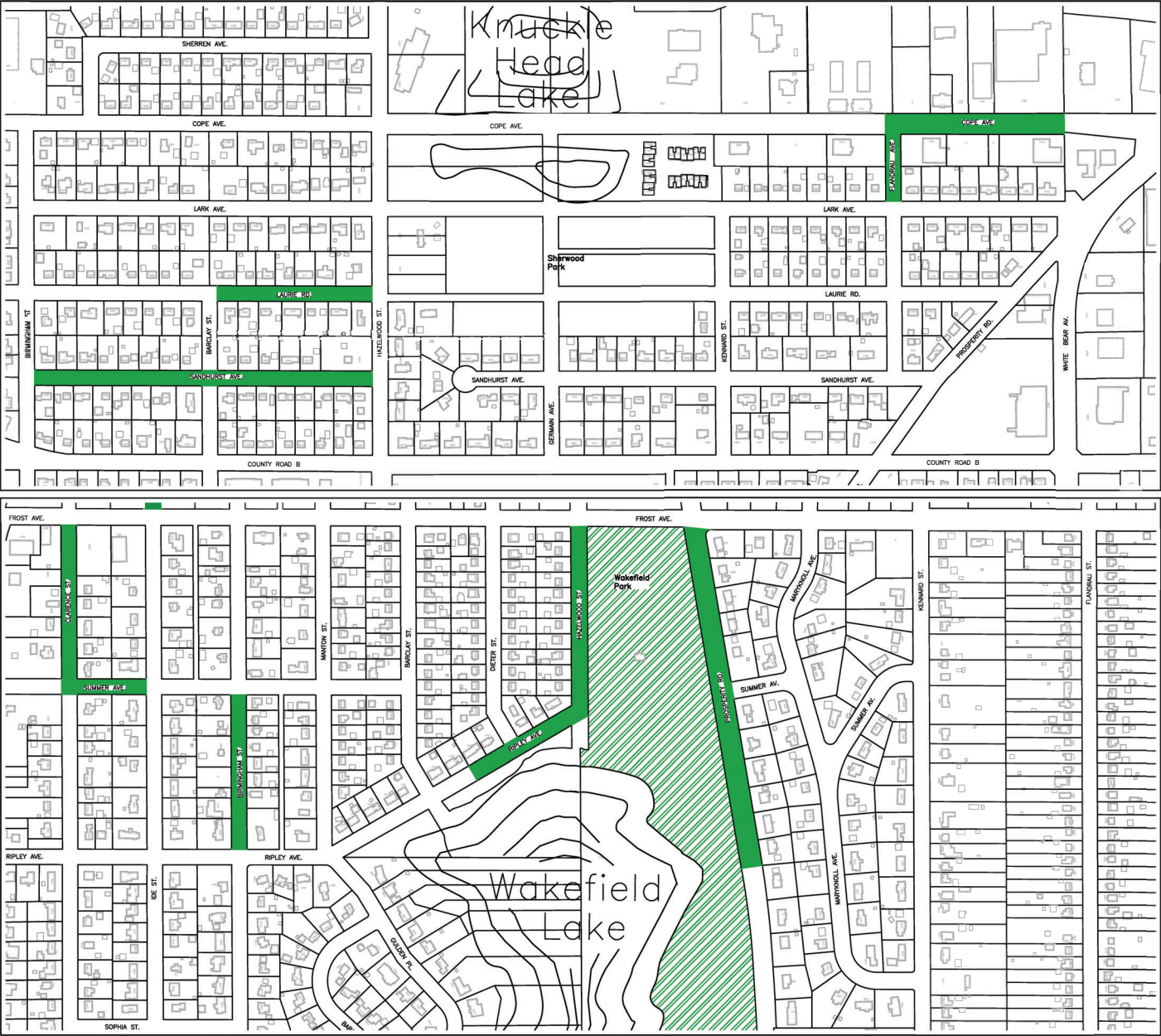
REVISION	DESCRIPTION
DATE	

RECORD DRAWING  
BY: X  
DATE: X

CARD NUMBER

SHEET NO.  
3

Exhibit A to Certification



EAB RIGHT-OF-WAY  
EAB CITY PROPERTY

CITY PROJECT 23-17

City of Maplewood  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
City Engineer: [Signature]  
Maplewood, Minnesota 55109  
(651) 248-2400 FAX (651) 248-2409

DESIGNED: JEU  
DRAWN: JEU  
CHECKED: JEU

2024 EAB GRANT  
ELIGIBILITY MAP

REVISION  
DATE  
DESCRIPTION

RECORD  
DATE  
DRAWING

CARD NUMBER

SHEET NO.  
4

**State of Minnesota  
General Obligation Bond Financed Property  
DECLARATION**

The undersigned has the following interest in the real property located in the County of Ramsey, State of Minnesota that is legally described in **Exhibit A** attached and all facilities situated thereon (collectively, the “Restricted Property”):

*(Check the appropriate box.)*

☒ a fee simple title,

☐ a lease, or

☐ an easement,

and as owner of such fee title, lease or easement, does hereby declare that such interest in the Restricted Property is hereby made subject to the following restrictions and encumbrances:

- A. The Restricted Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget, which approval must be evidenced by a written statement signed by said commissioner and attached to the deed, mortgage, encumbrance or instrument used to sell or otherwise dispose of the Restricted Property; and
- B. The Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in that certain MN Natural Resources Shade Tree Bonding Grant between the Minnesota Department of Natural Resources, Division of Forestry, and the City of Maplewood, dated February 27, 2024.

The Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget, at which time it shall be released therefrom by way of a written release in recordable form signed by both the Commissioner of the Minnesota Department of Natural Resources and the Commissioner of Minnesota Management and Budget, and such written release is recorded in the real estate records relating to the Restricted Property. This Declaration may not be terminated, amended, or in any way modified without the specific written consent of the Commissioner of Minnesota Management and Budget.

City of Maplewood, a political subdivision of the State of  
Minnesota

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

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

Dated: \_\_\_\_\_, 2025

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

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

Dated: \_\_\_\_\_, 2025

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by Marylee Abrams, the Mayor, and Michael Sable, the City Manager, respectively, of the City of Maplewood, a political subdivision of the State of Minnesota.

Notary Public

**This instrument was drafted by:**

Valerie McClannahan  
Urban & Community Forestry Coordinator  
Minnesota Department of Natural Resources  
Division of Forestry  
500 Lafayette Road  
St. Paul, MN 55155

**Exhibit A to Declaration**

**LEGAL DESCRIPTION OF RESTRICTED PROPERTY**

**Edgerton Park**

Except the West One hundred sixty-six (W 166) feet, the East one-half of the South one-half of the North one-half of the Southeast quarter of the Northwest quarter ( $E\frac{1}{2}$  of  $S\frac{1}{2}$  of  $N\frac{1}{2}$  of  $SE\frac{1}{4}$  of  $NW\frac{1}{4}$ ) subject to streets, in Section seventeen (17), Township twenty-nine (29), Range twenty-two (22), according to the United States Government Survey thereof.

**Flicek Park**

That part of the Southwest Quarter of the Northeast Quarter of Section 16, Township 29, Range 22, together with that part of the Southeast Quarter of the Northwest Quarter of Section 16, Township 29, Range 22, all of which lies southerly of a strip of land, 100 feet in width, owned by the State of Minnesota and being the former right of way of the Minneapolis, St. Paul and Sault St. Marie Railway,

RESERVING unto the COUNTY OF RAMSEY an easement for public roadway and utility purposes over, across, and under that portion of the described real property lying southerly of a line drawn parallel and 43 feet northerly of the southerly lines of said Southwest Quarter of the Northeast Quarter and said Southeast Quarter of the Northwest Quarter.

**Maplecrest Park**

Lots 3-8, Block 3, Little's 2<sup>nd</sup> Addition.

**Wakefield Park**

That part of the West Half of the Southeast Quarter of Section 15, Township 29, Range 22, lying westerly of the center line of Prosperity Avenue (formerly Prosperity Road, formerly Maywood Avenue),

RESERVING unto the COUNTY OF RAMSEY an easement for public roadway and utility purposes over, across, and under that portion of the described real property lying easterly of a line drawn parallel and 33 feet westerly of the center line of Prosperity Avenue,

RESERVING unto the COUNTY OF RAMSEY an easement for public roadway and utility purposes over, across, and under that portion of the described real property lying southerly of a line drawn parallel and 43 feet northerly of the south line of said West Half of the Southeast Quarter,

RESERVING unto the COUNTY OF RAMSEY an easement for public roadway and utility purposes over, across, and under that portion of the described real property lying northerly of a line drawn parallel and 43 feet southerly of the north line of said West Half of the Southeast Quarter,

ALSO

Blocks A and B, Gladstone Plat 2, according to the plat thereof on file and of record in the office of the Ramsey County Recorder,

ALSO

The East seven (7) feet of Lot nineteen (19), and all of Lots seventeen (17) and eighteen (18), in Block two (2), Warren & Flint's Addition, according to the plat thereof on file and of record in the office of the Ramsey County Recorder, including the southerly half of the vacated alley lying northerly of and adjacent thereto,

RESERVING unto the COUNTY OF RAMSEY an easement for public roadway and utility purposes over, across, and under that portion of the described real property lying southerly of a line drawn parallel and 13 feet northerly of the south line of said Lots seventeen (17), eighteen (18), and the East seven (7) feet of Lot nineteen (19).

**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Steven Love, Public Works Director

**PRESENTER:** Steven Love, Public Works Director

**AGENDA ITEM:** 2025 City Hall ADA Improvements

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

In 2024, the City reviewed its buildings to identify needed ADA upgrades. As a result, the 2025 budget includes funding for these improvements. The City Council is now considering a proposal for Twin City Hardware to install six ADA push-button door controls in City Hall.

**Recommended Action:**

Motion to authorize Twin City Hardware to install ADA push-button door controls in City Hall.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$42,025.07.

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: The total estimated installation cost for these ADA upgrades is \$42,025.07. This includes \$30,035.07 for installing the ADA push-button door controls by Twin City Hardware and \$3,000 for electrical wiring to be done by others. The 2025-2029 CIP identifies \$65,000 of Building Improvement Funds for ADA building upgrades in 2025.

**Strategic Plan Relevance:**

☒ Community Inclusiveness ☒ Financial & Asset Mgmt ☐ Environmental Stewardship  
☐ Integrated Communication ☐ Operational Effectiveness ☐ Targeted Redevelopment

The ADA push-button door controls will improve ADA access at key areas in City Hall.

**Background:**

As part of an ADA review done on City buildings by staff, several ADA upgrade opportunities were identified, including the installation of ADA push-button door controls. The six locations listed on the next page are being recommended for ADA upgrades:

- Police Department Public Entrance (Exterior Door)
- Maplewood Conference Room
- Two Restrooms (Next to the Maplewood Conference Room)
- Two Public Restrooms (City Hall Lobby)

Two quotes for the installation of the ADA push-button door controls were received. Twin City Hardware's quote was the lowest, at \$39,025.07. An electrical contractor will be brought in to perform a small amount of electrical work, estimated at \$3,000. Staff recommends authorizing Twin City Hardware to perform the ADA push-button door control installation.

**Attachments:**

1. Twin City Hardware Quote

**Order** TCH - HM  
**Initiated** 720 Hale Ave  
**From:** Oakdale, MN 55128  
(651) 731-7180

**SALES QUOTE**Quote No. **SQ1093277**

**Sell** CU104694  
**To:** City Of Maplewood  
1830 E Cty Road B  
MAPLEWOOD, MN 55109  
USA

**Ship** City Of Maplewood  
**To:** 1830 E Cty Road B  
MAPLEWOOD, MN 55109  
USA

Quote Date: 2/4/2025

3/6/2025

Payment Terms: NET 30

Salesperson: Matthew Stemig

Slsp Phone:

Slsp Email: mstemig@tchco.com

Ship Method:

Ship Via:

Customer is responsible for main power to each opening

Item No.	Description	Unit	Quantity	Unit Price	Total Price
299345	POLICE NIGHT ENTRY 4642-REG-TBWMS-120VAC/DC-ALU CLOSER,AUTO,EQ,GR1	Each	1	4,938.00	4,938.00
471578	S-4R-3-US32D ACTUATOR,HC,SS,4.5"	Each	2	88.84	177.67
471574	M-4R-SURF PART,ACTUATOR,BOX,SURF MNT,5	Each	2	53.49	106.97
471565	SWTRAN300M TRANSMITTER FREQ 300	Each	2	65.55	131.10
281000	SERVICE LABOR-TCH SERV ~	Each	1	1,080.00	1,080.00
299345	MENS AND WOMANS BATHROOMS LOBBY 4642-REG-TBWMS-120VAC/DC-ALU CLOSER,AUTO,EQ,GR1	Each	2	4,938.00	9,876.00
471578	S-4R-3-US32D ACTUATOR,HC,SS,4.5"	Each	4	88.83	355.33
471574	M-4R-SURF PART,ACTUATOR,BOX,SURF MNT,5	Each	4	53.48	213.93
471565	SWTRAN300M TRANSMITTER FREQ 300	Each	4	65.55	262.20
471568	RECEIVER 2-CHANNEL 12/24V 300/ 310	Each	2	84.54	169.07
281000	SERVICE LABOR-TCH SERV ~	Each	1	2,160.00	2,160.00
299345	MENS AND WOMANS BATHROOMS MAPLEWOOD ROOM 4642-REG-TBWMS-120VAC/DC-ALU CLOSER,AUTO,EQ,GR1	Each	2	4,938.00	9,876.00
471578	S-4R-3-US32D ACTUATOR,HC,SS,4.5"	Each	4	88.83	355.33
471574	M-4R-SURF PART,ACTUATOR,BOX,SURF MNT,5	Each	4	53.48	213.93
471565	SWTRAN300M TRANSMITTER FREQ 300	Each	4	65.55	262.20
471568	RECEIVER 2-CHANNEL 12/24V 300/ 310	Each	2	84.54	169.07
281000	SERVICE LABOR-TCH SERV	Each	1	2,160.00	2,160.00

**Order** TCH - HM  
**Initiated** 720 Hale Ave  
**From:** Oakdale, MN 55128  
 (651) 731-7180

## SALES QUOTE

Quote No. **SQ1093277**

**Sell** CU104694  
**To:** City Of Maplewood  
 1830 E Cty Road B  
 MAPLEWOOD, MN 55109  
 USA

**Ship** City Of Maplewood  
**To:** 1830 E Cty Road B  
 MAPLEWOOD, MN 55109  
 USA

Quote Date: 2/4/2025

3/6/2025

Payment Terms: NET 30

Salesperson: Matthew Stemig

SlsP Phone:

SlsP Email: mstemig@tchco.com

Ship Method:

Ship Via:

	~				
	MAPLEWOOD ROOM				
299345	4642-REG-TBWMS-120VAC/DC-ALU	Each	1	4,938.00	4,938.00
	CLOSER,AUTO,EQ,GR1				
471578	S-4R-3-US32D ACTUATOR,HC,SS,4.5"	Each	2	88.84	177.67
471574	M-4R-SURF PART,ACTUATOR,BOX,SURF	Each	2	53.49	106.97
	MNT,5				
471565	SWTRAN300M TRANSMITTER FREQ 300	Each	2	65.55	131.10
471568	RECEIVER 2-CHANNEL 12/24V 300/ 310	Each	1	84.53	84.53
281000	SERVICE LABOR-TCH SERV	Each	1	1,080.00	1,080.00

**Subtotal:** **39,025.07**

Estimated Sales Tax: 0.00

**Total:** **39,025.07**

**Warranty at [www.tchco.com/warranty](http://www.tchco.com/warranty)**

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Steven Love, Public Works Director  
Jon Jarosch, Assistant City Engineer

**PRESENTER:** Steven Love, Public Works Director  
Jon Jarosch, Assistant City Engineer

**AGENDA ITEM:** 2025 Maplewood Street Improvements, City Project 24-12  
a. Public Hearing 7:00 pm  
b. Resolution Ordering Improvement (4 votes)

**Action Requested:** ☒ Motion ☐ Discussion ☒ Public Hearing

**Form of Action:** ☒ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The Feasibility Study for the 2025 Maplewood Street Improvement project was accepted by the City Council on January 27, 2025, with a resolution authorizing the preparation of plans and specifications and calling for a public hearing. Notices of the public hearing have been mailed and published. The City Council will hold a public hearing and consider ordering the proposed improvements. A super majority vote (4 affirmative votes) is required to order the project.

**Recommended Action:**

- a. Hold a Public Hearing
- b. Motion to approve the attached Resolution Ordering the Improvement for the 2025 Maplewood Street improvements, City Project 24-12.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$9,588,300

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: The adopted budget includes a combination of Special Benefit Assessments, the Street Revitalization Fund, the Environmental Utility Fund, the Sanitary Sewer Fund, St. Paul Regional Water Services, G.O. Improvement Bonds, and the W.A.C. Fund.

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☒ Financial & Asset Mgmt ☒ Environmental Stewardship  
☐ Integrated Communication ☐ Operational Effectiveness ☐ Targeted Redevelopment

The streets proposed for reconstruction are an important part of the City's infrastructure, providing connections to and from residential properties, businesses, and other points of interest. The City

streets and utilities included in the project have deteriorated beyond the point of regular annual maintenance and need to be replaced. The project will be designed to minimize the impact on the urban environment while improving the quality of stormwater runoff reaching area waterbodies.

**Background:**

The Feasibility Report for the 2025 Maplewood Street Improvements, City Project 24-12, is complete. It provides detailed information on the existing site conditions, proposed improvements, anticipated schedule, costs, financing, and recommendations.

The project includes the Prosperity-Hazelwood area and the South Leg area of Maplewood. The total length of the project streets is 4.4 miles. This project is part of the 2025 – 2029 Maplewood Capital Improvement Plan. If the City Council approves the proposed project, construction will begin in June 2025.

The project streets' existing pavement condition and aging utility infrastructure require ongoing maintenance by the Street and Utility Departments. Of the infrastructure elements the City maintains, the bulk of the maintenance activities consist of patching the roadway, crack sealing, filling potholes, and maintaining the aging utility infrastructure. The poor condition of the existing street pavement represents a decreased level of service for the residents of Maplewood. Staff has received complaints over the years from area residents about the street conditions.

The project streets have a combined average pavement condition index (PCI) rating of 42/100. The PCI rating is based on a visual survey of the pavement. It is a number between 0 and 100, with 0 being the worst possible pavement condition and 100 being the best possible pavement condition (i.e. a new road).

The proposed project improvements are described below:

**Pavement Rehabilitation Improvements (South Leg Area):**

- Full-depth reclamation (grinding/mixing) of existing pavement and underlying aggregate.
- Removal of excess reclaim material.
- Installation of new pavement.
- Replacement of soft soils under the roadway as needed.
- Spot replacement of structurally damaged concrete curb and gutter.
- Improvements to existing pedestrian features and ADA upgrades.
- Saw and seal control joints for the new pavement.
- Replacement of failing utility structures and outdated utility covers.
- Installation of sacrificial anodes on water mains.
  - Reduces corrosion (rusting) of the water mains and extends their useful life.
- Restoration of disturbed driveways, boulevards, and landscaping impacted by the project.

**Full Reconstruction Improvements (Prosperity-Hazelwood Area):**

- Full removal of existing pavement and underlying aggregate.
- Full replacement of street pavement.
- Replacement of soft soils under the roadway as needed.
- Construction of new concrete curb and gutter.
- Improvements to existing pedestrian features and ADA upgrades.
- Construction of an 8-foot wide trail along the west side of Prosperity Road.
- Saw and seal control joints for the new pavement.

- Installation of sacrificial anodes on water mains.
- Significant utility improvements to include:
  - Expansion of the storm sewer system.
  - Replacement of the water main on Hazelwood Street.
  - Spot replacement of select sanitary sewer mains and services.
- Water quality improvements such as rain gardens and infiltration basins.
- Restoration of driveways, turf, and landscape features impacted by the project.
- Sewer lining of deteriorated sanitary sewer mains in select areas throughout the City.
- Fog seal of past neighborhood improvement project streets.

### **Neighborhood Correspondence**

In August 2024, the Maplewood City Council ordered staff to prepare a feasibility study for the 2025 Maplewood Street Improvements. A letter was then mailed to residents in the project areas to provide information on the City Council's action and notify them that preliminary project activities would begin in the fall of 2024.

Informational packets were mailed to property owners in December 2024. The packet included street construction frequently asked questions, information about assessments, and an invitation to Neighborhood Meeting #1.

The first informational neighborhood meetings for the project were held in December 2024 for both the South Leg and Prosperity-Hazelwood areas. Invitations were mailed to 277 property owners, with 24 attending the South Leg area meeting and 4 attending the Prosperity-Hazelwood area meeting. The meeting for each area included a presentation followed by a question-and-answer session. Items presented at this meeting included the public improvement process, construction process, existing conditions, proposed improvements, assessment information, and estimated project timeline.

The majority of conversation in the South Leg area revolved around whether concrete curb and gutters are needed in the Haller neighborhood, the general scope of improvements in the Haller neighborhood, assessments, and general construction questions.

The majority of the conversation in the Prosperity-Hazelwood area meeting revolved around speeding concerns on Prosperity Road, the need for some on-street parking on Prosperity Road, roadway widths, the streetscape of Prosperity, anticipated impacts to boulevard areas, the proposed trail on Prosperity Road, and concerns regarding safety at the Frost Avenue and Prosperity Road intersection. Following the meeting, the meeting minutes and the presentation slides were posted on the project website for residents to view.

Like past projects, the City used the InputID web tool to gather additional resident feedback. Residents were mailed an informational letter on accessing and using the tool in December 2024. The InputID system allows residents to add comments on a map and to like or dislike others' comments. Staff have received a number of comments about the project using this online tool. The comments included concerns regarding speeding and safety along Prosperity Road, drainage concerns, comments on the poor condition of the street pavement, and the need for additional street lighting. Staff will continue to monitor the comments throughout the design.

Additional neighborhood meetings and stakeholder communications are planned throughout the public improvement process. These communications will continue conversations with area residents

and ensure that everyone affected by the potential project is well-informed and has had multiple chances to provide input. A second neighborhood meeting was held on February 19 to update residents on the project and answer any questions they may have prior to the public hearing.

### **Assessments**

An independent appraisal firm has been hired to provide an opinion of special benefit received by properties within the project area. This information will ultimately be used to determine the assessment amounts for the project area. The preliminary rates established in the City's Special Assessment Policy were used to generate a preliminary assessment roll for budgeting purposes.

Based on the City of Maplewood's Pavement Management Policy, parcels are assessed on an equal "unit" basis. However, per Minnesota State Statute 429, the assessment amount cannot be greater than the benefit received by the property from improvements.

Ultimately the special benefit appraisal report will determine the final assessment amounts for the properties proposed to be assessed as a part of the project. For the purposes of this report and establishing a project financing plan, the preliminary assessment rate(s) are as follows.

- Residential
  - Full Reconstruction Rate, Single Family Unit = \$6,600/Unit
  - Pavement Rehabilitation Rate, Single Family Unit = \$3,450/Unit
- Commercial/Multi-Family
  - Full Reconstruction Rate = \$132.00/Front-Foot

The assessment hearing is currently proposed for September 2025.

### **Estimated Project Cost**

The total estimated project cost is outlined below:

<b>Estimated Project Cost Summary</b>		
<b>Proposed Improvements</b>	<b>Total Amount</b>	<b>% of Total</b>
Street Improvements	\$5,603,900	59%
Drainage Improvements	\$2,496,700	26%
Sanitary Sewer Improvements	\$583,400	4%
Water System Improvements	\$904,300	11%
<b>Total Estimated Project Cost:</b>	<b>\$9,588,300</b>	<b>100%</b>

The estimated costs include 10% contingencies and 12% overhead (geotechnical, legal and fiscal expenses).

### **Preliminary Project Funding Plan**

The improvements are proposed to be financed through a combination of Environmental Utility Fund, General Obligation (GO) Bonds, Sanitary Sewer Fund, Special Benefit Assessment, St. Paul Regional Water Services (SPRWS), Street Revitalization Fund, and Water Area Fund. After the special benefits appraisal is received, the financing plan will be updated.

<b>Preliminary Project Funding Plan</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
General Obligation (G.O.) Improvement Bonds	\$2,419,941	25%
Street Revitalization Fund	\$2,451,639	26%
Environmental Utility Fund	\$1,863,000	20%
Sanitary Sewer Fund	\$583,400	6%
Water Area Fund (WAC)	\$133,300	1%
St. Paul Regional Water Services (SPRWS)	\$771,000	8%
Special Benefit Assessment	\$1,366,020	14%
<b>Total Estimated Project Funding:</b>	<b>\$9,588,300</b>	<b>100%</b>

The total estimated project cost is roughly \$548,000 higher than the approved CIP. This is due to higher than anticipated drainage improvement costs at the feasibility level versus the CIP. These additional costs will be covered by larger contributions from the Street Revitalization Fund and the Environmental Utility Fund. Overall bonding levels are estimated to be roughly \$113,000 less than the CIP estimate. The estimated project costs and the preliminary project funding plan have been reviewed by the Finance Director.

### **Project Schedule**

The following is a tentative schedule for City Project 24-12.

<b>Project Schedule</b>	<b>Date</b>
Order Preparation of Feasibility Study	8/12/2024
Neighborhood Meeting #1 (South Leg Area only)	12/18/2024
Neighborhood Meeting #1 (Prosperity-Hazelwood Area only)	12/19/2024
City Council Meeting   Accept Feasibility Study, Order Public Hearing, Authorize Preparation of Plans and Specifications	1/27/2025
Neighborhood Meeting #2 (South Leg and Prosperity-Hazelwood Area)	2/19/2025
City Council Meeting   Public Hearing and Order Improvement	2/24/2025
City Council Meeting   Approve Plans and Specifications, Authorize Advertisement for Bids, Authorize Preparation of Assessment Roll	March 2025
Bid Opening	April 2025
City Council Meeting   Award Contract	May 2025
Neighborhood Meeting #3 (Construction Information)	May 2025
Begin Construction	June 2025
City Council Meeting   Accept Assessment Roll and Order Assessment Hearings	August 2025
Neighborhood Meeting #4 (Assessment Information)	August 2025
City Council Meeting   Assessment Hearing and Adopt Assessment Roll	September 2025
Complete Construction	September 2025
Assessments Certified to Ramsey County	November 2025

### **Attachments:**

1. Resolution Ordering Improvements
2. Project Location Map
3. Public Hearing Presentation

**RESOLUTION  
ORDERING IMPROVEMENT  
City Project 24-12**

WHEREAS, a resolution of the City Council adopted January 27<sup>th</sup>, 2025, set a date for a council hearing on the proposed street improvements for the 2025 Maplewood Street Improvements, City Project 24-12; and

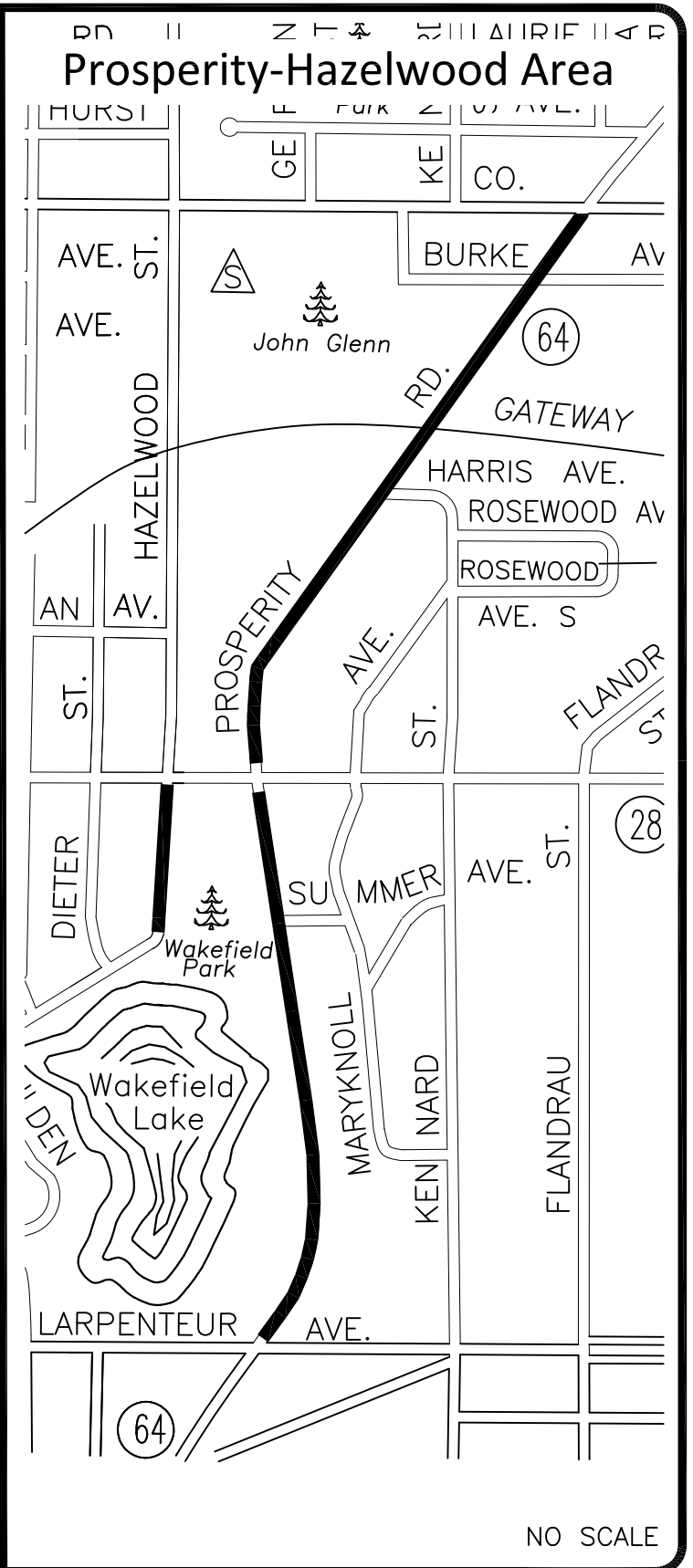
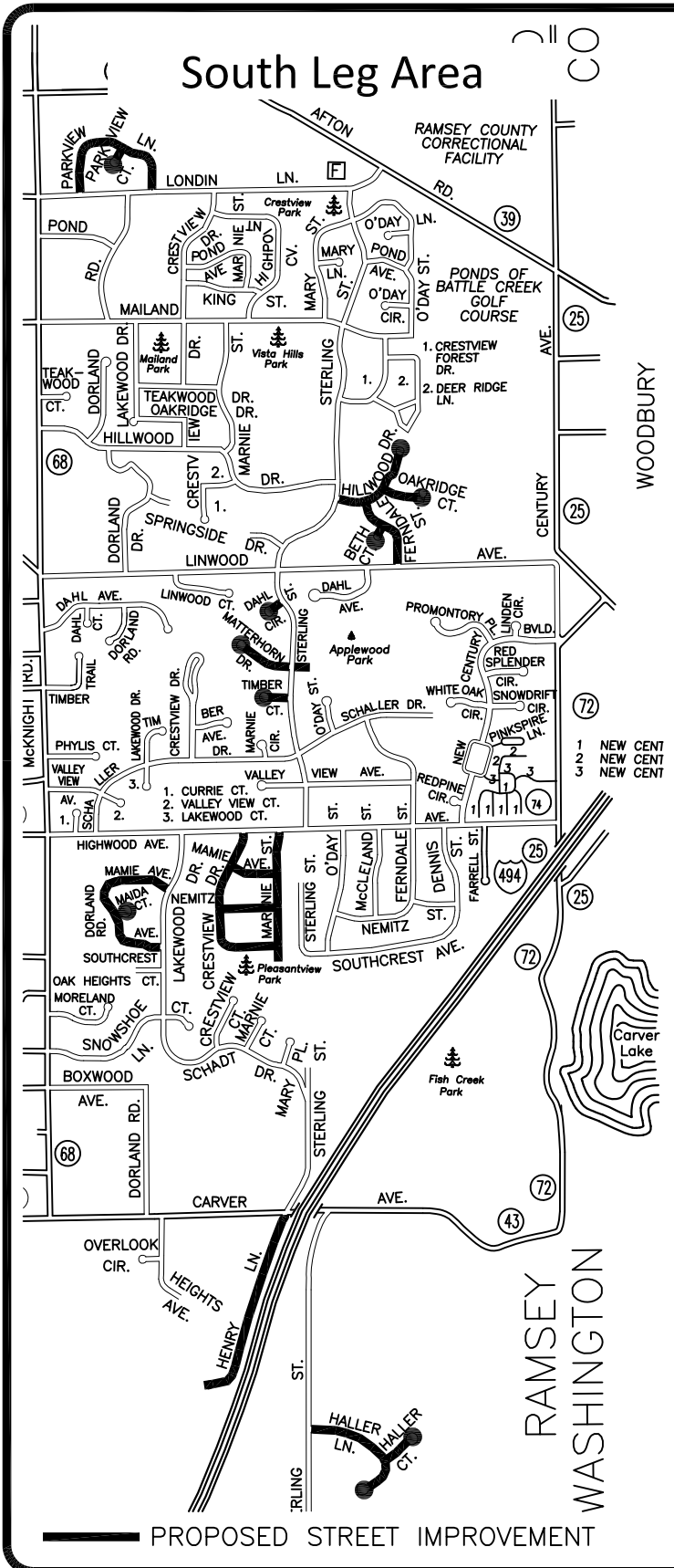
WHEREAS, notice was mailed ten days in advance to property owners and notice of the hearing was published, and the hearing was held on February 24<sup>th</sup>, 2025; at which all persons desiring to be heard were given an opportunity to be heard on the matter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Maplewood, Minnesota:

1. Such improvement is necessary, cost-effective and feasible as detailed in the feasibility report.
2. Such improvement is ordered as proposed in the Council resolution adopted on January 27<sup>th</sup>, 2025.
3. The City Engineer, or his designee, is the designated engineer for this improvement project and is directed to prepare final plans and specifications.
4. The Finance Director is authorized to make the financial transfers necessary for the improvement. The proposed financing plan is as follows:

<b>Estimated Project Cost Recovery</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
General Obligation (G.O.) Improvement Bonds	\$2,419,941	25%
Street Revitalization Fund	\$2,451,639	26%
Environmental Utility Fund	\$1,863,000	20%
Sanitary Sewer Fund	\$583,400	6%
Water Area Fund (WAC)	\$133,300	1%
St. Paul Regional Water Services (SPRWS)	\$771,000	8%
Special Benefit Assessment	\$1,366,020	14%
<b>Total Estimated Project Funding:</b>	<b>\$9,588,300</b>	<b>100%</b>

Approved this 24<sup>th</sup> day of February 2025.



## 2025 Maplewood Street Improvements

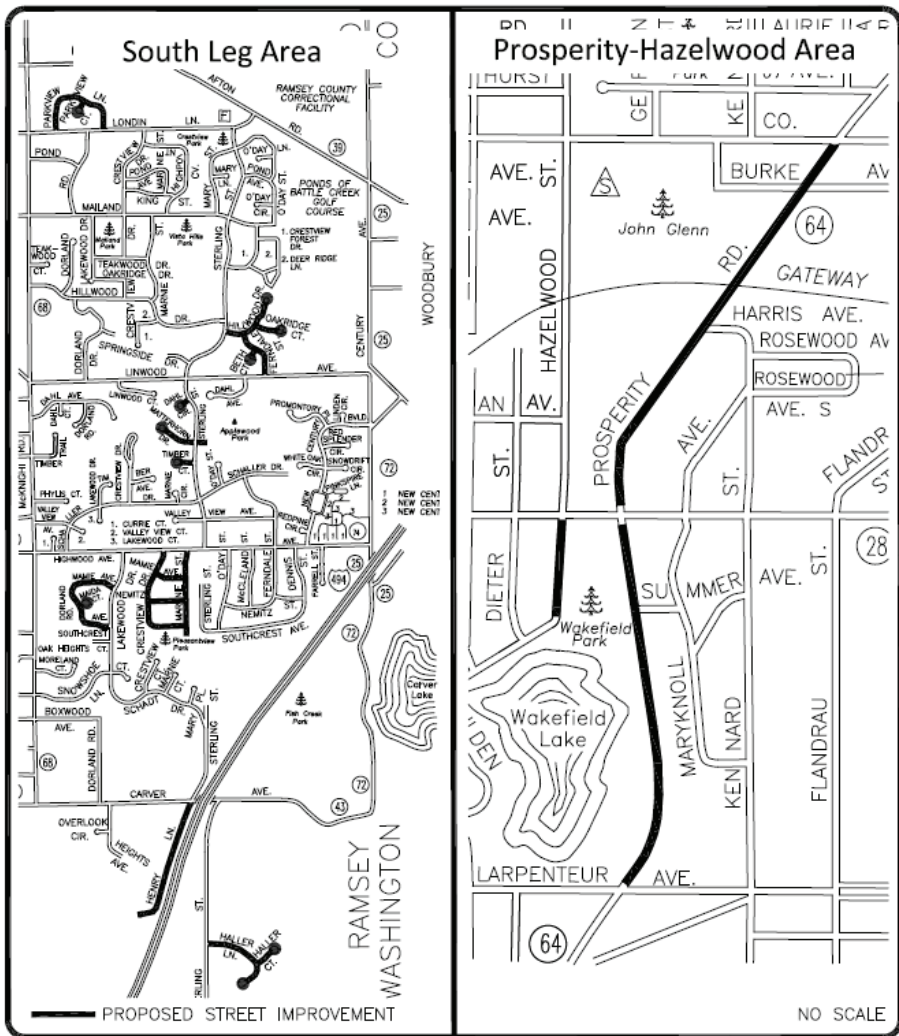
### City Project 24-12





# 2025 Maplewood Street Improvements City Project 24-12

February 24, 2025

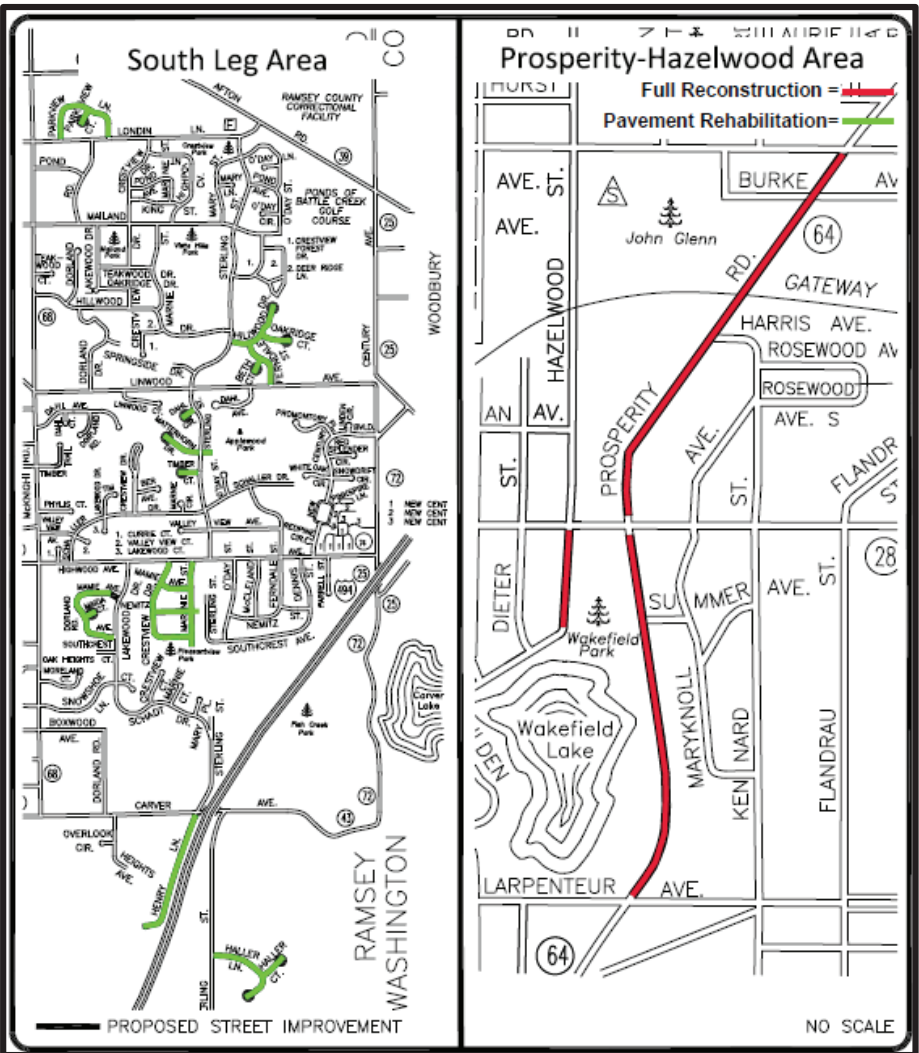


## Why These Streets?

- Poor pavement condition
  - 4.4 Miles in Length
  - Average PCI Rating – 42/100
- Concrete curb and gutter
  - Prosperity-Hazelwood area lacks curb and gutter
  - Spot replacement of existing curb in South Leg area
- Degraded Utilities
- Lack of pedestrian and bicycling facilities on Prosperity Road



Prosperity Road near Frost Avenue



## Project Scope – Pavement Rehabilitation Streets

- Pavement reclamation
- New asphalt pavement
- Spot replacement of concrete curb
- Repairs to storm sewer system
- Replace sanitary sewer castings
- Upgrades to water main
- Restore driveways and boulevards



Reclamation on Cope Avenue (2022)



Water main replacement Cope Avenue (2022)

## Project Scope – Full Reconstruction Streets

- Living Streets Policy guides design
- Remove and replace pavement, aggregate base and poor subgrade soils
- New asphalt pavement
- New concrete curb and gutter
- 8' trail on west side of Prosperity Road
- Upgrade storm and sanitary sewer system
- Replace water main on Hazelwood Street
- Restore driveways and boulevards



## Resident Communication

- Project Kickoff Letter– August 2024
- Informational Packet – December 2024
  - Project Location Map, FAQ Brochure, Assessment Information
- Neighborhood Meeting #1 – December 18 & 19, 2024
- Released Online Mapping Tool for Resident Feedback - December 2024
- Neighborhood Meeting #2 – February 2025
  - Design updates based on community feedback



## Resident Communication

### Concrete curb and gutter in Haller neighborhood

- Area residents expressed that concrete curb and gutter was not needed or wanted in the Haller neighborhood.
- Residential Estate zoning unique to this neighborhood
- No curbing proposed in Haller area

### Parking on Prosperity Road

- Some area residents expressed the need to maintain on-street parking
- City sent out survey to gather further input
- On-street parking bays will be provided where possible

### Street Lighting Needs

- Some area residents noted the need for additional street lighting
- All project streets will be reviewed to ensure lighting meets City Policy

## Estimated Project Cost - \$9,588,300

### Project Funding

- G.O. Improvement Bonds - \$2,419,941
- Street Revitalization Fund - \$2,451,639
- Environmental Utility Fund - \$1,863,000
- Sanitary Sewer Fund - \$583,400
- W.A.C. Fund - \$133,300
- St. Paul Regional Water Services - \$771,000
- Special Benefit Assessments - \$1,366,020



## What is a Special Assessment?

- Funding source utilized to finance a portion of public improvements
- Maximum rates set by City Council on a yearly basis.
- Independent appraisal firm hired to determine benefit received by properties.
- Per Minnesota State Statute 429 the assessment amount cannot be more than the direct benefit to the property.

## Special Assessment

- Assessment Hearing – September 2025
- Prior to the Assessment Hearing
  - Residents will be mailed an official assessment notice
    - Assessment amount
    - Payment options
    - Deferral options
    - Right to object
- Neighborhood meeting in the summer of 2025 to cover assessments



## Tentative Project Schedule

- Council Receives Feasibility Study – January 27, 2025
- Neighborhood Meeting #2 – February 2025
- Public Hearing – February 24, 2025
- Award of Contract – April 2025
- Neighborhood Meeting #3 – May 2025
- Construction Timeline – June to November 2025
- Assessment Hearing – September 2025

## Recommendation

- Hold a Public Hearing
- Approve Resolution Ordering the Improvement for the 2025 Maplewood Street Improvements, City Project 24-12 (Four affirmative votes are required to approve this resolution).

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**CITY COUNCIL STAFF REPORT**  
Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Andrea Sindt, City Clerk  
Christine Evans, Deputy City Clerk

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** 2024 Alcohol Compliance Failures

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The Maplewood Police Department conducts alcohol compliance checks on all liquor license holders in the city at least once a year. The most recent checks occurred on November 7 & December 14, 2024 and resulted in two first-time failures out of the 53 establishments. In each instance, an employee sold alcohol to an underage buyer. Criminal complaints were issued to the employees for the offenses, which have been or will be prosecuted. In addition, the city council may impose civil penalties on the businesses where the compliance failures occurred.

**Recommended Action:**

Motion to approve the compliance failure penalties as proposed by staff.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☐ Financial & Asset Mgmt ☐ Environmental Stewardship  
☐ Integrated Communication ☒ Operational Effectiveness ☐ Targeted Redevelopment

MN §340a.415 authorizes cities to suspend or revoke a license, or impose a civil penalty of up to \$2,000 for each violation of state statute or city ordinance regulating alcohol.

**Background**

Although heard at the February 10, 2025 council meeting, council moved to continue the item to the February 24, 2025 meeting as no representation of the establishment with the failure was present. Representation of Crooked Pint Ale House has confirmed they will be present.

Alcohol compliance checks have been regularly conducted since 2000. In the past, city councils have opted to not establish strict guidelines for penalties on the basis that compliance failure situations differ, and therefore may warrant varied penalties.

While the City does not have specified fines for alcohol compliance failures, past practice has been to adhere to the following guidelines for imposing penalties which occur within five years of each other: \$500 for the first offense, \$1,000 for the second offense, and \$2,000 for the third offense. In addition, and depending on the nature of the failure or proximity of multiple failures in relation to each other, suspension or possible revocation of the license may also be imposed.

Although two businesses sold to the underage buyer, one of the businesses has since closed. The remaining business has been notified of the proposed civil penalty against them and were notified that a representative from the business is required to attend the February 10, 2025 City Council meeting.

#### **2024 Alcohol Compliance Failures**

Business Name – Address	Compliance Date	Staff Proposed Fine
Crooked Pint Ale House - 1734 Adolphus Street	11/7/2024	\$500.00
TGI Fridays - 3087 White Bear Avenue	11/7/2024	\$0 Business Closed, no fine proposed

#### **Attachments**

None

**CITY COUNCIL STAFF REPORT**

Meeting Date February 24, 2025

**REPORT TO:** Michael Sable, City Manager

**REPORT FROM:** Danette Parr, Community Development Director

**PRESENTER:** Danette Parr, Community Development Director

**AGENDA ITEM:** Contract for Demolition, 1279 Ripley Avenue East

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☒ Contract/Agreement ☐ Proclamation

**Policy Issue:**

In 2024 the City Council ordered the abatement of a hazardous building and public nuisance conditions at 1279 Ripley Avenue East. In preparation for the demolition of the hazardous structure, an asbestos report was completed, and quotes were sought. Approving the contract will allow for the demolition and mitigation of hazardous conditions.

**Recommended Action:**

Motion to approve a contract with Kevitt Companies for the demolition of 1279 Ripley Avenue East and authorize the City Manager and Mayor to sign the contract.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: Statutory and city code provisions  
 authorize the city to recover enforcement and demolition costs via special assessments against the property.

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☐ Financial & Asset Mgmt ☒ Environmental Stewardship  
☐ Integrated Communication ☒ Operational Effectiveness ☐ Targeted Redevelopment

Code enforcement is a key function of city services, and the use of abatement is a tool to compel compliance and remove unsafe nuisance structures.

**Background:**

The single-family dwelling at 1279 Ripley Avenue East has been the subject of numerous code violations over the years. Throughout this time, numerous attempts were made to have the substandard conditions remedied. The structure eventually became unoccupied and continued to decline. In February of 2024 staff inspected the inside and the surrounding grounds. Based on the

findings of that inspection, staff and our city attorney believed the property and the structure to be hazardous, unsafe and a public nuisance under state law and city code.

In July of 2024 the City Council approved a resolution ordering the abatement of a hazardous building and public nuisance conditions at 1279 Ripley Avenue East. It was determined that the most suitable way to restore the property to a safe, sanitary, and code-compliant condition was to have the structure removed and the site restored. Since all necessary legal considerations have been completed, the city sought two bids to carry out this work. The lowest qualified bid was offered by Kevitt Companies in the amount of \$32,900 and includes the mitigation of asbestos within the structure.

**Attachments:**

1. Contract for Demolition of 1279 Ripley Avenue East

## **AGREEMENT FOR DEMOLITION AND SITE RESTORATION SERVICES**

This Agreement for Demolition and Site Restoration Services (the “Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the city of Maplewood, a Minnesota municipal corporation (the “City”), and Kevitt Companies (the “Contractor”).

### **I. SERVICES; CONTRACTOR REPRESENTATIONS.**

A. The Contractor agrees to perform, in accordance with this Agreement, all work associated with the demolition and removal of the hazardous structure located at 1279 Ripley Avenue East, Maplewood, Minnesota (the “Property”) and all associated site restoration work, including, without limitation, all items expressly listed in the Contractor’s proposal (the “Proposal”) attached hereto as Exhibit A (collectively, the “Services”). The Proposal is incorporated into this Agreement as if fully set forth herein; provided, however, that in the event of any conflict between this Agreement and the Proposal, this Agreement shall control.

B. Following a written notice to proceed from the City, the Contractor will perform the Services required herein. Such Services will begin on a date mutually agreed upon by the City and the Contractor. Notwithstanding the foregoing, and unless caused by any unforeseen circumstances or events outside of the Contractor’s control, all Services must be completed by the Contractor within 60 days of the City’s written notice to proceed.

C. Execution of this Agreement by the Contractor is a representation that the Contractor has visited the Property, is familiar with local conditions under which the Services are to be performed, and correlated its personal observations with the requirements of this Agreement. The Contractor further represents that it is thoroughly familiar with the nature, location, and character of the general area in which the Services are to be performed, including, without limitation, the type and quantity of all necessary equipment, materials, supplies, tools, and labor needed to complete the Services in the manner and within the costs and time frame required by this Agreement. Further, the Contractor recognizes the degree of care required with respect to the safety and protection of individuals and property on and near the Property and the cleanliness of the Property.

D. The Contractor shall supervise and direct the work related to all Services using the Contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Services required under this Agreement. All Services and work performed by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional contractors currently providing similar services.

### **II. COMPLETION AND FINAL INSPECTION; PAYMENT.**

A. Upon receipt of notice from the Contractor that the Services have been completed in accordance herewith and the Property is ready for final inspection and approval, the City shall perform such inspections that it deems reasonably necessary and, only when it deems the work as acceptable and the Services fully performed, it shall make final payment to the Contractor in the amount provided in subsection II.B below. Acceptance of final payment by the Contractor shall constitute a waiver of claims against the City for the work performed hereunder.

B. Following the satisfactory completion of the Services, the City will pay the Contractor \$32,900 (the “Fee”), as provided in the Proposal. The Fee includes all work to be performed by the Contractor, including all associated expenses expected to be incurred by the Contractor in carrying out the Services, and the City shall not be responsible for payment of additional money or for any additional work performed by the Contractor that is not expressly required or authorized herein. For the avoidance of doubt, this is a lump sum contract, and change orders for additional payment will not be granted as a result of the Contractor under-estimating quantities of material(s), supplies, equipment, or work hours needed to complete the Services. The City may withhold payment to the Contractor in whole or in part to the extent reasonably necessary to protect it from loss because of: (i) defective work not remedied; (ii) failure of the Contractor to make payments to subcontractors or for labor, materials, or equipment; or (iii) persistent failure by the Contractor to carry out the work and Services in accordance with this Agreement.

### **III. TERM OF AGREEMENT; TERMINATION.**

This Agreement shall terminate upon completion of all Services by the Contractor and the Contractor’s acceptance of final payment of the Fee, as contemplated in section II above. Additionally, the City may terminate this Agreement at any time for any reason or no reason at all by providing the Contractor with written notice of immediate termination. The parties may also, by mutual written agreement, terminate this Agreement at any time. In the event of termination, the Contractor shall be paid for any work actually completed prior to the date of termination, and the provisions in sections IV, V, and VII of this Agreement shall survive termination.

### **IV. INDEPENDENT CONTRACTOR.**

All Services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or Services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or Services pursuant to this Agreement, shall not be the obligation or responsibility of the City. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City’s employees, except as otherwise stated herein.

### **V. INDEMNIFICATION.**

The Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or Services pursuant to this Agreement, hereby agrees to indemnify, defend, and hold harmless the City and its officials, employees, contractors and agents from any loss, claim, liability, and expense (including reasonable attorneys’ fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or Services pursuant to this Agreement. In no event shall the City be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing contained herein shall be deemed a waiver by the City of any liability limits that it is duly afforded under law.

## **VI. INSURANCE.**

A. The Contractor agrees to maintain, throughout the term of this Agreement and at its own expense, any workers' compensation insurance coverage required by state law. Additionally, the Contractor also agrees to maintain, throughout the term of this Agreement and at its own expense, general commercial liability and automobile coverage insuring the Contractor against claims for bodily injury, death, or property damage arising out of the Contractor's business activities and its use of automobiles. Coverage amounts for the general commercial liability policy may not be less than \$1,500,000 per occurrence for bodily injury or death and \$1,500,000 per occurrence for property damage, and the combined single limit for the Contractor's automobile policy may not be less than \$1,000,000.

B. The City shall be named as an additional insured on the general commercial liability and automobile policies required above. Prior to performing any work under this Agreement, the Contractor will provide the City with a certificate of insurance showing evidence of the required policies and proof that the City is named as an additional insured on such policies.

## **VII. MISCELLANEOUS PROVISIONS.**

### **A. Entire Agreement.**

This Agreement shall constitute the entire agreement between the City and the Contractor regarding the Services on the Property and supersedes any other written or oral agreements between the City and the Contractor. This Agreement can only be modified in writing signed by the City and the Contractor.

### **B. Data Practices Act Compliance.**

Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the City concerning data requests.

### **C. Audit.**

The Contractor shall provide the City with access to any books, documents, papers, and records which are directly pertinent to the Agreement, for the purpose of making audit, examination, excerpts, and transcriptions, for six years after final payments and all other pending matters related to this Agreement are closed.

### **D. Choice of Law and Venue.**

This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts in Ramsey County, Minnesota and the parties waive any objections to jurisdiction.

### **E. No Assignment.**

This Agreement may not be assigned by either party.

**F. No Discrimination.**

The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any this section may lead to immediate termination of this Agreement.

**G. Agreement Not Exclusive.**

The City retains the right to hire other additional contractors in the City's sole discretion.

**H. Notices.**

Notices required hereunder shall be deemed satisfactorily delivered if sent by either United States certified mail, return receipt requested, or email to the following party representatives or their successors:

To the City:                      City of Maplewood  
   Attn: City Manager  
   1830 County Rd B E  
   Maplewood, MN 55109  
   Email: [Michael.Sable@MaplewoodMN.gov](mailto:Michael.Sable@MaplewoodMN.gov)

To the Contractor:            Kevitt Companies  
   3335 Pennsylvania Avenue N.  
   Crystal, MN 55427  
   Email: \_\_\_\_\_

**I. Compliance with Laws.**

The Contractor shall exercise due care in carrying out all work and Services required hereunder and shall further comply with any and all applicable federal, state and local laws, rules, ordinances and regulations while performing such work and Services. This includes, but is certainly not limited to, securing any and all permits required to perform the Services.

[signature page to follow]

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

**CITY OF MAPLEWOOD:**

By: \_\_\_\_\_  
Marylee Abrams, Mayor

By: \_\_\_\_\_  
Michael Sable, City Manager

**CONTRACTOR:**

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

Its: \_\_\_\_\_

## EXHIBIT A The Proposal



*3335 Pennsylvania Ave N  
Crystal, MN 55427  
763-545-3557  
[www.kevitt.com](http://www.kevitt.com)*

<b>To:</b>	City of Maplewood	<b>Contact:</b>	Danette Parr
<b>Address:</b>	1902 County Rd B E, Maplewood, MN 55109	<b>Phone:</b>	
		<b>Email:</b>	Dannette.parr@maplewoodmn.gov
<b>Project Name:</b>	Demolition – 1279 Homestead	<b>Bid Number:</b>	2025-CL3
<b>Project Location:</b>	1279 Ripley Ave E, Maplewood, MN	<b>Bid Date:</b>	02/13/2025

### DEMOLITION

MOBILIZATION/DEMOLITION  
PERMITS  
1279 DEMOLITION/FOUNDATION REMOVAL/DISPOSAL  
REMOVAL/DISPOSAL OF SHED AND YARD DEBRIS  
CONCRETE REMOVAL/DISPOSAL

### EROSION CONTROL

PERIMETER EROSION CONTROL  
INLET PROTECTION (IF APPLICABLE)  
HYDROSEED DISTURBED AREAS

### EARTHWORK

IMPORT AND COMPACTION OF CLEAN SOILS/FILL BASEMENT

### UTILITIES

DISCONNECT WATER & SANITARY SEWER AT PROPERTY LINE

**BASE BID TOTAL \$24,100.00**

### Alternate 1

HAZARDOUS MATERIALS & MSW REMOVAL/DISPOSAL  
ASBESTOS REMOVAL/DISPOSAL

**Alt 1 Total \$8,800.00**

**TOTAL \$32,900.00**

#### Notes

- Excludes:

Asbestos survey and abatement/removal, MSW removal, and hazardous material removal (from base bid), storm sewer disconnect and/or removal, soil correction, tree removal, buried debris & rock removal or disposal, sidewalk and curb restoration or road restoration, piling, dewatering, removal/relocation or temp hanging of existing public or private utilities, SAC & WAC charges, import of any soil (other than listed above), to include topsoil, structural or planting soils, landscaping, Surveying, Utility Rerouting/Disconnects other than listed above, elevator decommissioning and removal, and any work or restoration in right of way.

**Payment Terms:**

Acceptance of Proposal & Pre-Lien Notice: The above prices, specifications and conditions are satisfactory & hereby accepted. You are authorized to do the work as specified. If conditions are encountered at the project site which are subsurface, unknown or are not found under normal building conditions, an adjustment to the contract will be required.

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Terms: **30 days** from date of invoice. a finance charge of 1.5% per month (18% annual) charged on all past due accounts.

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted. <b>Buyer:</b> <b>Signature:</b> <b>Date of Acceptance:</b>	<b>CONFIRMED:</b> <b>Kevitt Excavating</b>  <b>Authorized Signature:</b> <b>Estimator: Crystal Leckelt</b>
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