

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, June 09, 2025  
City Hall, Council Chambers  
Meeting No. 11-25

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. May 27, 2025 City Council Workshop Meeting Minutes
2. May 27, 2025 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. Swearing-In Ceremony for Firefighter's Tyler Orlando, Seth Miller, Ryan Hang, Wendy Mainka, Emma Johnson and Dedric Payne

**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. Resolution to Not Waive the Statutory Tort Liability Limits
3. Local Lawful Gambling Permit for Associated General Contractors of MN, Keller Golf Course, 2166 Maplewood Drive
4. 2025 Stump Grinding Contract
5. Redevelopment Grant Program Agreements between the Minnesota Department of Employment and Economic Development, the City of Maplewood and Beacon Acquisition, LLC
6. First Amendment of Metropolitan Livable Communities Act Pre-Development Grant Agreement, Rice Street Gardens

**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. Assisted Living Facility, 2615 Maplewood Drive
  - a. Conditional Use Permit Resolution
  - b. Design Review Resolution
2. 2026 Strategic Plan Review

**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.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
6:00 P.M. Tuesday, May 27, 2025  
City Hall, Council Chambers

**CONCURRENT MEETING WITH THE**  
**MAPLEWOOD ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING**

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:00 p.m. by Mayor Abrams.

**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 Juenemann                      Ayes– All

The motion passed.

**D. UNFINISHED BUSINESS**

**1. Economic Development Strategy**

Community Development Director Parr introduced Breanne Rothstein, Thrive Consultant, to provide the presentation. City Manager Sable and Community Development Director Parr added additional information. Council asked questions and provided comments and suggestions.

No action required.

**E. NEW BUSINESS**

None

**D. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 6:53 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 P.M. Tuesday, May 27, 2025  
 City Hall, Council Chambers  
 Meeting No. 10-25

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:09 p.m. by Mayor Abrams.

Mayor Abrams reflected on Memorial Day and honored the men and women that have served our country.

**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**

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Cave                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. May 12, 2025 City Council Workshop Meeting Minutes**

Councilmember Lee moved to approve the May 12, 2025 City Council Workshop Meeting Minutes as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**2. May 12, 2025 City Council Meeting Minutes**

Councilmember Juenemann moved to approve the May 12, 2025 City Council Meeting Minutes as submitted.



Seconded by Councilmember Lee

Ayes – All

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**

None

**3. FBI-LEEDA Agency Trilogy Award**

Public Safety Director Bierdeman gave the staff report. City Manager Sable provided further comments.

No action required.

**4. Maplewood Residential Recycling and Trash Collection Annual Report**

Sustainability Coordinator Finwall gave the staff report. Willie Tennis, Owner, and Alexia Hieserich, City Liaison, with Tennis Sanitation, gave the recycling annual review. Beverly Mathiasen, Municipal Sales Manager with Republic Services, gave the trash annual report.

Councilmember Cave moved to approve the 2025 residential recycling and trash collection annual report.

Seconded by Councilmember Juenemann

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 Lee moved to approve agenda items G1-G7.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Lee moved to approve the approval of claims.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## **2.    Cellebrite Service Agreement for the Maplewood Police Department**

Councilmember Lee moved to approve the Cellebrite service agreement for the Maplewood Police Department.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## **3.    Affordable Homeownership Grant Program Agreements between the Metropolitan Council, the City of Maplewood and Twin Cities Habitat for Humanity**

Councilmember Lee moved to approve and authorize the mayor and city manager to execute the Metropolitan Livable Communities Act Grant Agreement between the Metropolitan Council and the City of Maplewood and the Livable Communities Demonstration Account Affordable Homeownership Grant Program Subgrant Agreement between City of Maplewood and Twin Cities Habitat for Humanity for a \$525,000 Affordable Homeownership Grant.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## **4.    ICMA/Economic Mobility and Opportunity Subgrant Agreement**

Councilmember Lee moved to approve the ICMA/Economic Mobility and Opportunity Subgrant Agreement and authorize the appropriate staff to execute the agreement.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## **5.    Fifth Amendment to Maplewood Community Center Operating Agreement**

Councilmember Lee moved to approve the Fifth Amendment to Maplewood Community Center Operating Agreement with the YMCA of the North.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## 6. Strategic Plan Update for First Quarter of 2025

Councilmember Lee moved to accept the Strategic Plan Report for First Quarter of 2025.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## 7. Resolution Approving Grant Agreement with the Metropolitan Council for Inflow and Infiltration Improvements

Councilmember Lee moved to approve the resolution regarding a grant agreement with the Metropolitan Council for inflow and infiltration improvements.

### Resolution 25-05-2405

#### APPROVAL OF GRANT AGREEMENT WITH THE METROPOLITAN COUNCIL FOR INFLOW AND INFILTRATION IMPROVEMENTS

WHEREAS, the City Council of Maplewood, Minnesota, has heretofore approved the grant agreement between the City of Maplewood and the Metropolitan Council for inflow and infiltration improvements as a part of the 2023 Grant Program.

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

1. The City Engineer is hereby authorized to enter into the grant agreement.

Seconded by Councilmember Juenemann                      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. Resolution Providing for the Issuance and Sale of General Obligation Improvement Bonds, Series 2025A, \$2,680,000**

Finance Director Rueb gave the staff report. Bruce Kimmel, Senior Municipal Advisor with Ehlers, gave the pre-sale report.

Councilmember Juenemann moved to approve the Resolution Providing for the Issuance and Sale of General Obligation Improvement Bonds, Series 2025A, to be issued in the Proposed Aggregate Principal Amount of \$2,680,000.

Resolution 25-05-2406

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF GENERAL OBLIGATION IMPROVEMENTS BONDS, SERIES 2025A

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

Section 1. Authorization; Purpose. It is hereby determined to be in the best interests of the City to issue its General Obligation Improvement Bonds, Series 2025A, pursuant to Minnesota Statutes, Chapters 429 and 475 (the "Bonds"), for the purpose of financing various street improvement projects, in the City (the "Projects") and paying costs of issuance of the Bonds.

Section 2. Municipal Advisor. The City has retained Ehlers & Associates, Inc. in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor. Ehlers is hereby authorized, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), to solicit bids for the Bonds on behalf of the City on a competitive basis without requirement of published notice.

Section 3. Adjustment of Principal Amount of Bonds. The principal amount of the Bond issue shall be adjusted in accordance with staff recommendations upon receipt of bids for the financed Projects, provided that the principal amount shall be approximately \$2,680,000.

Section 4. Award and Sale. The City Council shall meet on June 23, 2025, at 7:00 p.m., or such other time deemed acceptable to the Council, for the purpose of considering sealed bids for the purchase of the Bonds and of taking such action thereon as may be in the best interest of the City.

Section 5. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

Seconded by Councilmember Lee

Ayes – All

The motion passed.

## **2. 2025 Public Works Consultant Pool Update**

Public Works Director Love gave the staff report.

Councilmember Juenemann moved to authorize the Mayor and City Manager to enter into Professional Service Agreements for consultant services with the following consultant firms:

- Bolton & Menk, Inc.
- Isthmus Engineering
- Kimley-Horn and Associates, Inc.
- LHB, Inc.
- Short Elliott Hendrickson, Inc.
- SRF Consulting Group
- TKDA
- WSB

Minor changes to the Professional Service Agreements are authorized as approved by the City Attorney.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

#### **K. AWARD OF BIDS**

- 1. 2025 Maplewood Street Improvements, City Project 24-12**
  - a. Resolution Receiving Bids and Awarding Construction Contract**
  - b. Authorize Use of Bolton and Menk, Inc. for Construction Surveying Services**

Public Works Director Love introduced Assistant City Engineer Jarosch who gave the presentation.

Councilmember Lee moved to approve the resolution receiving bids and awarding a construction contract for the 2025 Maplewood Street Improvements, City Project 24-12, to Park Construction Company for the Base Bid only.

#### Resolution 25-05-2407

#### **RECEIVING BIDS AND AWARDING CONSTRUCTION CONTRACT CITY PROJECT 24-12**

WHEREAS, a resolution was passed by the City Council on April 14, 2025, approving plans and specifications and advertising for bids for 2025 Maplewood Street Improvements, City Project 24-12; and

WHEREAS, the plans and specifications were advertised for bids according to Minnesota Statutes Chapter 429, bids were received, opened tabulated according to the law and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Total of Base Bid</u>
1. Park Construction Company	\$8,264,001.67
2. Bituminous Roadways	\$8,574,982.75
3. Forest Lake Contracting	\$9,415,493.40

AND WHEREAS, Park Construction Company is the lowest responsible bidder; and

WHEREAS, the proposed financing plan for the 2025 Maplewood Street Improvements, City Project 24-12 is shown below:

<b>Funding Source</b>	<b>Total Amount</b>
General Obligation (G.O.) Improvement Bonds	\$2,586,141
Street Revitalization Fund	\$2,451,639
Environmental Utility Fund	\$1,886,600
Sanitary Sewer Fund	\$584,300
Water Area Fund	\$82,500
St. Paul Regional Water Services (SPRWS)	\$860,400
Special Benefit Assessments	\$1,366,020
<b>Total Project Funding:</b>	<b>\$9,817,600</b>

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

1. The Mayor and City Manager are authorized and directed to enter into a contract with Park Construction Company in the name of the City of Maplewood for the 2025 Street Improvements, City Project 24-12, for the Base Bid Only, according to the plans and specifications approved by the City Council and on file in the office of the city engineer.
2. The Finance Director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project and to further prepare a budget adjustment based on final construction costs after project completion.

Seconded by Councilmember Villavicencio                      Ayes – All

The motion passed.

Councilmember Juenemann moved to authorize the use of Bolton and Menk, Inc. for construction surveying services and further authorize the Mayor and City Manager to sign the attached work order with Bolton and Menk, Inc.

Seconded by Councilmember Cave                              Ayes – All

The motion passed.

#### **L. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 7:55 p.m.

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 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:**

**June 23:** EDA: Beacon Interfaith Housing TIF Application  
Workshop: Habitat for Humanity Housing Discussion; Ramsey County  
 Commissioner Kelly Miller

**July 14:** Council Meeting: EDA Budget Discussion, St Paul Regional Water Services  
 Presentation

**July 28:** Workshop: YMCA Facility Report, Charitable Gambling Policy

**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:**

**Celebrate Summer**, July 16, 6 – 7:30 PM, Afton Heights Parks (63 Sterling Street N.)  
**Fishing With Friends**, July 17, 4 – 7 PM, Spoon Lake (2395 Keller Pkwy)  
**Tuj Lub Courts Grand Re-Opening**, Saturday July 19, 10 AM – Noon, Keller Regional Park  
**National Night Out**, August 5, Various times and locations (Party Registration Now Open)  
**Celebrate Summer**, August 13, 6 – 7:30 PM, Edgerton Park (2001 Edgerton Street N.)

**Maplewood Living Schedule:**

<b>Author</b>	<b>Due Date</b>	<b>Edition</b>
Villavicencio	June 17	July 2025
Lee	Aug 19	Sept 2025
Sable	October 16	November 2025
Abrams	December 15	January 2026
Juenemann	Feb 17	March 2026
Cave	April 16	May 2026
Villavicencio	June 16	July 2026
Lee	August 17	September 2026

All dates are subject to election filings.



**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Michael Mondor, Fire and EMS Chief

**PRESENTER:** Michael Mondor, Fire and EMS Chief

**AGENDA ITEM:** Swearing-In Ceremony for Firefighter's Tyler Orlando, Seth Miller, Ryan Hang, Wendy Mainka, Emma Johnson and Dedric Payne

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

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

**Policy Issue:**

Firefighter's Tyler Orlando, Seth Miller, Ryan Hang, Wendy Mainka, Emma Johnson and Dedric Payne will be officially sworn in with the Maplewood Fire Department.

**Recommended Action:**

For presentation purposes only.

**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

N/A

**Background:****Firefighter/Paramedic Tyler Orlando**

Firefighter Tyler Orlando joined the Maplewood Fire Department with a strong foundation in emergency medical services and fire suppression. Previously working for North Memorial, Lakeview EMS and Woodbury Fire/EMS. Tyler brings a calm and confident presence to every scene. He is known for his reliability and attention to detail, especially during high-pressure incidents. His caring nature is evident through his interactions with patients and his dedication to supporting family. Tyler's commitment to training and teamwork has made him a valued member of the Maplewood Fire Department.

**Firefighter/Paramedic Seth Miller**

Seth Miller serves with dedication and professionalism in his role as a firefighter/paramedic. Seth came to the Maplewood Fire Department after serving for several years with the Charleston, South Carolina

Fire Department. In addition, he was a firefighter intern with the Madison County Fire Department in Richmond, Kentucky. He has an impressive training background and can regularly be found sharing his knowledge with his fellow firefighters. Seth brings a calm demeanor, thoughtful approach, and strong technical skill to every challenge.

#### **Firefighter/Paramedic Ryan Hang**

Ryan Hang began his career with Maplewood Fire in September of 2021 as a Fire/EMS cadet. As a cadet, Ryan demonstrated a relentless commitment to completing required Fire and EMS training and he was the first Fire/EMS cadet to be sent to paramedic school by the department. Ryan was ultimately promoted to the full-time Firefighter/Paramedic position and has been a tremendous addition to our team. He is passionate about building relationships with our community and is quick to step up to represent the department in these activities. Ryan lives out our motto of Service Before Self, consistently demonstrating this value in both his professional duties and personal actions.

#### **Firefighter/Paramedic Wendy Mainka**

Wendy Mainka brings a passion for public service and community engagement to her role at Maplewood Fire. Wendy came to the Maplewood Fire Department after several years of service as a paid-on-call firefighter in Hastings. She possesses a bachelor's degree from Howard Payne University (TX) in Language Arts. Wendy is valued for her kindness, positivity and poise under stress. Wendy was recently recognized as the Century College Paramedic Program's Most Outstanding Student and has received the fire department's meritorious service, lifesaving and company citation awards in her first year of service with the Maplewood Fire Department.

#### **Firefighter/Paramedic Emma Johnson**

Emma Johnson joined the Maplewood Fire Department with a commitment to serving others and a focus on continuous improvement. Emma previously worked as a paid-on-call firefighter for the Isanti Fire District, a critical care paramedic for North Memorial EMS, and a paramedic for Lakes Regions EMS. She earned her Paramedic Diploma from Century College. Emma is respected for her empathy, clinical skills, and calm demeanor under pressure. Emma was recognized with the department's meritorious service, lifesaving and company citation awards in her first year of service with the Maplewood Fire Department.

#### **Firefighter/EMT Dedric Payne**

Firefighter Dedric Payne brings experience and a team-first attitude to the Maplewood Fire Department. Dedric has a strong foundation in fire suppression as he has served the West Metro Fire Department as a paid-on-call firefighter for several years. In addition, he worked for the City of St. Paul as a member of their BLS transport division. Dedric possesses an Associate of Arts Degree from Inver Hills Community College and played football for the University of Nebraska at Omaha and North Dakota State College. Dedric is passionate about helping people and making a difference in the lives of others. He is hoping to contribute to the Maplewood Fire Department's community outreach efforts with the goal of building relationships within the community.

#### **Attachments:**

None.

**CITY COUNCIL STAFF REPORT**

Meeting Date June 09, 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:**

\$ 912,663.69 Checks # 123171 thru # 123203  
dated 5/27/25

\$ 125,572.05 Checks # 123204 thru # 123230  
dated 6/03/25

\$ 493,419.45 Disbursements via debits to checking account  
dated 5/19/25 thru 6/01/25

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\$ 1,531,655.19 Total Accounts Payable

**PAYROLL**

\$ 755,961.860 Payroll Checks and Direct Deposits dated 05/23/25

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\$ 755,961.86 Total Payroll

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\$ 2,287,617.05 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
123171	5/27/2025	1047 3M	WHITE REFLECTIVE - 4090	\$ 413.44
123172	5/27/2025	7074 ADVANCE SPECIALTIES COMPANY	FIBER EXPANSION JOINT	83.00
123173	5/27/2025	1925 AMERICAN PRESSURE INC.	SOAP FOR NORTH PW PRESSURE WASHER	543.90
123174	5/27/2025	100 ANCOM	CITY SIREN MAINTENANCE	350.00
123175	5/27/2025	4862 BRKW APPRAISALS, INC.	CITY PROJ 24-12: 2025 MPLWD STREET IMP APPRAISAL	3,500.00
123176	5/27/2025	279 CEMSTONE PRODUCTS CO., INC.	RECYCLED BASE - HAZELWOOD PARK STORM	365.70
	5/27/2025	279 CEMSTONE PRODUCTS CO., INC.	BITUMINOUS MATERIAL - HAZELWOOD PARK STORM	2,227.56
123177	5/27/2025	464 EMERGENCY AUTOMOTIVE TECH, INC	PSA CARGORAXX FOR SQUAD 952	1,751.30
	5/27/2025	464 EMERGENCY AUTOMOTIVE TECH, INC	PSA CARGORAXX FOR SQUAD 958	1,751.30
	5/27/2025	464 EMERGENCY AUTOMOTIVE TECH, INC	PSA CARGORAXX FOR SQUAD 944	1,751.30
	5/27/2025	464 EMERGENCY AUTOMOTIVE TECH, INC	PSA CARGORAXX FOR SQUAD 959	1,751.30
123178	5/27/2025	479 EULL'S MANUFACTURING CO., INC.	CONCRETE RISER RINGS	1,345.00
123179	5/27/2025	531 FRA-DOR INC.	PULVERIZED BLACK DIRT	205.00
123180	5/27/2025	3759 HOTSYS MINNESOTA	CAR WASH SUPPLIES & SERVICE	545.07
123181	5/27/2025	755 JEFFERSON FIRE & SAFETY INC	TURNOUT GEAR LETTER PATCH	93.31
123182	5/27/2025	7007 LEGALSHIELD PPLSI	MONTHLY PREMIUM - MAY 2025	756.55
	5/27/2025	7007 LEGALSHIELD PPLSI	MONTHLY PREMIUM - APRIL 2025	756.55
123183	5/27/2025	3818 MEDICA	MONTHLY PREMIUM - JUNE 2025	248,377.53
123184	5/27/2025	5838 MINNESOTA BENEFIT ASSOCIATION	MONTHLY PREMIUM - JUNE 2025	116.85
123185	5/27/2025	4783 MINNESOTA STATE COLLEGES AND UNIVERSITIES	PIT TRAINING	1,290.00
123186	5/27/2025	1111 MOTOROLA SOLUTIONS, INC.	2025 CIP RADIOS	49,233.92
123187	5/27/2025	1126 NCPERS GROUP LIFE INS. MN	MONTHLY PREMIUM - JUNE 2025	384.00
123188	5/27/2025	7004 NICK DANLEY	SITE MANAGER 05/16/2025	247.46
	5/27/2025	7004 NICK DANLEY	SITE MANAGER 05/18/2025	384.93
123189	5/27/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	TRASH CARTS - RESIDENTIAL TRASH PROGRAM	11,174.40
	5/27/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	200 - 95 -GAL TRASH CARTS FOR TRASH PROGRAM	11,640.00
	5/27/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	TRASH CART WARRANTY CREDIT	(3,074.93)
	5/27/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	TRASH CART WARRANTY CREDIT	(3,996.97)
123190	5/27/2025	5103 PERFORMANCE PLUS LLC	MEDICAL EVALUATION EXAM	165.00
123191	5/27/2025	7215 PETER FISCHER	SITE MANAGER 05/08/2025	280.49
123192	5/27/2025	5812 ROGUE	FITNESS EQUIPMENT	13,751.11
123193	5/27/2025	3879 SANSIO	HANDTEVY INTEGRATION SETUP	796.00
	5/27/2025	3879 SANSIO	APRIL - DATA MAINTENANCE & SANFAX	665.00
123194	5/27/2025	4207 STRYKER SALES, LLC	AMBULANCE COT AND MAT	561.00
123195	5/27/2025	7196 WELLNESS THAT FITS, LLC	CRITICAL CASE DEBRIEF SERVICES	600.00
	5/27/2025	7196 WELLNESS THAT FITS, LLC	CRITICAL CASE DEBRIEF SERVICES	225.00
123196	5/27/2025	3247 WINNICK SUPPLY INC	12 INCH PIPE - HAZELWOOD PIPE	943.57
123197	5/27/2025	687 HUGO'S TREE CARE INC	HAZARD REMOVAL - 1839 KOHLMAN AVE	2,072.50
	5/27/2025	687 HUGO'S TREE CARE INC	HAZARD TREE REMOVAL - 1902 UPPER PARKING LOT	5,415.00
123198	5/27/2025	7095 JAYNE FRAHM	PLAN REVIEW SERVICES - MAY 2025	528.00
123199	5/27/2025	985 METROPOLITAN COUNCIL	WASTEWATER - JUNE	417,860.81
123200	5/27/2025	2043 OVERHEAD DOOR COMPANY	BAY DOOR SENSOR SERVICED	302.45
123201	5/27/2025	1337 RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - APRIL	614.64
	5/27/2025	1337 RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - APRIL 2025	6,068.17
	5/27/2025	1337 RAMSEY COUNTY-PROP REC & REV	DISPATCH SERVICES - APRIL 2025	40,385.08
123202	5/27/2025	4845 TENNIS SANITATION LLC	APRIL 2025 RESIDENTIAL RECYCLING CONTRACT	80,377.58
123203	5/27/2025	1190 XCEL ENERGY	ELECTRIC UTILITY	584.86
	5/27/2025	1190 XCEL ENERGY	ELECTRIC & GAS UTILITY	6,499.96
<b>33 Checks in this report.</b>				<u><u>\$ 912,663.69</u></u>

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

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
123204	6/3/2025	5972 BHE COMMUNITY SOLAR, LLC	MARCH 2025 COMMUNITY SOLAR GARDEN	\$ 11,148.82
123205	6/3/2025	279 CEMSTONE PRODUCTS CO., INC.	BITUMINOUS MATERIAL - HAZELWOOD PARK STORM	2,790.63
	6/3/2025	279 CEMSTONE PRODUCTS CO., INC.	BITUMINOUS MATERIAL - PATCHING	78.57
123206	6/3/2025	464 EMERGENCY AUTOMOTIVE TECH, INC	LIGHT REPLACEMENT ON VEHICLE	485.00
123207	6/3/2025	5275 FIRST STATE TIRE RECYCLING	TIRES FROM SPRING CLEAN UP AND PW YARD	2,143.70
123208	6/3/2025	3330 HOISINGTON KOEGLER GROUP INC	PROFESSIONAL SERVICES - 04/01/25 TO 04/30/25	261.25
123209	6/3/2025	7082 KEYSTONE CONTRACTING, LLC	STEEL POSTS FOR COUNTERTOP AND LABOR	310.00
123210	6/3/2025	4310 MCFOA	MCFOA REGION IV - TRAINING JUNE 10 (2 ATTENDEES)	60.00
123211	6/3/2025	986 METROPOLITAN COUNCIL	APRIL 2025 - MONTHLY SAC	19,681.20
123212	6/3/2025	5944 MIDAMERICA ADMIN & RETIREMENT SOLL	Q4 2024 ADMIN FEES MIDAMERICA	2,775.00
123213	6/3/2025	1044 MN FIRE SERVICE CERT BD	FIRE APPARATUS OPERATOR RECERTIFICATION	126.25
123214	6/3/2025	1 ONE TIME VENDOR	CITY PROJ 25-15: MCC EXT. COLUMN CONDITION ASMT	3,500.00
123215	6/3/2025	1 ONE TIME VENDOR	CH WELLNESS ROOM: MOVE 2 ELECTRICAL OUTLETS	360.70
123216	6/3/2025	1 ONE TIME VENDOR	REFUND 80% OF BLD-25-01103RB FEE PLUS SURTAX	117.00
123217	6/3/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	35/65 GALLON TRASH CARTS (ORDERED 9-2024)	18,000.00
	6/3/2025	5121 OTTO ENVIRONMENTAL SYS NA INC	35/65 GALLON TRASH CARTS (ORDERED 1-2025)	20,390.00
123218	6/3/2025	7215 PETER FISCHER	SITE MANAGER 5/10/2025	529.81
123219	6/3/2025	6111 QUADIENT FINANCE USA, INC.	POSTAGE MACHINE - CITY HALL	62.77
123220	6/3/2025	6111 QUADIENT FINANCE USA, INC.	SUPPLIES - PUBLIC WORKS POSTAGE MACHINE	202.75
123221	6/3/2025	1363 RETROFIT COMPANIES, INC.	APPLIANCES & ELECTRONIC RECYCLING FROM PW	674.00
	6/3/2025	1363 RETROFIT COMPANIES, INC.	APPLIANCES & ELECTRONIC RECYCLING @ SPRING CLEANUP	5,505.00
123222	6/3/2025	5976 SAFE-FAST, INC.	GREEN LOCATE PAINT	221.00
123223	6/3/2025	5914 SHRED-N-GO, INC. - 446138	SHREDDING AT THE SPRING CLEAN UP	5,050.00
123224	6/3/2025	6326 ULINE	PLASTIC A-FRAME SIGNS FOR BIKE RODEO	296.95
123225	6/3/2025	7001 WHITE CAP, L.P.	BIO LOG EROSION CONTROL	427.39
123226	6/3/2025	687 HUGO'S TREE CARE INC	GRINDING & HAULING OF WOOD DEBRIS - PW YARD	15,500.00
123227	6/3/2025	7095 JAYNE FRAHM	PLAN REVIEW SERVICES - MAY 2025	672.00
123228	6/3/2025	875 LOFFLER COMPANIES, INC.	Toner for printer	113.99
	6/3/2025	875 LOFFLER COMPANIES, INC.	APRIL 2025 - CANON MFP USAGE COSTS	1,020.34
123229	6/3/2025	1337 RAMSEY COUNTY-PROP REC & REV	2023 SPECIAL ASSESSMENT SERVICES	5,465.00
	6/3/2025	1337 RAMSEY COUNTY-PROP REC & REV	2024 SPECIAL ASSESSMENT SERVICES	5,687.50
123230	6/3/2025	1190 XCEL ENERGY	GAS UTILITY	57.15
	6/3/2025	1190 XCEL ENERGY	ELECTRIC UTILITY	17.98
	6/3/2025	1190 XCEL ENERGY	ELECTRIC UTILITY	148.79
	6/3/2025	1190 XCEL ENERGY	ELECTRIC UTILITY	398.20
	6/3/2025	1190 XCEL ENERGY	ELECTRIC UTILITY	1,293.31
<b>27 Checks in this report.</b>				<u><u>\$ 125,572.05</u></u>

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

Settlement Date	Payee	Description	Amount
5/23/2025	Creating Healthy Communities	PR - Employee Contributions	\$ 47.20
5/19/2025	Delta Dental	Dental Premium	4,162.43
5/21/2025	Delta Dental	Dental Premium	1,128.88
5/27/2025	Delta Dental	Dental Premium	3,001.56
5/23/2025	Empower - State Plan	PR - Deferred Compensation	28,378.00
5/23/2025	ICMA (Vantagepointe)	PR - Deferred Compensation	7,375.00
5/23/2025	ICMA (Vantagepointe)	Retiree Health Savings	1,190.00
5/23/2025	Labor Unions	Union Dues	4,233.00
5/23/2025	MidAmerica	HRA Flex Plan - AUL	13,010.87
5/27/2025	MN Dept of Revenue	PR - State Payroll Tax	32,928.51
5/20/2025	MN Dept of Revenue	Sales Tax	375.00
5/20/2025	MN Dept of Revenue	Fuel Tax	331.04
5/23/2025	Optum Health	DCRP & Flex Plan Payments	882.22
5/19/2025	Optum Health	H.S.A. Payments	21,868.30
5/27/2025	Optum Health	H.S.A. Payments	11,311.27
5/23/2025	P.E.R.A.	PR - P.E.R.A.	167,774.46
5/23/2025	U.S. Treasurer	PR - Federal Payroll Tax	131,657.92
5/23/2025	US Bank VISA One Card*	Purchasing Card Items	63,763.79
			<u>\$ 493,419.45</u>

**Purchasing Card Items**

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
5/9/2025	5/12/2025	THE HOME DEPOT #2801	\$ 57.44	DAVE ADAMS
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	DAVE ADAMS
5/2/2025	5/7/2025	EPIC SPORTS	(48.76)	NEIL BRENEMAN
5/12/2025	5/13/2025	TARGET 00011858	76.98	NEIL BRENEMAN
5/12/2025	5/14/2025	THE HOME DEPOT #2801	8.94	NEIL BRENEMAN
5/1/2025	5/5/2025	CERTIFIED LABORATORIES	545.23	TROY BRINK
5/7/2025	5/8/2025	CINTAS CORP	340.37	TROY BRINK
5/14/2025	5/15/2025	CINTAS CORP	317.30	TROY BRINK
5/6/2025	5/7/2025	SHAW/STEWART LUMBER CO	264.60	BRENT BUCKLEY
5/6/2025	5/8/2025	WINNICK SUPPLY	1,000.00	BRENT BUCKLEY
5/6/2025	5/8/2025	WINNICK SUPPLY	460.85	BRENT BUCKLEY
5/6/2025	5/8/2025	MENARDS 3385	198.63	BRENT BUCKLEY
5/1/2025	5/5/2025	SHERATON NEW ORLEANS	1,335.45	DANIEL BUSACK
5/1/2025	5/5/2025	SHERATON NEW ORLEANS	1,335.45	DANIEL BUSACK
5/2/2025	5/5/2025	GRAPHIC DESIGN INC	161.38	DANIEL BUSACK
5/2/2025	5/5/2025	EMERGENCY AUTOMOTIVE TECH	328.14	DANIEL BUSACK
5/11/2025	5/16/2025	CK HOLIDAY # 03519	37.91	DANIEL BUSACK
5/12/2025	5/13/2025	LAKES FLORAL	121.00	DANIEL BUSACK
5/13/2025	5/14/2025	SQ *HOTSY MINNESOTA	305.54	DANIEL BUSACK
5/2/2025	5/5/2025	AMERICAN FLAGPOLE & FLAG	119.60	SCOTT CHRISTENSON
5/6/2025	5/8/2025	THE HOME DEPOT #2801	68.20	SCOTT CHRISTENSON
5/13/2025	5/15/2025	THE HOME DEPOT #2801	10.97	SCOTT CHRISTENSON
5/13/2025	5/14/2025	SP FIREFIGHTER STRAP	61.95	THOMAS DABRUZZI
5/14/2025	5/16/2025	HOMEDEPOT.COM	324.04	MIKE DARROW
5/5/2025	5/6/2025	FERRELL*GAS LP	2,751.43	BRAD DAVISON
5/11/2025	5/12/2025	AMAZON MKTPL*N14KU4GC1	41.98	BRAD DAVISON
5/1/2025	5/5/2025	COMO PARK ANIMAL HOSPITA	858.40	JOSEPH DEMULLING
5/6/2025	5/7/2025	MIKES LP GAS INC	8.13	JOSEPH DEMULLING
5/1/2025	5/5/2025	SHERATON NEW ORLEANS	1,267.15	MICHAEL DUGAS
5/8/2025	5/9/2025	KUNO SERVICES LLC	200.00	MICHAEL DUGAS
5/14/2025	5/15/2025	AMERICAN HEART SHOPCPR	40.10	MICHAEL DUGAS
5/6/2025	5/7/2025	ESCH CONSTRUCTION SU	265.00	DOUG EDGE
5/7/2025	5/8/2025	OAKDALE RENTAL CENTER	569.00	DOUG EDGE
5/6/2025	5/7/2025	PANDA EXPRESS #2236	16.06	CHRISTINE EVANS
5/7/2025	5/8/2025	50S GRILL	26.86	CHRISTINE EVANS
5/9/2025	5/12/2025	FAIRFIELD BY MARRIOTT	604.68	CHRISTINE EVANS
5/12/2025	5/13/2025	PIONEER PRESS ADV	650.10	CHRISTINE EVANS
5/3/2025	5/5/2025	TMOBILE POSTPAID WEB	6,583.42	MYCHAL FOWLDS
5/6/2025	5/6/2025	COMCAST CABLE COMM	23.18	MYCHAL FOWLDS
5/9/2025	5/12/2025	VISION33 INC	1,072.50	MYCHAL FOWLDS
5/9/2025	5/12/2025	COMCAST BUSINESS	413.00	MYCHAL FOWLDS
5/13/2025	5/14/2025	BESTBUYCOM807058385507	249.99	MYCHAL FOWLDS
5/13/2025	5/14/2025	CANON *PAYMENT	2,533.44	MYCHAL FOWLDS
5/14/2025	5/15/2025	QUADIENT INC ORACLE	175.75	MYCHAL FOWLDS
5/7/2025	5/7/2025	MSFT * E0500W63SM	16.00	NICK FRANZEN

**Purchasing Card Items**

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
5/7/2025	5/7/2025	MSFT * E0500W63UQ	8.00	NICK FRANZEN
5/9/2025	5/12/2025	MICROSOFT-G091177648	16.67	NICK FRANZEN
5/15/2025	5/16/2025	AMAZON MARK* NW3MQ4NY0	110.44	NICK FRANZEN
5/2/2025	5/5/2025	QUADIENT INC ORACLE	31.35	ALEX GERONSIN
5/5/2025	5/6/2025	AMAZON MKTPL*NB8QD2MZ0	207.85	MICHAEL HAGEN
5/12/2025	5/13/2025	COSTCO WHSE #1021	135.53	MICHAEL HAGEN
5/12/2025	5/14/2025	MENARDS 3385	19.98	MICHAEL HAGEN
5/13/2025	5/14/2025	ASPEN MILLS	78.45	MICHAEL HAGEN
5/2/2025	5/5/2025	PP*CUSTOM CORNHOLE/ABOVE	900.00	JODI HALWEG
5/6/2025	5/8/2025	BOATERS OUTLET INC	335.95	JODI HALWEG
5/7/2025	5/8/2025	STICKER MULE	79.00	JODI HALWEG
5/8/2025	5/9/2025	HELMETS R US	552.50	JODI HALWEG
5/15/2025	5/16/2025	TST* ACAPULCO MEXICAN RES	136.78	TIMOTHY HAWKINSON
5/7/2025	5/8/2025	SITEONE LANDSCAPE SUPPLY,	630.84	TAMARA HAYS
5/11/2025	5/12/2025	AMAZON MKTPL*NIOFS4H10	28.45	TAMARA HAYS
5/12/2025	5/13/2025	SITEONE LANDSCAPE SUPPLY,	13.91	TAMARA HAYS
5/12/2025	5/13/2025	SITEONE LANDSCAPE SUPPLY,	4.50	TAMARA HAYS
5/15/2025	5/16/2025	GRUBERS POWER EQUIPMEN	143.94	TAMARA HAYS
5/15/2025	5/16/2025	GRUBERS POWER EQUIPMEN	14.27	TAMARA HAYS
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	JON HERBST
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	JON HERBST
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	JON HERBST
5/12/2025	5/13/2025	FERGUSON ENT, INC 1650	155.29	GARY HINNENKAMP
5/13/2025	5/14/2025	SITEONE LANDSCAPE SUPPLY,	1.45	GARY HINNENKAMP
5/15/2025	5/16/2025	SITEONE LANDSCAPE SUPPLY,	478.36	GARY HINNENKAMP
5/1/2025	5/5/2025	SHERATON NEW ORLEANS	1,267.15	MICHAEL HOEMKE
5/8/2025	5/12/2025	GOVERNMENT FINANCE OFF	(475.00)	CARL JACOBSON
5/6/2025	5/7/2025	ADAMS PEST CONTROL INC	132.50	MEGHAN JANASZAK
5/13/2025	5/14/2025	AMAZON MARK* NW7O229F2	620.00	MEGHAN JANASZAK
5/14/2025	5/15/2025	AMAZON RETA* NW9D91Y12	189.99	MEGHAN JANASZAK
5/14/2025	5/15/2025	AMAZON RETA* NI8P84RE1	99.00	MEGHAN JANASZAK
5/14/2025	5/16/2025	SCHINDLER ELEVATOR CORP	1,018.35	MEGHAN JANASZAK
5/1/2025	5/5/2025	MAPLEWOOD BAKERY	87.00	BARB JOHNSON
5/3/2025	5/5/2025	CUB FOODS #1599	43.41	BARB JOHNSON
5/6/2025	5/7/2025	CUB FOODS #1599	37.98	BARB JOHNSON
5/10/2025	5/12/2025	MEDICINE CHEST PHARMACY	4.98	BARB JOHNSON
5/12/2025	5/13/2025	MICHAELS STORES 2744	28.93	BARB JOHNSON
5/8/2025	5/9/2025	AMAZON MKTPL*NI9XA4FU0	36.90	ELIZABETH JOHNSON
5/8/2025	5/12/2025	ODP BUS SOL LLC# 106869	43.23	ELIZABETH JOHNSON
5/8/2025	5/12/2025	ODP BUS SOL LLC# 106869	8.99	ELIZABETH JOHNSON
5/6/2025	5/8/2025	SAFE-FAST(MW)	69.46	RANDY JOHNSON
5/6/2025	5/8/2025	THE HOME DEPOT 2801	251.57	RANDY JOHNSON
5/7/2025	5/9/2025	THE HOME DEPOT #2801	13.44	TIM JORDAN
5/2/2025	5/5/2025	GALLUP	399.80	LOIS KNUTSON
5/5/2025	5/6/2025	AMAZON RETA* NB7YE4V10	150.00	LOIS KNUTSON



**Purchasing Card Items**

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
5/8/2025	5/9/2025	OPENAI *CHATGPT SUBSCR	20.00	LOIS KNUTSON
5/12/2025	5/13/2025	CUB FOODS #1599	9.74	LOIS KNUTSON
5/12/2025	5/13/2025	FAMILY THAI KITCHEN LLC	122.68	LOIS KNUTSON
5/2/2025	5/5/2025	TST* BOULDER TAP HOUSE -	80.89	GINA KUCHENMEISTER
5/2/2025	5/5/2025	HILTON GARDEN INN MANKATO	286.08	GINA KUCHENMEISTER
5/2/2025	5/5/2025	HILTON GARDEN INN MANKATO	286.08	GINA KUCHENMEISTER
5/2/2025	5/5/2025	HILTON GARDEN INN MANKATO	3.00	GINA KUCHENMEISTER
5/12/2025	5/13/2025	IN *MN CHIEFS OF POLICE A	645.00	GINA KUCHENMEISTER
5/14/2025	5/15/2025	CINTAS CORP	51.81	GINA KUCHENMEISTER
5/2/2025	5/5/2025	AMAZON MKTPL*NB87Q1ON1	37.04	JASON KUCHENMEISTER
5/5/2025	5/6/2025	AMAZON MKTPL*NB2VK2V01	119.13	JASON KUCHENMEISTER
5/8/2025	5/8/2025	ULINE *SHIP SUPPLIES	121.04	JASON KUCHENMEISTER
5/7/2025	5/9/2025	IAAI	103.00	MICHAEL MALESKI
5/7/2025	5/9/2025	MN IAAI	400.00	MICHAEL MALESKI
5/8/2025	5/9/2025	AMAZON MKTPLACE PMTS	(66.90)	MICHAEL MALESKI
5/8/2025	5/9/2025	AMAZON MKTPLACE PMTS	(66.90)	MICHAEL MALESKI
5/13/2025	5/14/2025	AMAZON MKTPL*NW0G81K62	304.25	MICHAEL MALESKI
5/4/2025	5/5/2025	WWW.BIOCONNECT.COM	344.00	BRAD MCGEE
5/5/2025	5/6/2025	LIFE ASSIST INC	483.60	BRAD MCGEE
5/6/2025	5/8/2025	BOUND TREE MEDICAL LLC	924.60	BRAD MCGEE
5/7/2025	5/9/2025	BOUND TREE MEDICAL LLC	1,399.35	BRAD MCGEE
5/7/2025	5/9/2025	BOUND TREE MEDICAL LLC	99.90	BRAD MCGEE
5/14/2025	5/15/2025	AMAZON MKTPL*NZ3AT2F42	25.73	BRAD MCGEE
5/8/2025	5/9/2025	NFPA NATL FIRE PROTECT	140.87	MICHAEL MONDOR
5/12/2025	5/13/2025	DHL EXPRESS USA INC	26.56	MICHAEL MONDOR
5/12/2025	5/14/2025	KWIK TRIP #1169	90.00	MICHAEL MONDOR
5/15/2025	5/16/2025	HY-VEE MAPLEWOOD 1402	45.95	JOHANNA MOUTON
5/15/2025	5/16/2025	COSTCO WHSE #1021	66.93	JOHANNA MOUTON
5/15/2025	5/16/2025	BEST WESTERN HOTELS	141.35	RACHEL MURRAY
5/1/2025	5/5/2025	SAFE-FAST(MW)	56.85	JOHN NAUGHTON
5/5/2025	5/6/2025	PRAIRIE RESTORATIONS	825.00	JERRY NOVAK
5/2/2025	5/7/2025	HILTON BALTIMORE	(222.08)	DANETTE PARR
5/5/2025	5/6/2025	MACQUEEN EMERG/EQUIP	32.88	STEVEN PRIEM
5/5/2025	5/6/2025	KENS AUTO REPAIR LLC	416.86	STEVEN PRIEM
5/5/2025	5/6/2025	FACTORY MOTOR PARTS (19)	26.18	STEVEN PRIEM
5/5/2025	5/6/2025	FACTORY MOTOR PARTS (19)	109.24	STEVEN PRIEM
5/6/2025	5/7/2025	FACTORY MOTOR PARTS (19)	437.36	STEVEN PRIEM
5/7/2025	5/8/2025	FACTORY MOTOR PARTS (19)	33.16	STEVEN PRIEM
5/7/2025	5/8/2025	FACTORY MOTOR PARTS (19)	24.55	STEVEN PRIEM
5/8/2025	5/9/2025	TRI-STATE BOBCAT	186.68	STEVEN PRIEM
5/9/2025	5/12/2025	APPLE FORD WHITE BEAR LAK	1,094.04	STEVEN PRIEM
5/12/2025	5/13/2025	MTI	230.86	STEVEN PRIEM
5/12/2025	5/13/2025	FACTORY MOTOR PARTS (19)	53.10	STEVEN PRIEM
5/12/2025	5/13/2025	FACTORY MOTOR PARTS (19)	11.81	STEVEN PRIEM
5/12/2025	5/13/2025	FACTORY MOTOR PARTS (19)	408.16	STEVEN PRIEM

**Purchasing Card Items**

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
5/13/2025	5/14/2025	APPLE FORD WHITE BEAR LAK	11.85	STEVEN PRIEM
5/13/2025	5/14/2025	POMPS TIRE 021	382.74	STEVEN PRIEM
5/13/2025	5/14/2025	TRI-STATE BOBCAT	88.44	STEVEN PRIEM
5/13/2025	5/14/2025	FLEETPRIDE570	95.79	STEVEN PRIEM
5/14/2025	5/15/2025	FACTORY MOTOR PARTS (19)	110.58	STEVEN PRIEM
5/14/2025	5/16/2025	CERTIFIED LABORATORIES	244.33	STEVEN PRIEM
5/15/2025	5/16/2025	IN *AUTOMOTIVE TRAINING G	777.00	STEVEN PRIEM
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	STEVEN PRIEM
5/13/2025	5/14/2025	AMAZON MARK* NI4ND3IH0	245.18	MICHAEL RENNER
5/15/2025	5/16/2025	AMAZON MARK* NZ5XO8ZW2	79.18	MICHAEL RENNER
5/2/2025	5/5/2025	IN & OUT MARKET	10.76	AUDRA ROBBINS
5/2/2025	5/5/2025	THE HOME DEPOT #2801	8.60	AUDRA ROBBINS
5/3/2025	5/5/2025	MAPLEWOOD BAKERY	19.80	AUDRA ROBBINS
5/3/2025	5/5/2025	EZCATER*FIREHOUSE SUBS	374.92	AUDRA ROBBINS
5/6/2025	5/8/2025	THE HOME DEPOT 2801	99.59	AUDRA ROBBINS
5/8/2025	5/9/2025	CINTAS CORP	143.97	AUDRA ROBBINS
5/9/2025	5/12/2025	OAKDALE RENTAL CENTER	479.00	ROBERT RUNNING
5/12/2025	5/13/2025	SITEONE LANDSCAPE SUPPLY,	39.45	ROBERT RUNNING
5/6/2025	5/7/2025	TIDAL WAVE MAPLEWOOD	32.48	RYAN SCHROEDER
5/12/2025	5/13/2025	REV.COM	5.75	RYAN SCHROEDER
5/2/2025	5/5/2025	GALLS	898.31	STEPHANIE SHEA
5/8/2025	5/9/2025	CINTAS CORP	51.81	STEPHANIE SHEA
5/7/2025	5/8/2025	SQ *GLOBAL LEADERSHIP NET	191.95	ANDREA SINDT
5/3/2025	5/5/2025	AMAZON RETA* NB7TV6ZZ0	220.80	KAYLA SPANDE
5/7/2025	5/7/2025	AMAZON MARK* NB2SG6D61	47.19	KAYLA SPANDE
5/7/2025	5/9/2025	OFFICEMAX/DEPOT 6164	31.38	KAYLA SPANDE
5/6/2025	5/7/2025	LOY*MNOCCEALTH	2,615.00	NANCY STEELE
5/6/2025	5/7/2025	LOY*MNOCCEALTH	806.12	NANCY STEELE
5/3/2025	5/5/2025	DICKS SPORTING GOODS	144.99	JOSEPH STEINER
5/15/2025	5/16/2025	FN AMERICA	3,450.00	BRIAN TAUZELL
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	1,454.16	JEFF WILBER
5/15/2025	5/16/2025	2025-2026 PUBLIC WORKS	729.66	JEFF WILBER
5/6/2025	5/7/2025	1ST CHOICE EQUIPMENT LLC	888.63	MATT WOHRLE
5/6/2025	5/7/2025	TRI-STATE BOBCAT	324.00	MATT WOHRLE
5/7/2025	5/8/2025	HARBOR FREIGHT TOOLS 612	19.47	MATT WOHRLE
5/7/2025	5/8/2025	LARSONS AUTOMOTIVE OF MA	150.00	MATT WOHRLE
5/6/2025	5/7/2025	JEFF BELZERS ROSEVILLE	67.27	BOON XIONG
5/12/2025	5/13/2025	WALSER POLAR CHEVROLET	98.08	BOON XIONG
5/15/2025	5/16/2025	LARSONS AUTOMOTIVE OF MA	799.26	BOON XIONG
			<u>\$ 63,763.79</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>
		ABRAMS, MARYLEE	\$ 670.40	
		ADAMS, DAVID	3,379.50	
		AMENYA, FLORENCE	206.25	
		ARNOLD, AJLA	1,880.45	
		BAUMAN, ANDREW	4,790.76	
		BEGGS, REGAN	2,828.10	
		BEITLER, NATHAN	4,397.52	
		BELDE, STANLEY	680.00	
		BENJAMIN, MARKESE	4,586.28	
		BERG, TERESA	1,190.00	
		BERGERON, ASHLEY	4,462.40	
		BERGO, CHAD	4,156.99	
		BIERDEMAN, BRIAN	7,545.51	
		BOOR, JACOB	4,021.68	
		BORN, BRIAN	3,791.35	
		BREIMHURST, LAUREN	3,085.79	
		BRENEMAN, NEIL	3,807.03	
		BRINK, TROY	4,192.19	
		BRITT, AIRION	1,991.20	
		BUCKLEY, BRENT	3,492.85	
		BURT-MCGREGOR, EMILY	4,752.36	
		BUSACK, DANIEL	6,484.93	
		CAMPBELL, MACLANE	4,061.60	
		CAMPBELL, NOAH	37.50	
		CAVE, REBECCA	590.40	
		CHANG, KENG	3,412.16	
		CHRISTENSON, SCOTT	2,724.00	
		CONDON, MITCHELL	4,258.59	
		CONNOLLY, PETER	4,243.93	
		COOK, NICKLAUS	3,981.66	
		COOK, TANNER	3,984.98	
		CORTESI, LUANNE	2,579.21	
		COUNTRYMAN, BRENDA	1,920.00	
		CRAWFORD, RAYMOND	4,604.35	
		CRUMMY, CHARLES	5,086.23	
		DABRUZZI, THOMAS	5,778.20	
		DARROW, MICHAEL	6,794.78	
		DAVISON, BRADLEY	4,467.97	

**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>
		DEMULLING, JOSEPH	6,367.08	
		DOUGLASS, TOM	4,026.08	
		DUCHARME, JOHN	3,762.13	
		DUGAS, MICHAEL	6,268.76	\$ 360.00
		EDGE, DOUGLAS	3,143.32	
		EICHER, SAMUEL	4,424.35	
		ENGSTROM, ANDREW	3,759.10	
		ESPESETH, SHAWN	2,913.60	
		EVANS, CHRISTINE	3,107.20	
		FINWALL, SHANN	4,716.66	
		FORSYTHE, MARCUS	5,523.72	
		FOWLDS, MYCHAL	6,273.14	
		FRANCO VINCENT, RACHEL	4,583.58	
		FRANZEN, NICHOLAS	4,645.69	
		FRIBERG, DAVID	2,687.69	
		FRITZE, DEREK	5,548.88	
		GABRIEL, ANTHONY	8,535.21	
		GEISELHART, BENJAMIN	4,660.70	
		GERONSIN, ALEXANDER	3,907.44	
		GIVAND, JONATHAN	4,859.90	
		GORACKI, GERALD	315.00	
		GREEN, JAMIE	5,480.11	
		GRUHLKE, LUKE	3,656.35	
		HAGEN, JOHN	4,417.10	
		HAGEN, MICHAEL	4,359.93	
		HALWEG, JODI	4,492.88	
		HAMMOND, ELIZABETH	2,806.94	
		HANG, RYAN	1,779.19	
		HAWKINSON, TIMOTHY	4,785.80	
		HAWTHORNE, ROCHELLE	4,474.88	
		HAYS, TAMARA	3,183.69	
		HER, PHENG	4,747.14	
		HER, TERRELL	5,280.36	
		HERBST, JONATHAN	3,067.57	
		HINNENKAMP, GARY	3,605.17	
		HOEMKE, MICHAEL	6,458.41	563.25
		JACOBSON, CARL	5,067.51	
		JAHN, DAVID	2,678.29	
		JANASZAK, MEGHAN	3,807.03	

**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>
		JAROSCH, JONATHAN	5,067.51	
		JENSEN, JOSEPH	3,526.54	
		JOHNSON, BARBARA	2,239.20	
		JOHNSON, ELIZABETH	2,825.79	
		JOHNSON, EMMA	3,747.83	
		JOHNSON, RANDY	5,067.51	
		JOHNSON, TRAVIS	3,151.24	
		JONES, DONALD	3,197.40	
		JORDAN, TIMOTHY	2,557.79	
		JUENEMANN, KATHLEEN	590.40	
		KERR, STEPHEN	3,104.84	
		KIM, WINSTON	4,578.65	
		KNUTSON, LOIS	4,215.32	
		KONG, TOMMY	6,984.81	
		KRAL, EMMA	3,722.59	
		KUBAT, ERIC	5,181.55	
		KUCHENMEISTER, GINA	3,030.40	
		KUCHENMEISTER, JASON	3,254.80	
		LANDER, CHARLES	4,440.52	
		LANIK, JAKE	3,984.99	
		LARSON, MICHELLE	2,586.31	
		LEE, CHONBURI	590.40	
		LENERTZ, NICHOLAS	5,329.79	1,080.00
		LENTZ, DANIEL	4,258.86	
		LOVE, STEVEN	7,537.10	
		LYNCH, KATHERINE	4,356.20	
		MAINKA, WENDY	4,044.85	
		MALESKI, MICHAEL	5,073.87	
		MALLET, MICHAEL	5,144.02	
		MARINO, JASON	5,540.68	
		MARK, OLAF	4,848.86	
		MARTIN, MICHAEL	5,180.09	
		MCGEE, BRADLEY	4,674.55	
		MEISSNER, BRENT	3,146.70	
		MERKATORIS, BRETT	4,816.15	
		MILLER, SETH	4,115.70	
		MLODZIK, JASON	2,900.49	
		MONDOR, MICHAEL	7,419.13	
		MOORE, PATRICK	311.25	
		MORALES, MARIO	2,501.61	

**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>
		MOUA, JENNIFER	2,244.19	
		MOUTON, JOHANNA	2,350.80	
		MOY, PAMELA	2,732.00	
		MURRAY, RACHEL	5,712.15	
		NAUGHTON, JOHN	3,137.01	
		NEILY, STEVEN	5,429.79	
		NELSON, TAKITA	120.00	
		NIELSEN, KENNETH	4,498.04	
		NORVE, ROBERT	3,580.99	
		NOVAK, JEROME	4,685.07	
		ORE, JORDAN	3,139.69	
		ORLANDO, TYLER	3,686.59	
		PARR, DANETTE	7,546.63	
		PASDO, JOSEPH	4,165.16	
		PATROS, CLARE	3,580.99	
		PAYNE, DEDRIC	3,618.11	
		PIPKIN, JULIA	3,579.06	
		PODGORSKI, REECE	3,569.67	
		PRIEM, STEVEN	3,444.12	
		QUIRK, JAMES	4,020.99	
		RENNER, MICHAEL	4,257.04	
		RETHWILL, SCOTT	4,180.19	
		ROBBINS, AUDRA	5,195.01	
		RUEB, JOSEPH	6,481.13	
		RUNNING, ROBERT	3,782.31	
		SABLE, MICHAEL	8,858.37	
		SALCHOW, CONNOR	4,731.45	
		SCHMITZ, KEVIN	2,947.71	
		SCHORR, JENNIFER	2,332.19	
		SCHROEDER, LEE	4,847.49	
		SCHROEDER, RYAN	5,490.40	
		SCHULTZ, SCOTT	5,095.02	
		SEDLACEK, JEFFREY	5,158.79	
		SHANLEY, HAYLEY	2,462.40	
		SHEA, STEPHANIE	3,385.77	
		SHEERAN JR, JOSEPH	5,268.47	
		SINDT, ANDREA	4,634.11	
		SPANDE, KAYLA	2,825.79	
		STANLEY, JENNIFER	4,206.46	
		STARKEY, ROBERT	4,721.57	

**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>
		STEELE, CARTER	4,588.05	
		STEELE, NANCY	4,712.57	
		STEINER, JOSEPH	5,895.16	
		STEJSKAL, JAYSON	3,464.19	
		STOCK, AUBREY	5,208.64	
		STOKES, KAL	3,162.08	
		STRONG, TYLER	3,964.06	
		SUEDKAMP, ADAM	5,276.19	
		SWETALA, NOAH	4,768.49	
		TAUZELL, BRIAN	5,607.57	
		TEVLIN, TODD	3,566.46	
		THIENES, PAUL	3,416.62	
		ULVENES, AMANDA	2,125.79	
		VERGARA, JOCELYN	2,786.13	
		VILLAVICENCIO, NICHOLE	590.40	
		WARDELL, JORDAN	4,807.82	
		WEAVER, TAWNY	4,098.76	
		WELLENS, MOLLY	3,168.75	
		WENZEL, JAY	4,947.88	
		WERTH, JENNIFER	2,676.00	
		WILBER, JEFFREY	3,206.39	
		WILLIAMSON, MICHAEL	4,248.43	
		WOEHRLE, MATTHEW	3,686.29	
		XIONG, BOON	3,872.39	
		XIONG, KAO	4,767.96	
		XIONG, PETER	4,760.28	
		XIONG, TUOYER	4,180.19	
		YANG, SOLOMAN	2,435.50	
		YANG, THANG	5,208.87	
		YOUNG, MATTHEW	3,224.00	
		ZAPPA, ANDREW	5,234.84	
		ZAPPA, ERIC	4,470.42	
		ZIEMAN, SCOTT	189.00	
			<u>\$ 755,961.86</u>	<u>\$ 2,003.25</u>

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Joe Rueb, Finance Director

**PRESENTER:** Joe Rueb, Finance Director

**AGENDA ITEM:** Resolution to Not Waive the Statutory Tort Liability Limits

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

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

**Policy Issue:**

The Council will consider whether or not to waive the statutory tort liability limits to the amount of coverage purchased by the City. This is an annual requirement by the League of Minnesota Cities Insurance Trust. Historically, the City has elected to not waive the limits in order to reduce the City's liability.

**Recommended Action:**

Motion to approve the resolution to not waive the statutory tort liability limits.

**Fiscal Impact:**

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

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

By approving the statutory tort liability limits, the City is protecting itself from claims that exceed the amount of liability insurance coverage.

**Background:**

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

1. If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the



statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.

2. If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
3. If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

**Attachments:**

1. Resolution

**RESOLUTION TO NOT WAIVE THE  
STATUTORY TORT LIMITS FOR LIABILITY INSURANCE**

**WHEREAS**, the League of Minnesota Cities Insurance Trust annually requests member cities to make an election to waive or not waive the tort liability limit established by Minnesota Statutes 466.04; and

**WHEREAS**, the City has three choices: to not waive the statutory limit, to waive the limit but to keep insurance coverage at the statutory limit, and to waive the limit and to add insurance to a new level;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Maplewood hereby elects to not waive the statutory tort liability limit established by Minnesota Statutes 466.04.

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 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:** Local Lawful Gambling Permit for Associated General Contractors of MN,  
Keller Golf Course, 2166 Maplewood Drive

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

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

**Policy Issue:**

A request for a Local Lawful Gambling permit has been submitted by Associated General Contractors of MN. Approval of the request would allow lawful gambling activity to be conducted during the organization's 2025 AGC Golf Tournament held at Keller Golf Course, 2166 Maplewood Drive, on August 1, 2025.

**Recommended Action:**

Motion to approve the Local Lawful Gambling permit for Associated General Contractors of MN for their event on August 1, 2025 at Keller Golf Course, 2166 Maplewood Drive.

**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: na

**Strategic Plan Relevance:**

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

Council approval is required prior to issuance of a local gambling permit, per City Code Sec. 22-12.

**Background:**

Lawful gambling activity conducted at this event is exempt from state licensure under MN §349.166. MN §349.213 authorizes cities to require a local permit for conduct of lawful gambling exempt from state licensing requirements.

**Attachments:**

None

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Steven Love, Public Works Director  
Troy Brink, Street / Storm Superintendent

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

**AGENDA ITEM:** 2025 Stump Grinding Contract

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

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

**Policy Issue:**

The City Council will consider awarding a contract for the grinding of stumps from trees removed by the City during the winter and spring of 2024-2025.

**Recommended Action:**

Motion to approve the 2025 stump grinding contract with Hugo's Tree Care and direct the Mayor and City Manager to sign the contract.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$67,008

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: The cost of this project is proposed to be funded through the Street Revitalization Fund (SRF).

**Strategic Plan Relevance:**

☐ Community Inclusiveness ☒ Financial and 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. Emerald Ash Borer (EAB) infestation has had a significant impact on the health of ash trees in Maplewood and the surrounding metro area. This project will remove the tree stumps left from EAB affected tree removals and restore the disturbed boulevard areas.

**Background**

During the winter and spring of 2024-2025, Maplewood Public Works staff, along with City-hired tree contractors, removed 180 EAB-affected ash trees from the City's right-of-way and park areas. The trees were cut as close as possible to the ground, with only the stumps remaining. This contract covers the grinding out of those stumps, disposing of grinding debris, and restoring disturbed areas.

The City solicited quotes from three qualified tree contractors. The quotes ranged from \$67,008 to \$132,280.20. Hugo's Tree Care submitted the lowest quote at \$67,008. Hugo's Tree Care has successfully completed similar stump grinding projects for the City. Staff recommends awarding the 2025 stump grinding contract to Hugo's Tree Care.

**Attachments**

1. Hugo's Tree Care Inc Proposal



**Hugo's Tree Care Inc.**  
14728 Irish Ave N  
Hugo, Mn 55038

**Proposal #20876**  
Created: 05/22/2025  
From: Harry Olsen

### Proposal For

#### City of Maplewood - PW

1902 East County Road B  
Maplewood, MN 55109

mobile: 651-249-2125  
[Audra.Robbins@maplewoodmn.gov](mailto:Audra.Robbins@maplewoodmn.gov)

### Location

Maplewood, MN

### Terms

Due on receipt

City of Maplewood - PW

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) unit:Stump Grind stump 6 inches below grade, remove stump chips, add new soil and restore with seed and erosion blanket. Approximate numbers based on 180 stumps	5584	\$ 12.00	\$ 67,008.00

### Client Notes

Stump work can begin within 2 weeks of notification - it takes about 2 weeks to get stumps marked thru Gopher1 and mapped out. best grass seed germination is NOT in July - too dry typically.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 67,008.00
SALES TAX	\$ 0.00
<b>TOTAL</b>	<b>\$ 67,008.00</b>

### Signature

x

Date:

Please sign here to accept the terms and conditions

### Contacts

Troy  
651-249-2420  
[troy.brink@maplewoodmn.gov](mailto:troy.brink@maplewoodmn.gov)

### Sales Reps

Harry Olsen  
Mobile: 651-283-8286  
[harry.hugotree@gmail.com](mailto:harry.hugotree@gmail.com)



**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Michael Martin, AICP, Assistant Community Development Director

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

**AGENDA ITEM:** Redevelopment Grant Program Agreements between the Minnesota Department of Employment and Economic Development, the City of Maplewood, and Beacon Acquisition, LLC

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

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

**Policy Issue:**

On September 27, 2024, the Minnesota Department of Employment and Economic Development (DEED) awarded the City of Maplewood a \$101,375 Redevelopment Grant to support Beacon Acquisition, LLC's Gladstone Crossing project. Gladstone Crossing is a proposed 40-unit affordable multifamily apartment building to be constructed at 1375 Frost Avenue.

The city council is being asked to approve a grant agreement between the Minnesota Department of Employment and Economic Development and the City of Maplewood, and a subgrant agreement between the City of Maplewood and Beacon Acquisition, LLC for the administration and use of the grant dollars.

**Recommended Action:**

Motion to approve and authorize the mayor, city manager and city clerk to execute the State of Minnesota Grant Contract Agreement between the Minnesota Department of Employment and Economic Development and the City of Maplewood, and the Subgrant Agreement between City of Maplewood and Beacon Acquisition, LLC for a \$101,375 Redevelopment Grant.

**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: Acceptance of the grant dollars does not commit the city to additional funding.

**Strategic Plan Relevance:**

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

The city supports partnering with developers to secure funding from other agencies to bring funds into Maplewood to foster quality development.

**Background:**

On July 10, 2023, the city council approved Gladstone Crossing, a proposed three-story, 40-unit affordable multifamily apartment building to be constructed at 1375 Frost Avenue. Beacon Acquisition, LLC, the project developer, intends to start pulling building permits this summer and plans to have the existing Gladstone House building removed from the site by the end of the year.

The city attorney has reviewed both agreements.

**Attachments:**

1. State of Minnesota Grant Contract Agreement between the Minnesota Department of Employment and Economic Development and the City of Maplewood
2. Subgrant Agreement between City of Maplewood and Beacon Acquisition, LLC



**STATE OF MINNESOTA  
GRANT CONTRACT AGREEMENT NO. RDGP-24-0012-o-FY25  
Gladstone Crossing Project**

This grant contract agreement is between the State of Minnesota, acting through the Department of Employment and Economic Development ("State") and the city of Maplewood, 1830 County Road B East, Maplewood, MN 55109 ("Grantee").

**Recitals**

1. Under [Minn. Stat. § 116J.575](#) the State is empowered to enter into this grant contract agreement.
2. The State is in need of programs that create jobs, increase local property tax and provide other public benefits by redeveloping underused or unproductive sites.
3. Pursuant to [Minn. Stat. § 16B.98](#), the Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State.

**Grant Contract Agreement**

**1 Term of Grant Contract Agreement**

**1.1 Effective date:**

September 27, 2024, or the date the State obtains all required signatures under [Minn. Stat. § 16B.98](#), Subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. § 16B.98](#), Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

**1.2 Expiration date:**

December 31, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**1.3 Survival of Terms.**

The following clauses survive the expiration or termination of this grant contract agreement: 5. Reporting Requirements; 7. Monitoring and Corrective Action; 10. Liability; 11. State Audits; 12. Government Data Practices and Intellectual Property Rights; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction and Venue; 17. Data Disclosure; 18. Conflict of Interest; 19. Grant Repayment; and 20. Minnesota Business Subsidy Law.

**2 Grantee's Duties**

**2.1 Duties, Deliverables, and Completion Dates.**

The Grantee, who is not a state employee, will perform the following duties and provide the deliverables as outlined below.

- (a) Comply with required grants management policies and procedures set forth through [Minn. Stat. § 16B.97](#), Subd. 4 (a) (1).
- (b) Administer these grant funds in accordance with [Minn. Stat. §§ 116J.571](#) through [116J.575](#) and the application submitted on August 1, 2024, for funding for the Gladstone Crossing Project, which is incorporated into this grant contract agreement and the provisions of this grant contract agreement. Any modification made to the approved application must be approved by the State.

- (c) It is expected that the site will be redeveloped as proposed in the grant application and upon which funding was based. Any material change in the development plans for the site must be presented to the State and approved. Promptly notify the State of any proposed material change in the scope of the project as submitted in the grant application, eligible approved Redevelopment Costs as defined Section 4.1(c) of this grant contract agreement, or the project's timeline, which must be approved by the State, prior to implementation.
- (d) It is also expected that the project will begin as described in the application. To validate that the project has started and eligible work has commenced, a Payment Request, as outlined in Section 4.2(a), must be submitted to the State on or before December 31, 2025, or such a later date requested by the Grantee and approved by the State in writing. If a Payment Request is not submitted, the State's obligation to fund the Grant may be terminated as described in Section 16.1(b). Invoices must be for approved Redevelopment Costs incurred after the grant contract agreement is fully executed.
- (e) Provide evidence to the State prior to the closeout of the grant that the Redevelopment activities have been completed.
- (f) Adhere to all other requirements of this grant contract agreement.

## **2.2 Provisions for Contracts and Sub-grants**

### **(a) Contract Provisions.**

The Grantee must include in any contract and sub-grant, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws. Along with such provisions, the Grantee must require that contractors performing work covered by this grant be in compliance with all applicable OSHA regulations.

### **(b) Ineligible Use of Grant Funds.**

The dollars awarded under this grant contract agreement are grant funds and shall only be used by Grantee or awarded by Grantee to third parties as grant funds and cannot take the form of a loan under any circumstance. Grantee shall not use, treat, or convert the grant funds into an interest-bearing loan, a non-interest-bearing loan, a deferred loan, a forgivable deferred loan or any other type of loan. Further, Grantee shall include in any contract or sub-grant awarding the grant funds to a third party all the provisions and requirements of this grant contract agreement, including the requirement that these dollars are grant funds only and cannot be used, treated, or converted into any type of loan.

### **(c) Payment of Contractors and Subcontractors.**

The Grantee must provide evidence that all contractors and subcontractors performing work covered by this grant are paid for their work that is satisfactorily completed.

## **3 Time**

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

## **4 Consideration and Payment**

### **4.1 Consideration**

The State will pay the Grantee under this grant contract agreement as follows:

**(a) Travel Expenses**

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement are considered administrative in nature and not permitted and will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state. This does not include costs for contractors to complete the activities listed in Section 4.1(c), which may be considered eligible at the discretion of the State.

**(b) Program Income**

Program income generated from grant-funded activities on hand at the end of the grant period must be returned to the State unless the State has approved re-use of the income.

**(c) Eligible Costs**

The following table represents the total approved Redevelopment Costs. The Grantee may not use these funds for administrative costs associated with managing this grant or the project this grant is funding.

Grant Eligible Activities	Amount
Demolition	\$56,169
Public Curb and Sidewalk	\$30,482
Stormwater Vault and Piping	\$116,100
Total	\$202,751

**(d) Total Obligation**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$101,375.

In accordance with [Minn. Stat. § 116J.575](#), Subd. 1, the grant may pay for up to 50% of the eligible costs for a qualifying site. This requires a local match of at least 50%. For the purpose of this project, based on the budget above, the local match portion is at least \$101,375, which may come from any other funding source available to the Grantee.

**4.2 Payment****(a) Invoices**

The State will disburse funds to the Grantee pursuant to this Contract, based upon payment requests submitted by the Grantee and reviewed and approved by the State. Payment requests must be accompanied by supporting invoices for the activities defined in Section 4.1(c) of this grant contract agreement. The amount of grant funds requested by the Grantee cannot exceed 50% of the total approved Redevelopment Costs incurred by the Grantee as supported by invoices. The State will provide payment request forms. Every effort should be made to submit invoices within the same fiscal year the costs were incurred. In order to ensure that all funds are drawn prior to the expiration date of the grant, all payment requests must be received at least 30 days prior to the grant-term expiration date.

**(b) Unexpended Funds**

Any grant funds not reimbursed to the Grantee shall revert back to the State.

### 4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

#### **(a) Prevailing wages**

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§ 177.41](#) through [177.44](#), consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

Prevailing wage rates are required to be paid on an economic development project site if that project receives or will be receiving state financial assistance in the form of a grant where a single business receives \$200,000 or more of the grant proceeds, a loan or the guaranty or purchase of a loan if a single business receives \$500,000 or more of the loan proceeds, or certain tax incentives, per [Minn. Stat. § 116J.871](#). For economic development projects subject to the prevailing wage requirements in [Minn. Stat. § 116J.871](#), Grantee must ensure that Grantee and all contractors and subcontractors comply with applicable prevailing wage requirements including submitting all required certified payroll records, as described in Exhibit A, "Prevailing Wage Certification – Minn. Stat. § 116J.871", to the following email address: [wagedata.deed@state.mn.us](mailto:wagedata.deed@state.mn.us).

**(b)** The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

### **5 Reporting Requirements**

The Grantee must submit to the State annual reports on the use of grant funds and the progress of the Project covering July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Each annual report must be received by the State no later than July 25<sup>th</sup> of each year. The annual report must identify specific Project goals listed in the application and quantitatively and qualitatively measure the progress of such goals. Grant payments shall not be made on grants, or subsequent grant awards made to the Grantee, with past due reports. In addition, the Grantee shall submit a final annual report. The State will provide annual reporting form.

### **6 Conditions of Payment**

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

### **7 Monitoring and Corrective Action**

The Grantee agrees to permit monitoring by the State to determine grant contract agreement performance and compliance with grant contract agreement provisions. The Grantee further agrees to cooperate with the State in performing and completing such monitoring activities and the Grantee agrees to implement and comply with such corrective action as is proposed by the State. The Grantee must provide any financial records, timesheets or other supporting documentation, upon the request of the State.

### **8 Authorized Representative**

The State's Authorized Representative is Mary Vang, Project Manager, 180 East Fifth Street, St. Paul, MN 55101, 651-259-7147, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are

satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Michael Martin, Assistant Community Development Director, 1830 County Road B East, Maplewood, MN 55109, 651-249-2303, Michael.martin@maplewoodmn.gov. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

## **9 Assignment, Amendments, Adjustments, Waiver and Grant Contract Agreement Complete**

### **9.1 Assignment**

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement or their successors in office.

### **9.2 Amendments**

Any amendments to this grant contract agreement, with the exception of Grant Adjustment Notices (GANs), must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement or their successors in office.

### **9.3 Grant Adjustment Notices (GANs)**

GANs must be approved by the State in writing and may require a written change request by the Grantee. A GAN may be used for non-substantive changes that do not affect grant requirements, including, but not limited to, changing grant status activity, or changing budget amounts within approved grant eligible activities that do not increase the awarded value. All other changes require formal amendment as stated in Section 9.2.

### **9.4 Waiver**

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

### **9.5 Grant Contract Agreement Complete**

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

## **10 Liability**

Subject to the provisions and limitations of [Minn. Stat. § 466](#), the Grantee must indemnify, save and hold the State, its agents and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents, employees or independent contractors. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

## **11 State Audits**

Under [Minn. Stat. § 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

The Grantee shall maintain adequate financial records consistent with generally accepted accounting principles. The Grantee shall submit accounting system records that track the use of grant proceeds and all matching funds by eligible Redevelopment Costs for each year in which grant disbursements and expenditures were made. The records shall reflect both expenditures and revenues and shall be submitted after all grant proceeds and matching funds have been expended or at the State's request.

## **12 Government Data Practices and Intellectual Property Rights**

### **12.1 Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### **12.2 Intellectual Property Rights**

The Grantee represents and warrants that Grantee's intellectual property used in the performance of this grant contract agreement does not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of Grantee's intellectual property used in the performance of this grant contract agreement infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing intellectual property as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## **13 Workers Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **14 Publicity and Endorsement**

### **14.1 Publicity**

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications or services provided resulting from this grant contract agreement. For DEED logos, please contact the State's Authorized Representative.

**14.2 Endorsement**

The Grantee must not claim that the State endorses its products or services.

**15 Governing Law, Jurisdiction and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**16 Termination****16.1 Termination by the State**

**(a) Without Cause.** The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**(b) With Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**16.2 Termination by the Commissioner of Administration**

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

**16.3 Termination for Insufficient Funding**

The State may immediately terminate this grant contract agreement if:

**(a)** It does not obtain funding from the Minnesota Legislature.

**(b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

**17 Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**18 Conflicts of Interest**

The State will take steps to prevent individual and organizational conflicts of interest in reference to Grantees per [Minn. Stat. § 16B.98](#) and Department of Administration, Office of Grants Management, Policy Number 08-01 [Conflict of Interest Policy for State Grant-Making](#) (Current Policies tab). When a conflict of

interest concerning State grant-making is suspected, disclosed or discovered, transparency shall be the guiding principle in addressing it.

In cases where a potential or actual individual or organizational conflict of interest is suspected, disclosed, or discovered by the Grantee throughout the life of the grant contract agreement, they must immediately notify the State for appropriate action steps to be taken, as defined above.

The Grantee must complete a Conflict-of-Interest Disclosure Form.

**19 Grant Repayment**

If a project fails to substantially provide the public benefits listed in the grant application within five years from the date of the grant award, the State may require that 100% of the grant amount be repaid by the Grantee over a term not to exceed ten years. The State may exercise discretion to require repayment of only a portion of the grant amount taking into account the public benefits generated by the completed development.

**20 Minnesota Business Subsidy Law**

The Grantee must comply, if appropriate, with the Minnesota Business Subsidy Law, Minn. Stat. §§ 116J.993 through 116J.995.

*(The rest of this page is left intentionally blank)*



1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: Robin Culbertson

Date: 10/15/24

SWIFT Contract/PO No(s): 258774 PR 90757 PO 3-584007

2. GRANTEE

The Grantee certifies that the appropriate person(s) has executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

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

Title: City Clerk

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

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

Title: Mayor

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

3. STATE OF MINNESOTA: DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

By: \_\_\_\_\_  
(WITH DELEGATED AUTHORITY)

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

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

Distribution:  
Agency  
Grantee  
State’s Authorized Representative



To: Minnesota Department of Labor and Industry

Prevailing-wage compliance unit

443 Lafayette Road N.

St. Paul, MN 55155

Re: Prevailing-wage certification – Minnesota Statutes § 116J.871

\_\_\_\_\_ is a recipient of financial assistance from the \_\_\_\_\_ for the project identified below.

As required by Minn. Stat. § 116J.871, subd. 2(a), \_\_\_\_\_ hereby certifies to the commissioner of the Department of Labor and Industry, that laborers and mechanics at the project site during construction, installation, remodeling or repairs for which the financial assistance will be provided, in whole or part, will be paid the prevailing-wage rate as defined in Minn. Stat. § 177.42, subd. 6. Prevailing wages paid to laborers and mechanics at the project site shall comply with the prevailing-wage rates determined for \_\_\_\_\_ county, Minnesota.

\_\_\_\_\_ understands that failure to pay prevailing wages is a misdemeanor and that each day of violation is a separate offense under Minn. Stat. § 116J.871, subd. 3.

Project name: \_\_\_\_\_  
(Insert project name)

Project start date: \_\_\_\_\_  
(Insert project start date)

Project site address: \_\_\_\_\_  
(Insert project site address)

Financial assistance contract number: \_\_\_\_\_  
(Insert financial assistance contract number)

By: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print name of authorized representative) (Signature of authorized representative)

Its: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized representative's title) (Date signed and certified)

## Information for recipients

Recipients must ensure all laborers and mechanics at the project site during construction, installation, remodeling or repairs for which the financial assistance from a state agency or allocating agency will be provided is performed under contracts that specifically include the prevailing-wage rate requirements of the Minnesota Prevailing Wage Act ("MPWA"), Minnesota Statutes sections 177.41-.44 and Minnesota Rules, sections 5200.1000-.1120.

Recipients also must ensure that contractors and their subcontractors will comply with the requirements of the MPWA, including recordkeeping, completion and submission of certified payroll reports, posting and contract requirements and the requirement that laborers and mechanics at the project site during construction, installation, remodeling or repairs for which the financial assistance will be provided are paid the applicable prevailing-wage rate(s) for each classification of work they perform. These requirements and enforcement provisions are set forth at Minn. Stat. § 116J.871, subd. 2(a).

In accordance with the MPWA and because the commissioner, pursuant to Minn. Stat. § 177.30(a)(7), has deemed certain payroll information necessary and appropriate, recipients must also ensure that each employer performing work at the project site during construction, installation, remodeling or repairs for which financial assistance from a state agency is provided will prepare, maintain as required, and provide to the Department of Labor and Industry upon request, certified payroll reports with respect to the wages and benefits paid to employees specifying for each employee: the employee's name; prevailing-wage job classifications; hours worked each day; total hours; rates of pay; gross amount earned; each deduction for taxes; total deductions; net pay per week; dollars contributed per hour for each benefit, including name and address of administrator; benefit account number; and telephone number for health and welfare, vacation or holiday, apprenticeship training, pension, and other benefit programs.

These same certified payroll records must be submitted to the contracting authority no more than 14 days after the end of each pay period and retained by the employer for a minimum of three years after the final payment is made on the project. Minn. Stat. §§ 177.30 (a)(7), 177.43, subd. 3. A sample certified payroll form is available at [dli.mn.gov/sites/default/files/pdf/pw\\_certified\\_payroll\\_form.pdf](https://dli.mn.gov/sites/default/files/pdf/pw_certified_payroll_form.pdf). The state agency or allocating agency awarding the financial assistance is considered the contracting authority. Minn. Stat. § 116J.871, subd. 2(b).

Recipients of financial assistance from a state agency or allocating agency should contact the Department of Labor and Industry for applicable prevailing-wage rates and guidance on how to comply with prevailing wage-requirements in section 116J.871 and the MPWA:

Division of Labor Standards

Karen Bugar, State Program Administrative Director

443 Lafayette Road N, St. Paul, MN 55155

651-284-5091 or [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us)

**Email a completed copy of this form to [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us) or mail a copy of this form to the Department of Labor and Industry at the address on page 1 of this form. A copy should also be submitted to the state agency or allocating agency awarding the financial assistance.**

(Page 2 of 2)

Rev: 05/2024

## SUB-GRANT AGREEMENT

### (Minnesota Department of Employment and Economic Development)

This Sub-Grant Agreement (the “Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the city of Maplewood, a Minnesota municipal corporation (the “City”), and Beacon Acquisition, LLC, a limited liability company under the laws of Minnesota (the “Developer”).

#### WITNESSETH:

WHEREAS, the Developer is the fee owner of the real property at 1375 Frost Avenue East and legally described in Exhibit B attached hereto (the “Development Property”); and

WHEREAS, the Developer intends to construct a three-story, 40-unit affordable multi-family apartment building on the Development Property (the “Gladstone Crossing Project” or the “Project”); and

WHEREAS, the City has applied for and secured a Redevelopment Grant from the State of Minnesota through the Minnesota Department of Employment and Economic Development (“DEED”) in an amount not to exceed \$101,375 (the “Redevelopment Grant”), the proceeds of which will provide reimbursement for certain costs (the “Grant Eligible Activities”) outlined in Grant Contract Agreement No. RDGP-24-0012-o-FY25, Gladstone Crossing Project, between DEED and the City, a copy of which is attached hereto as Exhibit A (the “Grant Agreement”), and is incorporated herein and made part of this Agreement; and

WHEREAS, the parties wish to lay out the terms and conditions under which the City will make available to the Developer the funds it receives through the Redevelopment Grant.

NOW, THEREFORE, in consideration of the covenants and mutual obligations of the parties, the City and Developer agree as follows:

1. Redevelopment Grant.

(a) The City will distribute funds received under the Grant Agreement upon the continuing compliance by the Developer with its obligations hereunder and under the Grant Agreement. The Developer shall use the grant proceeds which are being provided by the City under this Agreement solely for Grant Eligible Activities in accordance with the Grant Agreement. The grant proceeds shall not be used for any ineligible uses as described in the Grant Agreement.

(b) It is expressly understood and agreed that all payments by the City to the Developer shall be paid pursuant to the terms and conditions of the Grant Agreement and that only costs authorized under the Grant Agreement shall be eligible for reimbursement. Any costs incurred by the Developer that are determined not to be authorized under the Grant Agreement shall be the sole responsibility of the Developer. Eligibility for reimbursement of any and all expenditures made by the Developer is solely within the discretion of DEED and as represented in the Grant Agreement. The Developer shall be solely responsible for providing adequate documentation for reimbursement pursuant to the terms of the Grant Agreement.

(c) The Developer understands and agrees that any reduction or termination of funds made available to DEED through the Redevelopment Grant Program may result in a like reduction in the amount of the grant proceeds that will be made available to the Developer pursuant to this Agreement. Pursuant to Section 9.1 of the Grant Agreement, the parties agree that none of the grant funds may be made available to any subgrantee or subrecipient nor may the Developer assign

or transfer any rights or obligations under the Grant Agreement without the prior written consent of DEED. Notwithstanding the foregoing, any assignment by the Developer to an entity controlled or 100% owned by Developer or one of its affiliates will be approved by the City. The Developer understands and agrees that the City shall have no obligation to provide any funds pursuant to this Agreement unless and until it receives proceeds of the Redevelopment Grant from DEED.

2. City's Obligations. The City will be responsible for reimbursing the Developer for the costs of the Grant Eligible Activities up to a total amount of \$101,375, which will be funded solely from the Redevelopment Grant proceeds actually received from DEED. The City will disburse funds to the Developer pursuant to this Agreement and the Grant Agreement from and to the extent proceeds of the Redevelopment Grant are received by the City, based upon reimbursement requests submitted by the Developer. Reimbursement requests must be accompanied by all information and documentation needed by the City pursuant to the Grant Agreement to submit a payment request form to DEED. The Developer shall be solely responsible for ensuring such requests meet the criteria of the Grant Agreement. All disbursement requests will be reviewed and approved by the City and DEED. To ensure that all funds are drawn prior to the expiration of the Redevelopment Grant, all payment requests must be received from the Developer by the City at least 60 days prior to the Redevelopment Grant expiration date of December 31, 2027. Unless the Redevelopment Grant is extended by DEED and the City in writing, any unrequested funds will be lost. The City shall have no obligation to disburse any of these funds if, at the time of disbursement, the Developer is in default under any of the terms of this Agreement, the Grant Agreement or any other agreement between the Developer and the City related to the Project.

3. Developer's Obligations. The Developer must perform and satisfy certain obligations of the City under the Grant Agreement. Specifically, but without limiting the foregoing, the Developer must perform all the following with respect to the Project and in satisfaction of the Grant Agreement's obligations:

(a) The Developer will be responsible for constructing the Project on the Development Property (the "Work"). All Work provided by the Developer under this Agreement must be performed to DEED's reasonable satisfaction and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Developer will not receive payment for Work found by the City or DEED to be unsatisfactory or performed in violation of federal, state, or local law.

(b) The Developer will comply with all requirements and conditions of the Grant Agreement that, by their nature, must be performed by Developer rather than City and that are conditions of award of funds under the Grant Agreement.

(c) The Developer must take all other actions as are needed to ensure compliance with the Grant Agreement and provide such information and assistance to the City as may reasonably be needed to ensure the City can comply with the requirements of the Grant Agreement that, by their nature, must be performed by the City rather than the Developer. The Developer acknowledges that the City must make a Payment Request (as defined in the Grant Agreement) by December 31, 2025 or such later date as agreed to by the City and DEED or DEED may terminate the Grant Agreement

(d) To permit the City and DEED to monitor compliance with this Agreement, the Developer shall permit any person that the City or DEED designates, at the City or DEED's expense, to visit and inspect the Development Property, the corporate books and financial records and documents of the Developer as relevant to receipt and expenditure of the grant funds or this Agreement and to discuss its affairs, finances, and accounts as they relate to receipt and expenditure

of the grant funds or this Agreement with the principal officers of the Developer, all at such times and as often as the City or DEED may reasonably request during the term of this Agreement and for a period of six years after the termination of this Agreement.

(e) The Developer shall include in any contract or subcontract for the Work appropriate provisions to ensure contractor or subcontractor compliance with all applicable state and federal laws and the requirements of the Grant Agreement, including, but certainly not limited to, payment of prevailing wages to the extent required in the Grant Agreement and Minnesota state law. Along with such provisions, the Developer shall also require that contractors and subcontractors performing Work covered by the Redevelopment Grant obtain all required permits, licenses, and certifications, and comply with all applicable state and federal Occupational Safety and Health Act regulations, especially the federal Hazardous Waste Operations and Emergency Response standards under Code of Federal Regulations, Title 29, Sections 1910.120 and 1926.65.

(f) The Developer shall construct the Project to meet all applicable local codes, rehabilitation standards, ordinances, and zoning regulations. The City and DEED assume no responsibility for obtaining any applicable local, state, or federal licenses, permits, bonds, authorizations, or approvals necessary to perform or complete the Work. The Developer and its contractors, if any, must comply with all applicable licensing, permitting, bonding, authorization, and approval requirements of federal, state, and local governmental and regulatory agencies, including conservation districts.

(g) Provide the City with all information that is needed by the City to submit the written reports required by the Grant Agreement, including but not limited to the reports required by Section 5 of the Grant Agreement.

(h) The Developer is solely responsible for hiring and supervising all Work necessary to complete the Grant Eligible Activities. The City shall not be liable with regard to such Work.

(i) The Developer acknowledges and agrees that all terms, conditions and obligations contained in the Grant Agreement are incorporated herein, and made a part of this Agreement. The Developer shall comply in all respects with the Grant Agreement. In addition to the terms, conditions and obligations described herein, the Developer further acknowledges, accepts and assumes all of the City's obligations described in the Grant Agreement, unless such obligations can only be reasonably performed by the City, including but not limited to, the obligation to repay the Redevelopment Grant at any time if required by DEED within 30 days of request from the City.

(k) The City must certify to DEED that all contractors and subcontractors have been paid and that the Work performed is determined to be satisfactory. The Developer will provide a certification to the City that all contractors and subcontractors have been paid and that the Work performed is determined to be satisfactory prior to seeking reimbursement for any related costs.

(l) The Developer agrees to promptly notify the City of any proposed material change in the development plans for the Development Property, the scope of the Project, the Project budget or the Project's completion date.

(m) The Grant Agreement generally includes various reporting requirements that the City must undertake as a condition of receipt of the grant funds. For the City to adequately meet its obligations under the Grant Agreement, the Developer is required to provide the City with all information identified in the Grant Agreement and any other additional information that the City deems reasonably necessary to comply with its obligations under the Grant Agreement. In the

event that the Developer fails to provide the City with the necessary information in a timely manner, the City shall cease making any additional Payment Requests payment under the Grant Agreement until such time as the Developer has provided all of the information requested by the City.

(n) The Developer certifies that it follows Minnesota Statutes, Section 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Developer's employees and agents will not be considered City employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the City's obligation or responsibility.

(o) Any publicity regarding the subject matter of the Redevelopment Grant must identify DEED as a sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Developer individually or jointly with others, or any subcontractors, with respect to the Project. The Developer must not claim that DEED or the City endorses its products or services.

(p) The Developer agrees it shall provide all matching funds required by the Grant Agreement.

4. Business Subsidy Act Inapplicable. Pursuant to Minnesota Statutes, Section 116J.993, subd. 3, the Redevelopment Grant funding made available to the Developer hereunder is not a business subsidy because it is less than \$150,000 and is assistance for housing and therefore the Business Subsidy Act does not apply.

5. Not a Loan. The financial assistance awarded under this Agreement are grant funds and shall only be used as grant funds and cannot take the form of an interest-bearing loan, a non-interest-bearing loan, a deferred loan, a forgivable deferred loan or any other type of loan.

6. Indemnification. Subject to the limitations provided in Minnesota Statutes, Chapter 466, to the fullest extent permitted by law, the Developer shall defend, indemnify and hold harmless the City and its officers, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Project activities funded by the Redevelopment Grant and the City's obligations under the Grant Agreement, including without limitation the City's obligations under the Grant Agreement, except to the extent the claims, damages, losses and expenses arise from the City's own willful misconduct. Additionally, and for the avoidance of doubt, the Developer understands and acknowledges that the preceding sentence applies to any and all claims asserted by DEED, the Minnesota Department of Labor and Industry, and any other party related to the Developer's acts or omissions associated with the Project or the Work, including, but certainly not limited to, claims related to the Developer's failure to adhere to the prevailing wage requirements to any extent required and any damages, losses and expenses, including but not limited to attorneys' fees, incurred by the City as a result thereof. The obligations contained herein shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the City and the Developer. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of the City of any immunities or limits on liability provided by Minnesota Statutes, Chapter 466 or other applicable state or federal law.

7. Data Practices. All data collected, created, received, maintained or disseminated for any purpose in the course of the Developer's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

8. Notices and Demands. Any notice, demand or other communication made under this Agreement by either party to the other shall be sufficiently given if it is dispatched by registered or certified United States mail, postage prepaid, return receipt requested or delivered personally to

- a. As to the Developer: Beacon Acquisition, LLC  
2610 University Ave. W., Suite 100  
St. Paul, MN 55114  
Attn: Kevin Walker
- b. As to the City: City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109  
Attn: City Manager

or such other address as either party may, from time to time, designated in writing and send to the other as provided in this section.

9. Disclaimer of Relationship. Nothing in this Agreement or any act of the City or the Developer shall be deemed or construed by the Developer or any third party to create any partnership, joint venture or limited general partnership between the Developer and the City or establish any relation of third-party beneficiary.

10. Governing Law. This Agreement is governed by laws of Minnesota, without regard to its choice-of-law provisions. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

12. Amendment. This Agreement may only be amended by written agreement of the parties.

13. Termination for Insufficient Funding. The City may immediately terminate this Agreement if it does not obtain funding from the DEED, or if DEED otherwise notifies City that the Redevelopment Grant or the Grant Agreement has been terminated. Notice of such termination must be by written or via electronic communication to the Developer. The City is not obligated to pay for any costs incurred after notice and effective date of termination.



IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed in their names on or as of the date first above written.

**CITY OF MAPLEWOOD, MINNESOTA**

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

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

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF RAMSEY )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Marylee Abrams, the Mayor of the city of Maplewood, a Minnesota municipal corporation, on behalf of the municipal corporation.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF RAMSEY )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Michael Sable, the City Manager of the city of Maplewood, a Minnesota municipal corporation, on behalf of the municipal corporation.

\_\_\_\_\_  
Notary Public

**BEACON ACQUISITION, LLC**

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

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

STATE OF MINNESOTA        )  
                                          ) SS.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_ day of \_\_\_\_\_, 2025,  
by \_\_\_\_\_, the \_\_\_\_\_ of Beacon Acquisition, LLC, a limited liability company,  
under the laws of Minnesota , by and on behalf of the company.

\_\_\_\_\_  
Notary Public

**THIS AGREEMENT DRAFTED BY:**  
Kennedy & Graven, Chartered (RHB)  
Suite 700 Fifth Street Towers  
150 South Fifth Street  
Minneapolis, MN 55402  
(612) 337-9300

**EXHIBIT A**  
**GRANT AGREEMENT**

*[to be attached]*

**EXHIBIT B**

**LEGAL DESCRIPTION OF DEVELOPMENT PROPERTY**

Parcel 1:

Lots 13, 14, 15, 16, 17, 18 and 19 except the North 15 feet of Lot 19, Block 11, Gladstone, together with that part of the vacated alley adjacent thereto which accrued thereto by reason of vacation thereof, Ramsey County, Minnesota.

(Abstract Property)

Parcel 2:

Lot 4, except the North 14.25 feet thereof, also all of Lots 5, 6, 7, 8, and 9, Lunn's Rearrangement of Lots 7 to 12, inclusive, Block 11, Gladstone, together with that portion of vacated alley in Lunn's Rearrangement accruing thereto, and together with that portion of vacated alley in Block 11, Gladstone, accruing thereto, all according to the plat thereof on file and of record in the Office of the County Recorder in and for Ramsey County, Minnesota.

(Abstract Property).

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Michael Martin, AICP, Assistant Community Development Director

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

**AGENDA ITEM:** First Amendment of Metropolitan Livable Communities Act Pre-Development Grant Agreement, Rice Street Gardens

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

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

**Policy Issue:**

On June 28, 2023, the Metropolitan Council awarded the City of Maplewood a \$150,000 grant to support the City's and Rondo Community Land Trust's request for pre-development project funding.

The City Council is being asked to approve an amendment to the agreement with the Metropolitan Council to extend the grant term for an additional year.

**Recommended Action:**

Motion to approve the First Amendment of Metropolitan Livable Communities Act Pre-Development Grant Agreement with the Metropolitan Council and authorize the mayor and city manager to execute the document.

**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: Acceptance of the grant dollars does not commit the city to additional funding.

**Strategic Plan Relevance:**

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

The city's 2040 Comprehensive Plan establishes the goal to *"Improve the availability of affordable housing for both homeowners and renters"* and identified an action item to *"Partner with Metropolitan Council and other agencies and programs to provide funding assistance to developers (and also to those in need of housing) to provide for affordable housing units in the community."*

**Background:**

The 13.26-acre site at 1958 Rice Street is owned by Saint Paul Regional Water Services (SPRWS) and is the current location of the Rice Street Community Gardens. The City of Maplewood and the

Rondo Community Land Trust (RCLT) were granted a Livable Communities Act Pre-Development Grant in 2023 to plan the site in the event it becomes available for development. The grant currently expires on June 30, 2025. In collaboration with the RCLT, the City of Maplewood requested a one-year extension to the grant. The Metropolitan Council has approved this request.

Over the past two years, RCLT and the city have made significant progress in developing a future vision for the Rice Street Gardens site, including robust community engagement efforts, completion of a detailed stormwater analysis, a traffic impact study, and a market study. Below are highlights of the deliverables completed to date:

### Community Engagement

RCLT and its teams provided project management for community engagement, including coordination with the Rice Larpenetour Alliance (RLA) on survey questions and community events, and deliverable review. RLA convened stakeholders monthly, held a kick-off meeting, hosted 10 community engagement opportunities, and coordinated a survey translated into Karen and Nepali.

### Site and Stormwater Planning

RCLT and its team conducted a request for proposals (RFP) process to select a stormwater consultant and ensured timely deliverable completion. A stormwater management report was completed based on two stakeholder-developed concepts.

### LCA Project Studies

RCLT and its team provided project management, including stakeholder identification, scope alignment with developed concepts, and review of the analysis geography and draft deliverables. Additional work was conducted to provide background demographic trends, conduct stakeholder interviews, and offer market trend recommendations. The team developed parking recommendations for the two concepts based on data from a gardening event and best practices.

### Future Work

The grant extension provides additional time for RCLT to complete the remaining project studies—specifically, the Site Acquisition Appraisal and Geotechnical Analysis—and to continue Site Planning.

At its November 2024 meeting, SPRWS indicated that it is not prepared to sell the parcel at this time, as it is conducting a larger study on surplus land. With this in mind, it is still in the city's interest to work with RCLT to complete its pre-development planning and to complete the terms of the grant so that it is prepared if the site becomes available.

The city attorney has reviewed this agreement.

### Attachments:

1. First Amendment of Metropolitan Livable Communities Act Pre-Development Grant Agreement

**Grant No. SG-19116**

**FIRST AMENDMENT OF  
METROPOLITAN LIVABLE COMMUNITIES ACT  
PRE-DEVELOPMENT GRANT AGREEMENT**

**THIS AGREEMENT** is made and entered into by the Metropolitan Council (“Council”) and the City of Maplewood (“Grantee”).

**WHEREAS**, in June 2023 the Grantee was awarded a \$150,000.00 Pre-Development grant to help fund the pre-development activities of Community Engagement, Project Studies, and Site Planning for the Rice Street Gardens site; and

**WHEREAS**, on January 8, 2024 the Grantee and the Council entered into a grant agreement identified as Council Grant No. SG-19116 (“Agreement”) which made the grant funds available to the Grantee for pre-development activities for the Rice Street Gardens site; and

**WHEREAS**, on April 2, 2025 the Grantee requested an amendment to extend the grant term by 12 months.

**NOW, THEREFORE**, in consideration of the promises and covenants contained in this agreement, the Council and the Grantee agree to amend Grant No. SG-19116 as follows:

The “EXPIRATION DATE” identified at Page 1 of the Agreement and referenced in Section 4.01, **Term**, is changed from June 30, 2025 to June 30, 2026.

Except for this amendment, the provisions of Grant No. SG-19116 shall remain in force and effect without change.

\*\*\*This portion intentionally left blank\*\*\*

**IN WITNESS WHEREOF**, the Grantee and the Council have caused this agreement to be executed by their duly authorized representatives. This agreement is effective on the date of final execution by the Council.

**CITY OF MAPLEWOOD**

**METROPOLITAN COUNCIL**

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

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

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

LisaBeth Barajas, Executive Director

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

Community Development Division

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

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

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

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

**Approved as to form:**

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

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

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



**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Michael Martin, AICP, Assistant Community Development Director

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

**AGENDA ITEM:** Assisted Living Facility, 2615 Maplewood Drive  
a. Conditional Use Permit Resolution  
b. Design Review Resolution

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

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

**Policy Issue:**

Frisbie Companies is requesting approval of a Conditional use Permit and Design Review for a new 32-unit memory care facility.

**Recommended Action:**

- a. Motion to approve a conditional use permit resolution to construct a new 32-unit memory care facility at 2615 Maplewood Drive.
- b. Motion to approve a design review resolution to construct a new 32-unit memory care facility at 2615 Maplewood Drive.

**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 city deemed the applicant's application complete on May 6, 2025. The initial 60-day review deadline for a decision is July 5, 2025. As stated in Minnesota State Statute 15.99, the city can take an additional 60 days, if necessary, to complete the review and decide.

**Background:**

The applicant is requesting approval for a new 32-unit memory care facility. This proposal is a change from a previously approved 72-unit multifamily apartment building approved in 2020. This adjustment is primarily due to current construction costs, limited financing options for apartment complexes, and existing market conditions. The new plans include six one-bedroom and 26 studio

units. The applicant is partnering with Ebenezer Care to oversee the facility's operations.

The building will offer a variety of standard amenities including a commercial kitchen, dining room, living room, sunroom, laundry facilities, a spa room, a beauty salon, nursing offices, a director's office, a staff break room, a library/family room, activity spaces, and both covered indoor and outdoor patios.

### Conditional Use Permit

The R3 – multiple dwelling zoning district requires a conditional use permit for assisted living uses. This single-story project is designed to have less impact on the site than the previously approved three-story apartment building with underground parking. It requires less surface parking, which allows for a more substantial 50-foot landscape buffer along the northern property line (an increase from the previous 20-foot buffer). The plans also prioritize preserving existing trees and minimizing environmental disruption, resulting in more pervious areas and a larger wetland buffer. Eliminating below-grade parking excavation will also allow for the incorporation of rain gardens.

### Design Review

#### *Site Plan*

The site will be accessed by two drives coming off Maplewood Drive. The proposed building and parking lots are concentrated on the east side of the lot and will be positioned on the site, with setbacks from the street and neighboring residences, and enhanced by landscaping, walkways, and courtyards. The outdoor areas will include additional landscaping, retaining walls, and sidewalks with pond views. The area of land on the west side of the site, which is also west of a wetland, will not be built on. The building and parking lots meet all the required setbacks, including the 50-foot building setback required to the north property line.

#### *Building Elevations*

The exterior of the building will feature predominantly “golden teak” colored siding panels complemented by “manganese ironspot” colored brick facades and a pitched shingled roof. Trash enclosures will be constructed of brick and located on the south side of the property. Mechanical equipment will be situated on the rear or screened on the partially flat roof to minimize visual impact.

### Parking

The city ordinance does not contain specific parking standards for assisted living or nursing home facilities. The applicant proposes 28 parking stalls, including two accessible stalls. The facility employees and guests visiting residents would use the on-site parking. Staff believe this number is adequate given the number of units, possible visitors, and proposed staff on-site at any time.

#### *Landscaping*

Per the applicant's plans, the property has 143 significant trees, equaling 1,996 diameter inches of trees. The applicant is removing 24 significant trees, equaling 328.5 diameter inches. Based on the City's tree preservation ordinance tree replacement calculation, no additional replacement trees are required over and above the general landscape requirements. The applicant's landscape plan includes 38 new trees, for a total of 74 caliper inches. Numerous shrubs and perennials will also be

planted around the building. A six-foot-tall screening fence will also be constructed along the north property line between this project and the single-family homes along County Road C East.

### *Floor Area*

City ordinance requires that the minimum habitable floor area for "assisted-living" and "memory-care" senior housing be at least the minimum required by the Minnesota Department of Health, which is generally 250 square feet for assisted living. Of the 32 units the applicant is proposing, six will be one-bedroom units between 525 and 536 square feet, and the 26 studio units will have either 325 or 415 square feet.

### *Wetlands and Shoreland*

There is a Manage B wetland located in the center of the parcel. The city's wetland ordinance requires a 50-foot minimum and a 75-foot average wetland buffer. The wetland ordinance allows flexibility in instances where, because of the unique physical characteristics of a specific parcel of land, the averaging of buffer width for the entire parcel may be necessary to allow for the reasonable use of the land during a development or construction project. In such cases, decreasing the minimum buffer width will be compensated for by increased buffer widths elsewhere in the same parcel to achieve the required average buffer width. The development will have grading to within 50 feet along the eastern edge of the Manage B wetland. The entire western edge of the wetland will remain undisturbed, allowing for wetland buffer averaging. Wetland buffer averaging is being requested due to the percentage of the parcel covered by wetland and the configuration of the wetland on the parcel.

The Shoreland Overlay District for Kohlman Lake allows for 30 percent impervious surface coverage for an apartment complex. The parcel is 8.96 acres. The impervious surface area, including the building, parking lot, and sidewalks, is proposed to cover 0.96 acres, which meets the Shoreland Overlay District requirements.

### *Lighting*

The applicant's submitted photometric plan meets all city requirements.

### Department Comments

#### *Engineering*

Please see Jon Jarosch's original engineering report, dated May 12, 2025, attached to this report.

#### *Environmental*

Please see Shann Finwall's updated environmental report, dated May 13, 2025, attached to this report.

#### *Building Official – Randy Johnson*

The proposed building is required to meet the minimum requirements of the Minnesota State Building Code.

## Commission Review

### *Community Design Review Board*

May 20, 2025: The community design review board reviewed this project and recommended approval.

### *Planning Commission*

May 20, 2025: The planning commission reviewed this project, held a public hearing, and recommended approval. One resident spoke during the public hearing and had questions about the project and process.

## Citizen Comments

Staff sent notices to the 130 surrounding property owners within 500 feet of the subject site and invited owners to provide their opinions about this proposal. Staff have yet to receive any responses.

## Reference Information

### *Site Description*

Campus Size: 8.96 acres  
Existing Land Use: Vacant Land

### *Surrounding Land Uses*

North: Single Family Homes  
East: Maplewood Drive and Highway 61  
South: Town and Country Manufactured Home Park  
West: Kohlman Park and Town and Country Manufactured Home Park

### *Planning*

Existing Land Use: Medium Density Residential  
Existing Zoning: R3 – Multiple Dwelling

## **Attachments:**

1. Conditional Use Permit Resolution
2. Design Review Resolution
3. Overview Map
4. 2040 Future Land Use Map
5. Zoning Map
6. Wetland Map
7. Shoreland Overlay Map
8. Applicant's Narrative
9. Site Plan
10. Building Elevations
11. Landscape Plan
12. Engineering Report, dated May 12, 2025
13. Environmental Report, dated May 13, 2025
14. CDRB Draft Minutes, May 20, 2025
15. Planning Commission Draft Minutes, May 20, 2025
16. Applicant's Plans (separate attachment)

## CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

1.01 Matt Frisbie of Frisbie Companies has requested approval of a conditional use permit to construct a 32-unit assisted living facility.

1.02 The property is located at 2615 Maplewood Drive and is legally described as:

PIN: 09-29-22-12 -0014. Real property in the City of Maplewood, County of Ramsey, State of Minnesota, described as follows:

Parcel 1:

That part of Lot 8, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except the east 455 feet of the west 715 feet of the north 203 feet of said Lot 8. Also except the west 260 feet of said Lot 8.

Parcel 2:

That part of Lot 7, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except that part thereof lying westerly of a line drawn from a point on the north line of said Lot 7 distant 200.00 feet east of the northwest corner of said Lot 7 to the southwest corner of said Lot 7.

Parcel 3:

That part of Lot 6, W.H. Howard's Garden Lots lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below and that lies northerly of a line described as follows: Commencing at a point on the north and south center line of Section 9, Township 29 North, Range 22 West in Ramsey County, Minnesota, 19.7 feet north of the true northwest corner of the South 66 feet of said Lot 6; running thence in a southeasterly direction to a point on the west line of the St. Paul and White Bear Road, 19.7 feet south of the true northeast corner of said south 66 feet of said Lot 6, W.H. Howard's Garden Lots, according to the plat thereof on file and of record in the office of the Register of Deeds, in and for the County of Ramsey.

Line A:

Beginning at a point on the north line of Section 9, Township 29, Range 22, Ramsey County, Minnesota distant 755.6 feet east of the north quarter corner thereof; thence run southerly at an angle of 90 degrees with said north section line for 540.9 feet; thence deflect to the left on a 20 degree 00 minute curve (delta angle 30 degrees 52 minutes 15 seconds) for 154.35 feet; thence on tangent to said curve for 125.26 feet; thence deflect to the right on a 20 degree 00 minute curve (delta angle 31 degrees 36 minutes 04 seconds) for 158.01 feet; thence on tangent to said curve for 93.03 feet; thence deflect to the right on a 02 degree 30 minute curve (delta angle 16 degrees 29 minutes 30 seconds) for 659.67 feet and there terminating.

(Abstract Property).

Section 2. Standards.

2.01 City Ordinance Section 44-46 requires a Conditional Use Permit for assisted living facilities.

2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) 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 May 20, 2025, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve this resolution.

2. On June 9, 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 \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All construction shall follow the approved plans, date-stamped May 6, 2025. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
3. The city council shall review this permit in one year.
4. A parking waiver is approved. The project will provide 28 surface spaces. If a parking shortage develops, the city council may require the construction of additional parking spaces.

## DESIGN REVIEW RESOLUTION

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

Section 1. Background.

1.01 Matt Frisbie of Frisbie Companies has requested approval of design review to construct a 32-unit assisted living facility.

1.02 The property is located at 2615 Maplewood Drive and is legally described as:

PIN: 09-29-22-12 -0014. Real property in the City of Maplewood, County of Ramsey, State of Minnesota, described as follows:

Parcel 1:

That part of Lot 8, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except the east 455 feet of the west 715 feet of the north 203 feet of said Lot 8. Also except the west 260 feet of said Lot 8.

Parcel 2:

That part of Lot 7, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except that part thereof lying westerly of a line drawn from a point on the north line of said Lot 7 distant 200.00 feet east of the northwest corner of said Lot 7 to the southwest corner of said Lot 7.

Parcel 3:

That part of Lot 6, W.H. Howard's Garden Lots lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below and that lies northerly of a line described as follows: Commencing at a point on the north and south center line of Section 9, Township 29 North, Range 22 West in Ramsey County, Minnesota, 19.7 feet north of the true northwest corner of the South 66 feet of said Lot 6; running thence in a southeasterly direction to a point on the west line of the St. Paul and White Bear Road, 19.7 feet south of the true northeast corner of said south 66 feet of said Lot 6, W.H. Howard's Garden Lots, according to the plat thereof on file and of record in the office of the Register of Deeds, in and for the County of Ramsey.

Line A:

Beginning at a point on the north line of Section 9, Township 29, Range 22, Ramsey County, Minnesota distant 755.6 feet east of the north quarter corner thereof; thence run southerly at an angle of 90 degrees with said north section line for 540.9 feet; thence deflect to the left on a 20 degree 00 minute curve (delta angle 30 degrees 52 minutes 15 seconds) for 154.35 feet; thence on tangent to said curve for 125.26 feet; thence deflect to the right on a 20 degree 00 minute curve (delta angle 31 degrees 36 minutes 04 seconds) for 158.01 feet; thence on tangent to said curve for 93.03 feet; thence deflect to the right on a 02 degree 30 minute curve (delta angle 16 degrees 29 minutes 30 seconds) for 659.67 feet and there terminating.

(Abstract Property).



Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) 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.

Section 3. City Action

3.01 The above-described site and design plans are hereby approved based on the findings outlined in Section 3 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans date-stamped May 6, 2025. 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 and building official requirements must be met.
3. Satisfy the requirements set forth in the engineering review authored by Jon Jarosch, May 12, 2025.
4. Satisfy the requirements set forth in the environmental review authored by Shann Finwall, dated May 13, 2025.
5. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
6. All ground-mounted and roof-mounted mechanical equipment shall be screened according to the ordinance.
7. Any identification or monument signs for the project must meet the city's sign ordinance requirements and be designed to be consistent with the project's building materials and colors.
8. Prior to 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. Submit a revised tree plan that preserves the two maple trees near the north property line.
9. 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.
10. 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 City of Maplewood holds the above-required letter of credit or cash escrow for all required exterior improvements. If the building is occupied in the fall or winter, the owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year or within six weeks of occupancy if it is occupied in the spring or summer.
11. All work shall follow the approved plans. The director of community development may approve minor changes.







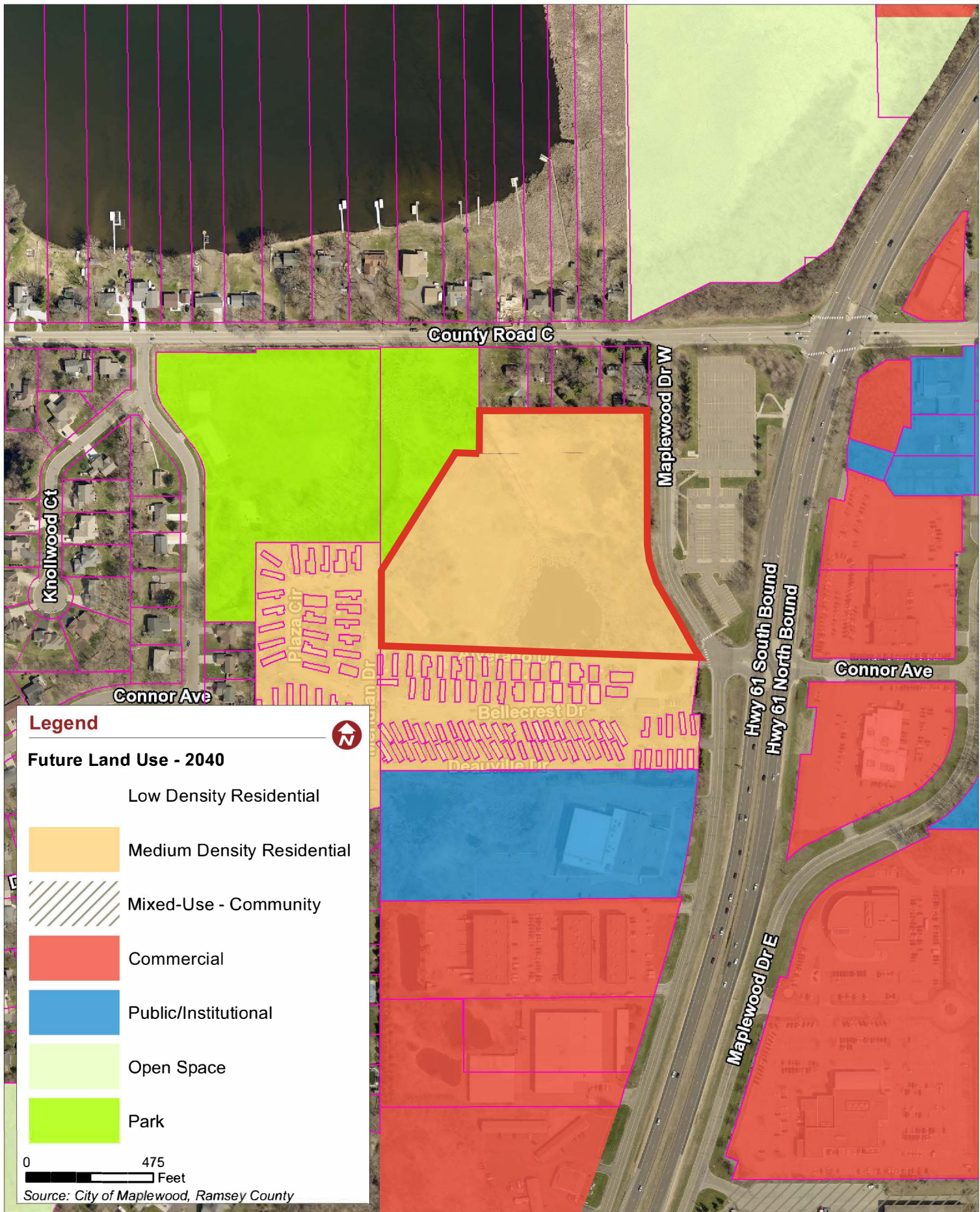


# 2615 Maplewood Drive - Future Land Use Map

City of Maplewood

J1, Attachment 4

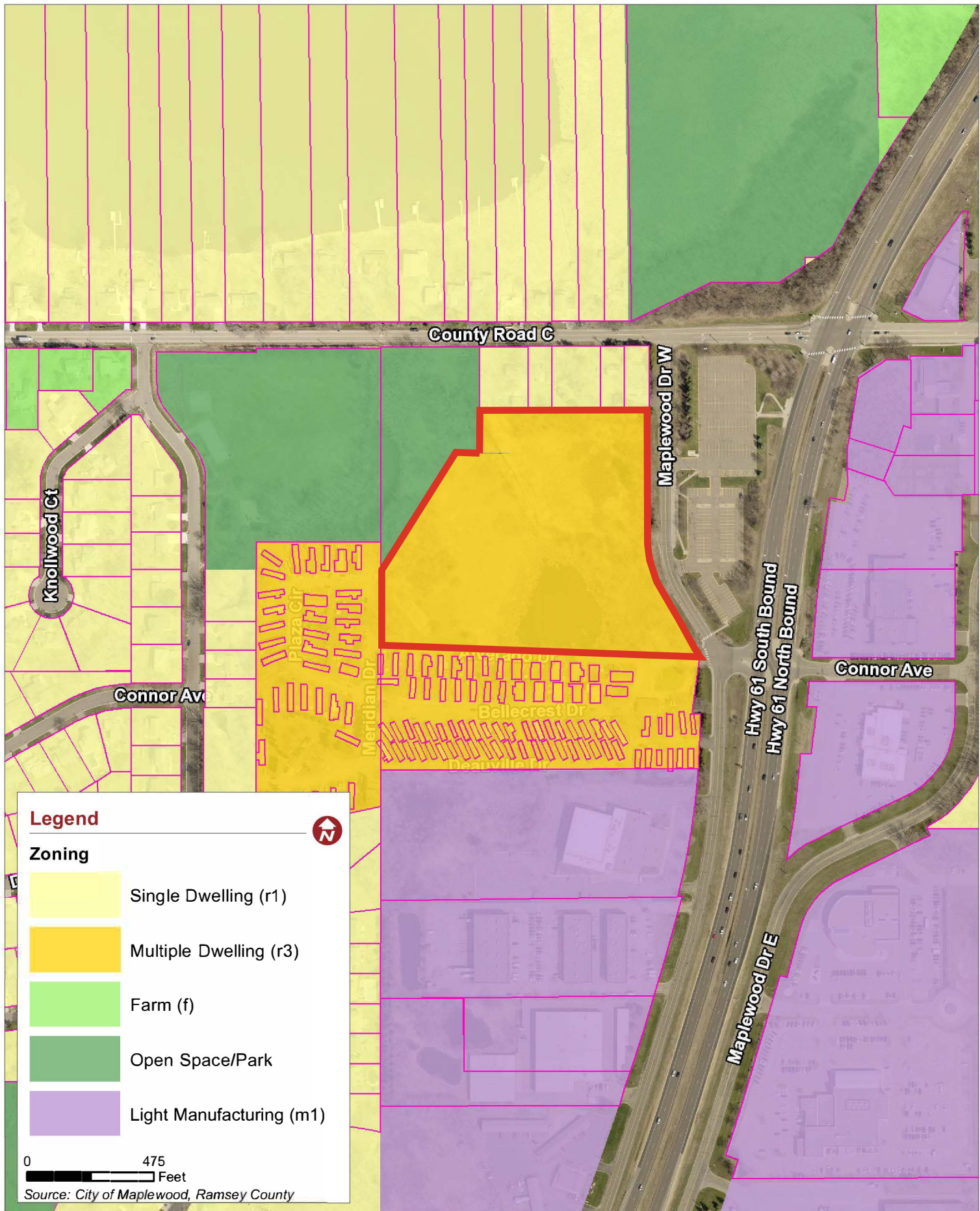
April 28, 2025



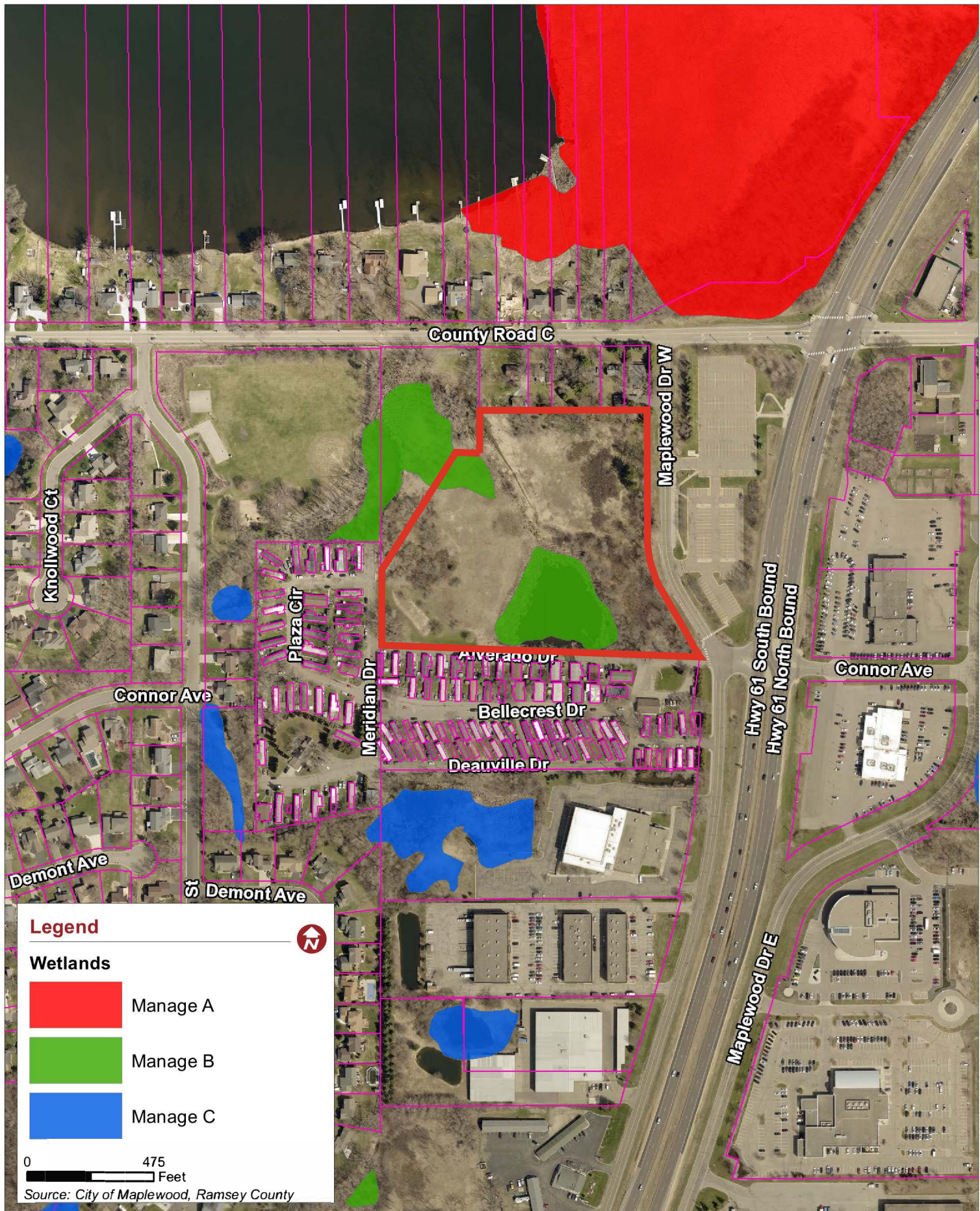




Maplewood













**Date:** 4/18/25

**To:** City of Maplewood

**From:** Matt Frisbie, Frisbie Companies, LLC and EF Maplewood, LLC

**Subject:** Maplewood Senior Living/Memory Care – Condition Use Permit and CDRB Application

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For our site located at 2614 Maplewood Drive North in Maplewood, we are requesting a conditional use permit for a new 32-unit memory care facility. The proposed change in use from the previously-approved 72-unit multifamily apartment building is being driven by the cost of construction, limited financing options for apartments, and the market.

A market study completed on January 17, 2025 shows a strong demand on this site for all types of senior living – independent, assisted living, and memory care. Our focus will be on the memory care market; the study shows current memory care demand in 2024 for 20 market rate units and 43 units for elderly waiver (income based). The 5-year projections show increased demand to 34 market rate units and 53 units for elderly waiver. We are proposing 32 units on the site with a mix of 6 one-bedroom units at 525 -536 s.f. each, 10 studio units at 415 s.f. each, and 16 studio units at 325 s.f. each.

This proposed 32-unit facility has been carefully planned to align with the current market study and demand for senior living, especially for memory care. Ebenezer Care will manage the facility, one of Minnesota’s senior living management companies. We have worked on multiple projects with Ebenezer Care, and have a great history of senior living design and successful operations. The impact of this senior living development to Maplewood is a positive step to continuing to meet the needs of seniors in the community.

The building layout will also incorporate resident common amenities such as a full commercial kitchen, dining room, living room, sun room, laundry, spa room with therapy tub, beauty salon, laundry rooms, nursing offices, director’s office, staff break room, library/private family room, activity spaces, and covered front and outdoor covered patio space.

The exterior of the building will be primarily brick with siding/panels, and a pitched shingled roof. The building will be set back off the adjacent street and residential neighbors with landscaping buffers, walks and courtyards. The outdoor spaces will have extension landscaping, retaining walls, and sidewalks looking over the pond to the east. The trash enclosures will be on the south side and will be



brick to match the building. All mechanical equipment will be on the back side of the building or on the partial flat roof and screened from view.

With this proposed one-story project, we will have less impact on the site than the previously approved 3-story plus underground parking apartment project. We will have a lesser need for surface parking and we will be able to provide a larger landscape buffer to the residents to the north. Previously the north landscape buffer was 20 feet, and with this project it is 50 feet. We would also work to preserve more trees around the new building and create less of an environmental impact on the site. This site layout provides more pervious area and a greater buffer to the existing wetland. Without the excavation for the below-grade parking, we can design more to the natural grading and provide rain gardens that serves as visible amenities.

The project will employ 22 FTE's once it reaches stabilization, which is projected for the end of the second year of being open. Employment opportunities will include resident assistants; registered nurses; other care staff, such as activities and Dimensions manager (Ebenezer's memory care program); dietary staff; housekeeping; maintenance; and administrative positions. Wages will range from \$21/hour to \$65/hour.

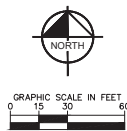
As with our previous design, we have kept the immediate neighbors to the north aware of our progress and ideas. We have emailed a site plan showing the idea for the one-story building and we have described the differences from the previously proposed three-story apartment building. The response has been favorable with comments like "I like that idea so I don't have a lot to say. The fence is important to all of us, and trees. The fact that it will be older residents means no worry about noise or smoking or parties, everyone I've talked to is happy about it." We will have an in-person site visit with those neighbors interested in meeting prior to the city meeting

The proposed new building project fits within the zoning, setbacks, height, and all other city and watershed requirements, and we are not requesting any variances. Under the current zoning, senior living is allowed as a conditional use.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt H.", is positioned below the "Sincerely," text.

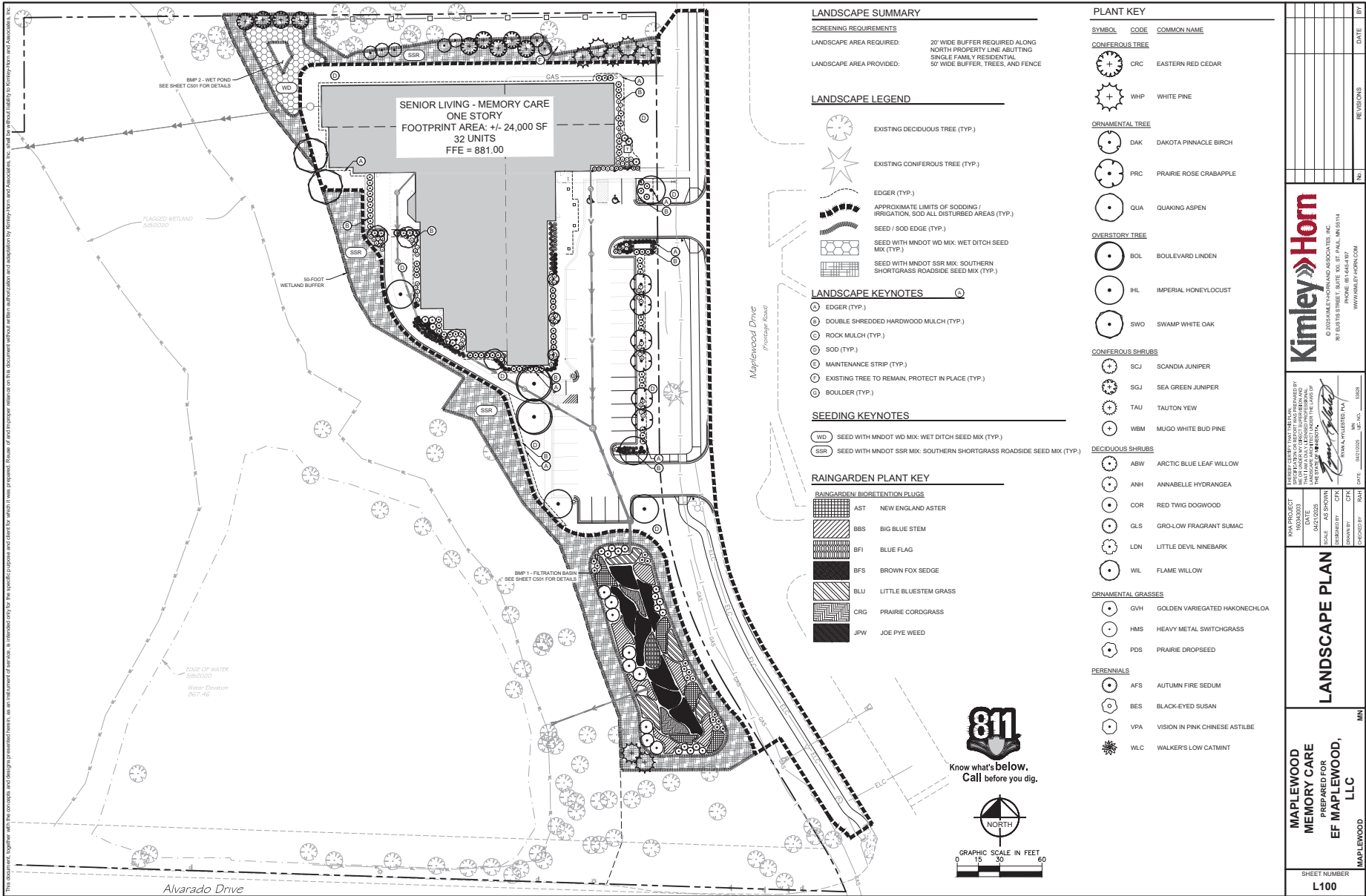


## SITE PLAN NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT DIMENSIONS OF ALL EXISTING UTILITIES. SLOPE PAVING, SIDEWALKS, EXIST PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXIST BUILDING FOOTPRINTS SHALL BE SHOWN AND NOTED ON THE SITE PLAN.
3. ALL INNER CURBED RADIi ARE TO BE 15' AND OUTER CURBED RADIi ARE TO BE 15' UNLESS OTHERWISE NOTED. STRIPPED RADIi ARE TO BE 5'.
4. ALL DIMENSIONS AND RADIi ARE TO THE FACE OF CURB UNLESS OTHERWISE SPECIFIED.
5. EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COSTS SHALL BE INCLUDED IN BASE BID.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS: (RELOCATED) ALL EXISTING 6" AND 8" WATER MAINS, 12" AND 18" SEWER MAINS, 12" AND 18" GAS MAINS, TRASH DRAINAGE, BINS, TRAFFIC SIGNALS & POLES, ETC. (UNRELOCATED) ALL EXISTING UTILITIES WITHIN CONVEYING AUTHORITY JURISDICTION REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS SHALL BE APPROVED BY SUCH AGENCY. ALL WORK SHALL BE INCLUDED IN THE BASE BID.
7. SET: BOUNDARY, TOPOGRAPHY, SURVEY AND ROAD INFORMATION TAKEN FROM A SURVEY BY DYNAMIC DATE: 05/26/2020.
8. KIDLEY-HORN ASSUMES NO LIABILITY FOR ANY ERRORS, INACCURACIES, OR OMISSIONS CONTAINED THEREIN.
9. TOTAL LAND AREA IS 5.96 ACRES.
10. PYLON MONUMENT SIGNS ARE REQUIRED FOR ALL PROJECTS. SIGNS ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO OBTAIN LOCAL AND STATE PERMITS NECESSARY FOR THE CONSTRUCTION OF THE PYLON MONUMENT SIGN.
11. CONSTRUCTION REFERENCE ARCH / MEP PLANS FOR SITE LIGHTING AND ELECTRICAL PLAN.
12. NO PROPOSED LANDSCAPING SUCH AS TREES OR SHRUBS, ARE TO BE PLANTED OR MAINTAINED. ANY EXISTING OBSTRUCTIONS SHALL BE LOCATED WITHIN EXISTING OR PROPOSED UTILITY EXCAVATION RIGHTS OF WAY UNLESS OTHERWISE NOTED ON THE SITE PLAN.
13. REFER TO FINAL PLAT AND A SURVEY FOR EXACT LOT AND PROPERTY BOUNDARY DIMENSIONS.
14. ALL AREAS ARE BOUNDARY TO THE NEAREST SQUARE FOOT.
15. ALL DIMENSIONS TO BE ROUNDED TO THE NEAREST THIRTY FOOT.
16. ALL PARKING STALLS TO BE 9.5' IN WIDTH AND 19' IN LENGTH UNLESS OTHERWISE NOTED.

[illegible]





**Engineering Plan Review**

**PROJECT:** 2614 Maplewood Drive Senior Living  
**PROJECT NO:** 25-18

**COMMENTS BY:** Jon Jarosch, P.E. – Assistant City Engineer

**DATE:** 5-12-2025

**PLAN SET:** Engineering plans dated 4-21-2025

**REPORTS:** Stormwater Management Plan dated 4-21-2025

The applicant is seeking city approval to develop a 32 unit senior living and memory care facility on roughly 9 acres of vacant land at 2614 Maplewood Drive. The applicant is requesting a review of the current design.

The amount of disturbance on this site is greater than ½ acre. As such, the applicant is required to meet the City's stormwater quality, rate control, and other stormwater management requirements. The applicant is proposing to meet these requirements via the use of an iron-enhanced sand filtration basin and wet pond. From the information submitted, it appears that the proposed design meets the City and Watershed District stormwater management requirements.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review. The following are engineering review comments on the design and act as conditions prior to issuing permits.

**Drainage and Stormwater Management**

- 1) The project shall be submitted to the Ramsey-Washington Metro Watershed District (RWMWD) for review. All conditions of RWMWD shall be met.
- 2) A joint storm water maintenance agreement shall be prepared and signed by the owner for the proposed filtration basin, wet pond, pretreatment devices, and other onsite storm sewer. The Owner shall submit a signed copy of the joint storm-water maintenance agreement with the RWMWD to the City.
- 3) One of the methods being proposed to meet volume reduction requirements is iron-enhanced filtration. While the City is supportive of this method, our stormwater management standards do not currently address iron-enhanced filtration. As such, the City will defer to the RWMWD methodology for calculating volume reduction credits generated through this method.



- 4) Outlet pipes discharging into wetlands and basins shall have minimal slopes to prevent scour at the outlet areas (0.5% Typical).
- 5) While this project lies within the Shoreland Overlay District for Kohlman Lake, the amount of impervious surface coverage falls beneath the 30% maximum coverage allowed by ordinance.
- 6) The wet pond shall include a 10:1 (H:V) safety bench for the first 10 feet from the normal water level (NWL) into the basin. Likewise, the wet pond shall have slopes no greater than 3:1 above the NWL and below the safety bench.

#### Grading and Erosion Control

- 7) All slopes shall be 3H:1V or flatter.
- 8) A double-row of heavy-duty silt fence shall be installed between the disturbed site area and the adjacent wetland to the west.
- 9) Inlet protection devices shall be installed on all existing and proposed onsite storm sewer until all exposed soils onsite are stabilized. This includes storm sewer on adjacent streets that could potentially receive construction related sediment or debris.
- 10) Adjacent streets and parking areas shall be swept as needed to keep the pavement clear of sediment and construction debris.
- 11) All pedestrian facilities shall be ADA compliant.
- 12) The total grading volume (cut/fill) shall be noted on the plans.
- 13) A copy of the project SWPPP and NDPES Permit shall be submitted prior to the issuance of a grading permit.

#### Sanitary Sewer and Water Service

- 14) The proposed sanitary sewer service line is shown crossing onto the neighboring property to the west. The applicant shall verify that applicable easements are in place to allow for said connection. New easements may be required.
- 15) The applicant shall be responsible for paying any SAC, WAC, or PAC charges related to the improvements proposed with this project.
- 16) All modifications to the water system shall be reviewed by Saint Paul regional Water Services. All requirements of SPRWS shall be met.

- 17) All new sanitary sewer service piping shall be schedule 40 PVC or SDR35.
- 18) The proposed bored sanitary sewer line shall be pressure tested to ensure it is completely sealed to groundwater infiltration.

Other

- 19) The City of Maplewood standard details included in the plans are out of date. The current version of the details shall be utilized. These details are available on the City website on the Engineering landing page.
- 20) The applicant shall provide a self-renewing letter of credit or cash escrow in the amount of 125% of the proposed site improvements including earthwork, grading, erosion control, site vegetation establishment, aggregate base, and paving.

Public Works Permits

The following permits are required by the Maplewood Public Works Department for this project. The applicant should verify the need for other City permits with the Building Department.

- 21) Right-of-way permit
- 22) Grading and erosion control permit
- 23) Storm Sewer Permit
- 24) Sanitary Sewer Permit

- END COMMENTS -

## Environmental Review

**Project:** Maplewood Senior Living Memory Care

**Location:** 2615 Maplewood Drive

**Date of Plans:** April 21, 2025

**Date of Review:** May 12, 2025

**Reviewer:** Shann Finwall, Sustainability Coordinator  
(651) 249-2304; [shann.finwall@maplewoodmn.gov](mailto:shann.finwall@maplewoodmn.gov)

**Background:** The applicant is seeking approval of a 32-unit memory care facility to be constructed at 2615 Maplewood Drive. The lot is located in the Shoreland Overlay District for Kohlman Lake. There is a Manage B wetland and significant trees located on the lot. The proposal must comply with the City's shoreland, wetland, and tree preservation ordinances, and landscape policies.

### Shoreland Overlay District:

The Shoreland Overlay District for Kohlman Lake allows for 30 percent impervious surface coverage for an apartment complex. The lot is 8.96 acres. The impervious surface area including the building, parking lot, and sidewalks will cover 1.12 acres. This equals a 12 percent impervious surface coverage on the lot, which meets the Shoreland Overlay District requirements.

### Trees:

1. Tree Preservation Ordinance:
  - a. Significant Trees: Maplewood's tree preservation ordinance describes a significant tree as a healthy tree as follows - hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter.
  - b. Specimen Trees: A specimen tree is defined as a healthy tree of any species which is 28 inches in diameter or greater.
  - c. Tree Replacement: Tree replacement is based on a calculation of significant trees located on the parcel and significant trees removed. Credits are given for all specimen trees that are preserved.
2. Tree Impacts and Replacement Requirements: The tree preservation plan shows 143 significant trees equaling 1,996 diameter inches. The applicant is proposing to remove 24 significant trees equaling 328.5 diameter inches. Based on the City's tree preservation ordinance tree replacement calculation, no additional replacement trees are required over and above the general landscape requirements.



3. Tree Replacement: The landscape plan includes 38 new trees, for a total of 74 caliper inches, which exceed the City's tree preservation tree replacement requirements.
4. Tree Recommendations:
  - a. Prior to issuance of a grading permit the applicant must submit the following:
    - 1) Tree Plan: An updated tree plan that reflects the correct size, location, species, and health of all significant trees on the site. The previous plan was complete August 13, 2020, which is five years old and may not accurately portray the trees on the site.

**Wetland:**

1. Wetland Ordinance:

There is a Manage B wetland located in the center of the parcel. The City's wetland ordinance requires a 50-foot minimum and 75-foot average wetland buffer. The wetland ordinance allows flexibility in instances where, because of the unique physical characteristics of a specific parcel of land, the averaging of buffer width for the entire parcel may be necessary to allow for the reasonable use of the land during a development or construction project. In such cases decreasing the minimum buffer width will be compensated for by increased buffer widths elsewhere in the same parcel to achieve the required average buffer width. Averaging is allowed based on an assessment of the following:

- a. Undue hardship would arise from not allowing the average buffer, or would otherwise not be in the public interest.
- b. Size of parcel.
- c. Configuration of existing roads and utilities.
- d. Percentage of parcel covered by wetland.
- e. Configuration of wetlands on the parcel.
- f. Averaging will not cause degradation of the wetland or stream.
- g. Averaging will ensure the protection or enhancement of portions of the buffer which are found to be the most ecologically beneficial to the wetland or stream.
- h. A wetland buffer mitigation plan is required for construction of development projects that will require averaging. In reviewing the mitigation plan, the city may require one or more of the following actions:
  - 1) Reducing or avoiding the impact by limiting the degree or amount of the action, such as by using appropriate technology.

- 2) Rectifying the impact by repairing, rehabilitating, or restoring the buffer.
  - 3) Reducing or eliminating the impact over time by prevention and maintenance operations during the life of the actions.
  - 4) Compensating for the impact by replacing, enhancing, or providing substitute buffer land at a two-to-one ratio.
  - 5) Monitoring the impact and taking appropriate corrective measures.
  - 6) Where the city requires restoration or replacement of a buffer, the owner or contractor shall replant the buffer with native vegetation. A restoration plan must be approved by the city before planting.
  - 7) Any additional conditions required by the applicable watershed district and/or the soil and water conservation district shall apply.
  - 8) A wetland or buffer mitigation surety, such as a cash deposit or letter of credit, of 150 percent of estimated cost for mitigation. The surety will be required based on the size of the project as deemed necessary by the administrator. Funds will be held by the city until successful completion of restoration as determined by the city after a final inspection. Wetland or buffer mitigation surety does not include other sureties required pursuant to any other provision of city ordinance or city directive.
2. Wetland Impacts: The development will have grading to within 50 feet along the eastern edge of the Manage B wetland. The entire western edge of the wetland will remain undisturbed allowing for wetland buffer averaging. Wetland buffer averaging is being requested due to the percentage of parcel covered by wetland and the configuration of the wetland on the parcel.
3. Wetland Buffer Recommendations:
- a. Prior to issuance of a grading permit the applicant must submit the following:
    - 1) Stormwater Plan: The plans identify a stormwater pipe extending from the filtration basin on the south side of the property. Stormwater best management practices are not allowed within the wetland buffer without a variance. Submit a plan which identifies how this stormwater pipe will be installed without impacts to the wetland buffer or wetland.
    - 2) Wetland Buffer Mitigation for Approval of the Wetland Buffer Averaging:
      - a) Buckthorn Removal Plan: Removal of buckthorn within the newly established 50-foot wetland buffer located on the east side of the wetland. The applicant must maintain this

area for three years to ensure no additional buckthorn is established.

- b) Wetland Buffer Averaging Plan: A plan which identifies the location of the increased wetland buffer on the west side of the wetland. The wetland buffer must equal the additional square footage of the wetland encroachment taking place beyond the 75-foot required buffer on the east side of the wetland.
  - c) Wetland Buffer Easement: An easement over the 50-foot wetland buffer on the eastern side of the wetland, and over the increased wetland buffer on the western side of the wetland. The easement will be recorded with the County and will identify that no mowing, grading, or building is allowed within the wetland buffer.
- 3) Utility and Grading Plans: Revised plans that detail impacts of the sanitary sewer line proposed to be bored under the wetland and wetland buffers, and how those impacts will be mitigated.
  - 4) Wetland Buffer Sign Plan: Identify the location of wetland buffer signs to be installed along the approved wetland buffers. The signs should be placed every 100 feet at a minimum. The City of Maplewood supplies wetland buffer signs identifying that no building, mowing, or grading should take place within the buffer. There is a \$35 fee per sign.
  - 5) Wetland Buffer Sign Installation: Install the city wetland buffer signs that specify that no building, mowing, cutting, grading, filling or dumping be allowed within the buffer.
  - 6) Maintenance Agreement: Sign a wetland buffer mitigation agreement with the City requiring that the applicant establish and maintain the required mitigation within the buffer for a three-year period.
  - 7) Surety: A cash escrow or letter of credit to cover 150 percent of the wetland buffer mitigation. The City will retain the surety for up to three years as outlined in the maintenance agreement to ensure the wetland buffer mitigation is established and maintained.

### **Landscape Policies and Recommendation**

Review of the overall landscape plan to ensure nonnative and invasive species are avoided, seed mix is appropriate for use in areas proposed, and plantings are climate resilient. Prior to issuance of a grading permit the City's Natural Resources Coordinator must review and approve of the landscape plan.

**DRAFT MINUTES  
MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD**

6:00 P.M. Tuesday, May 20, 2025  
City Hall, Council Chambers  
1830 County Road B East

**E. NEW BUSINESS**

**2. Design Review Resolution, Multifamily Residential Project, 2615 Maplewood Drive**

Michael Martin, AICP, Assistant Community Development Director gave the presentation. Matt Frisbie, Frisbie Companies, addressed the board and answered questions.

Chairperson Kempe moved to approve a design review resolution to construct a new 32-unit memory care facility at 2615 Maplewood Drive.

**DESIGN REVIEW RESOLUTION**

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

Section 1. Background.

- 1.01 Matt Frisbie of Frisbie Companies has requested approval of design review to construct a 32-unit assisted living facility.
- 1.02 The property is located at 2615 Maplewood Drive and is legally described as:

PIN: 09-29-22-12 -0014. Real property in the City of Maplewood, County of Ramsey, State of Minnesota, described as follows:

Parcel 1:

That part of Lot 8, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except the east 455 feet of the west 715 feet of the north 203 feet of said Lot 8. Also except the west 260 feet of said Lot 8.

Parcel 2:

That part of Lot 7, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except that part thereof lying westerly of a line drawn from a point on the north line of said Lot 7 distant 200.00 feet east of the northwest corner of said Lot 7 to the southwest corner of said Lot 7.

Parcel 3:

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Line A:

Beginning at a point on the north line of Section 9, Township 29, Range 22, Ramsey County, Minnesota distant 755.6 feet east of the north quarter corner thereof; thence run southerly at an angle of 90 degrees with said north section line for 540.9 feet; thence deflect to the left on a 20 degree 00 minute curve (delta angle 30 degrees 52 minutes 15 seconds) for 154.35 feet; thence on tangent to said curve for 125.26 feet; thence deflect to the right on a 20 degree 00 minute curve (delta angle 31 degrees 36 minutes 04 seconds) for 158.01 feet; thence on tangent to said curve for 93.03 feet; thence deflect to the right on a 02 degree 30 minute curve (delta angle 16 degrees 29 minutes 30 seconds) for 659.67 feet and there terminating.

(Abstract Property).

## Section 2. Site and Building Plan Standards and Findings.

- 2.01 City ordinance Section 2-290(b) 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.

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  3. Satisfy the requirements set forth in the engineering review authored by Jon Jarosch, May 12, 2025.
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  9. The applicant shall complete the following before occupying the building:
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    - 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.
10. 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 City of Maplewood holds the above-required letter of credit or cash escrow for all required exterior improvements. If the building is occupied in the fall or winter, the owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year or within six weeks of occupancy if it is occupied in the spring or summer.
11. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Boardmember Lamers

Ayes – All via roll call

The motion passed.

This item will go to the city council on June 9, 2025.

**DRAFT MINUTES  
MAPLEWOOD PLANNING COMMISSION**

7:00 P.M. Tuesday, May 20, 2025  
City Hall, Council Chambers  
1830 County Road B East

**E. PUBLIC HEARING**

**1. Conditional Use Permit Resolution, Assisted Living Facility, 2615 Maplewood Drive**

Michael Martin, AICP, Assistant Community Development Director gave the presentation.

Chairperson Desai opened the public hearing.

The following individuals addressed the commission regarding the project:

James Nygard, 1110 County Road C E  
Matt Frisbie, Frisbie Companies

Chairperson Desai closed the public hearing.

Commissioner Yang moved to approve a conditional use permit resolution to construct a new 32-unit memory care facility at 2615 Maplewood Drive.

**CONDITIONAL USE PERMIT RESOLUTION**

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

Section 1. Background.

1.01 Matt Frisbie of Frisbie Companies has requested approval of a conditional use permit to construct a 32-unit assisted living facility.

1.02 The property is located at 2615 Maplewood Drive and is legally described as:

PIN: 09-29-22-12 -0014. Real property in the City of Maplewood, County of Ramsey, State of Minnesota, described as follows:

Parcel 1:

That part of Lot 8, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below. Except the east 455 feet of the west 715 feet of the north 203 feet of said Lot 8. Also except the west 260 feet of said Lot 8.

Parcel 2:

That part of Lot 7, W.H. Howard's Garden Lots, Ramsey County, Minnesota lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A



described below. Except that part thereof lying westerly of a line drawn from a point on the north line of said Lot 7 distant 200.00 feet east of the northwest corner of said Lot 7 to the southwest corner of said Lot 7.

Parcel 3:

That part of Lot 6, W.H. Howard's Garden Lots lying westerly of a line drawn parallel with and distant 50 feet westerly of Line A described below and that lies northerly of a line described as follows: Commencing at a point on the north and south center line of Section 9, Township 29 North, Range 22 West in Ramsey County, Minnesota, 19.7 feet north of the true northwest corner of the South 66 feet of said Lot 6; running thence in a southeasterly direction to a point on the west line of the St. Paul and White Bear Road, 19.7 feet south of the true northeast corner of said south 66 feet of said Lot 6, W.H. Howard's Garden Lots, according to the plat thereof on file and of record in the office of the Register of Deeds, in and for the County of Ramsey.

Line A:

Beginning at a point on the north line of Section 9, Township 29, Range 22, Ramsey County, Minnesota distant 755.6 feet east of the north quarter corner thereof; thence run southerly at an angle of 90 degrees with said north section line for 540.9 feet; thence deflect to the left on a 20 degree 00 minute curve (delta angle 30 degrees 52 minutes 15 seconds) for 154.35 feet; thence on tangent to said curve for 125.26 feet; thence deflect to the right on a 20 degree 00 minute curve (delta angle 31 degrees 36 minutes 04 seconds) for 158.01 feet; thence on tangent to said curve for 93.03 feet; thence deflect to the right on a 02 degree 30 minute curve (delta angle 16 degrees 29 minutes 30 seconds) for 659.67 feet and there terminating.

(Abstract Property).

## Section 2. Standards.

- 2.01 City Ordinance Section 44-46 requires a Conditional Use Permit for assisted living facilities.
- 2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) 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 May 20, 2025, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approved this resolution.
  2. On June 9, 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 \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:
2. All construction shall follow the approved plans, date-stamped May 6, 2025. The director of community development may approve minor changes.
  3. The proposed construction must be substantially started within one year of council approval, or the permit shall become null and void.
  4. The city council shall review this permit in one year.

5. A parking waiver is approved. The project will provide 28 surface spaces. If a parking shortage develops, the city council may require the construction of additional parking spaces.

Seconded by Commissioner Oszman

Ayes – All

The motion passed.

This item will go to the city council on June 9, 2025.

**CITY COUNCIL STAFF REPORT**

Meeting Date June 9, 2025

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

**REPORT FROM:** Lois Knutson, Senior Administrative Manager

**PRESENTER:** Lois Knutson, Senior Administrative Manager

**AGENDA ITEM:** 2026 Strategic Plan Review

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

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

**Policy Issue:**

The City of Maplewood is developing its Strategic Plan for 2026 - 2028.

**Recommended Action:**

The City Council is asked to review and consider the Strategic Priorities and Focus Areas developed during the Council and staff retreat held on April 23, 2025.

**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

**Background:**

The City of Maplewood's current Strategic Plan is built around six strategic priorities:

1. Community Inclusiveness
2. Financial Sustainability
3. Infrastructure & Asset Management
4. Integrated Communication
5. Operational Effectiveness
6. Targeted Redevelopment

Each priority includes Key Outcomes and Performance Measures that define the City's goals and how success will be evaluated.

On April 23, 2025, the City Council and Executive Leadership Team held a retreat to begin updating the Strategic Plan. Through a series of facilitated exercises and discussions, three new strategic priorities emerged:

- **Safety**
- **Sustainability**
- **Development**

Focus areas have been identified under each of the three strategic priorities and are included in the summary sheet. Once the City Council has reviewed and provided input on these priorities and focus areas, staff will begin developing corresponding performance measures and detailed action plans.

The full, updated Strategic Plan is anticipated to be presented to the City Council for adoption in late July.

**Attachments:**

1. Summary Sheet
2. Presentation

## Strategic Plan 2026 - 2028

### What we do:

**Safety:** Enhancing community well-being through proactive systems and infrastructure.

#### Focus Areas:

- Ensure public safety and effective emergency response
- Foster community engagement and support resident well-being
- Strengthen regulations and code compliance
- Maintain and enhance infrastructure and environmental systems
- Leverage technology and manage public assets strategically
- Expand accessibility and mobility for all residents
- Invest in prevention strategies and resource readiness

**Sustainability:** Building long-term resilience and organizational strength.

#### Focus Areas:

- Cultivate a connected, engaged community
- Support and develop staff and human resources
- Advance environmental stewardship initiatives
- Maintain strong financial health and stability

**Development:** Shaping a thriving, inclusive, and forward-looking community.

#### Focus Areas:

- Promote residential development and thoughtful redevelopment
- Expand life cycle housing options for all demographics
- Grow a vibrant and resilient business community
- Invest in people and placemaking
- Strengthen human connection and community growth

### How we do it:

#### High Performance Organization

- Exceptional service
- Culture that supports and empowers people
- Strong relationships

#### Engaged & Informed Decision Making

#### Financial Stewardship



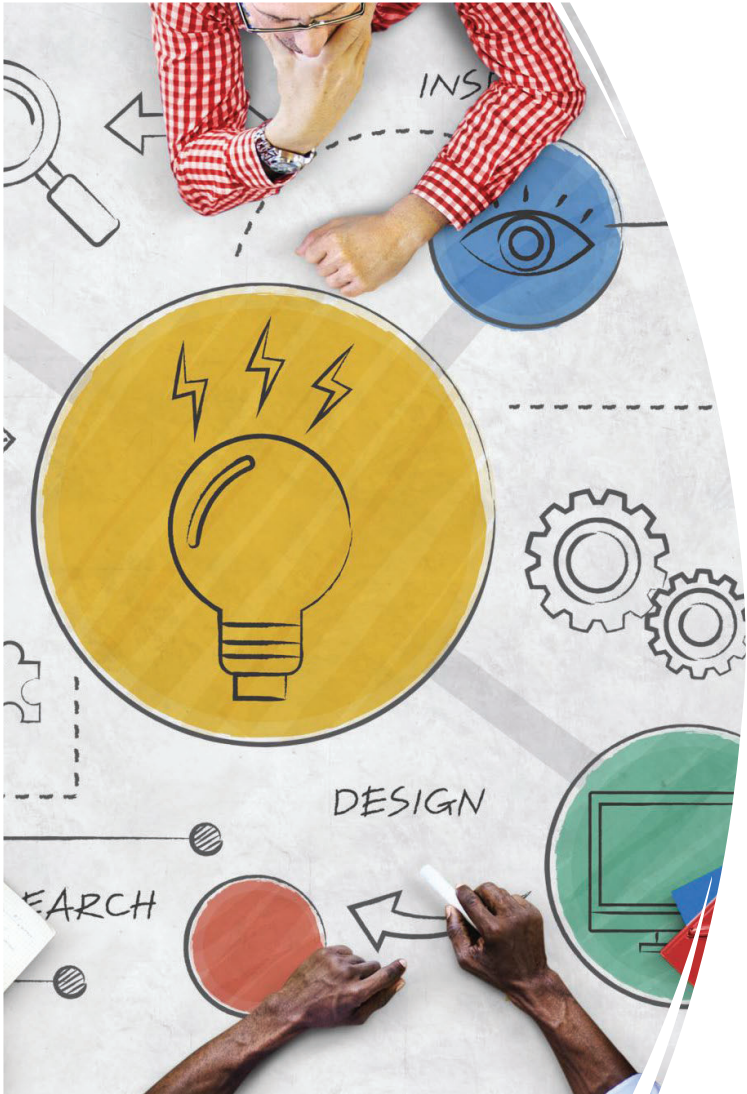
# 2026 STRATEGIC PLAN REVIEW

June 9, 2025

# STRATEGIC PRIORITIES

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- Safety
- Sustainability
- Development





# HOW WE DO IT

## High Performance Organization

- Exceptional service
- Culture that supports and empowers people
- Strong relationships

## Engaged & Informed Decision Making

## Financial Stewardship

## Focus Areas

- Ensure public safety and effective emergency response
- Foster community engagement and support resident well-being
- Strengthen regulations and code compliance
- Maintain and enhance infrastructure and environmental systems
- Leverage technology and manage public assets strategically
- Expand accessibility and mobility for all residents
- Invest in prevention strategies and resource readiness

## SAFETY: ENHANCING COMMUNITY WELL-BEING THROUGH PROACTIVE SYSTEMS AND INFRASTRUCTURE

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## SUSTAINABILITY: BUILDING LONG-TERM RESILIENCE AND ORGANIZATIONAL STRENGTH

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### Focus Areas

- Cultivate a connected, engaged community
- Support and develop staff and human resources
- Advance environmental stewardship initiatives
- Maintain strong financial health and stability

Focus Areas

- Promote residential development and thoughtful redevelopment
- Expand life cycle housing options for all demographics
- Grow a vibrant and resilient business community
- Invest in people and placemaking
- Strengthen human connection and community growth

DEVELOPMENT:  
SHAPING A THRIVING, INCLUSIVE, AND  
FORWARD-LOOKING COMMUNITY

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## EDA STRATEGIC PLAN: GOALS

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- Understand market potential and build on it.
- Be a strong partner in new development and re-development.
- Foster growth in existing small businesses.
- Leverage outside resources to improve the lives of residents and the prosperity of our businesses.
- Support housing that is safe, healthy, and contributes to household wealth.
- Work to assure the necessary labor market skills match workforce demands.

## REVISIONS AND EDITS

### NEXT STEPS:

- Staff will prepare performance measures
- Staff will prepare action plans
- Bring to council for adoption (late July)