

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**

6:00 P.M. Monday, February 09, 2026

City Hall, Council Chambers

*Pursuant to Minn. Stat. 13D.02, one or more councilmembers may be participating remotely*

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. UNFINISHED BUSINESS**
- E. NEW BUSINESS**
  - 1. 2026 Charitable Gambling Policy Review
  - 2. MCC Discussion – LSE Architects
- F. ADJOURNMENT**

**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.

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## CITY COUNCIL WORKSHOP STAFF REPORT

Meeting Date February 9, 2026

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

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

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

**AGENDA ITEM:** 2026 Charitable Gambling Policy Review

**Action Requested:**  Motion       Discussion       Public Hearing

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

### **Summary:**

A discussion will be held with the City Council regarding the City of Maplewood's Charitable Gambling Policies.

### **Recommended Action:**

Discussion 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:**

✓ Safety                      ◇ Focus Area: Foster community engagement and support resident well-being

✓ Sustainability            ◇ Focus Area: Cultivate a connected, engaged community

✓ Development             ◇ Focus Area: Strengthen human connection and community growth

The City of Maplewood awards Charitable Gambling Tax Fund dollars to eligible organizations and nonprofits to support activities and services that benefit the Maplewood community.

### **Background:**

Per Minnesota Statutes, section 349.213, subdivision 1, paragraph (f)(2), a local unit of government is allowed to require, by ordinance, a licensed organization to contribute up to 10% of the organization's net profits derived from lawful gambling to a fund administered by the local unit of government. The City of Maplewood has adopted an ordinance which requires the 10% contribution. Cities that collect funds from charitable gambling proceeds must spend the money the same way charities do – for defined charitable purposes.

On July 28, 2025, the council reviewed the existing policies and agreed upon modifications to the Charitable Gambling Policies. These modifications were approved on August 11, 2025. The major changes are summarized below.

**Distribution of Funds**

Each year, one-third (1/3) of the total available funds shall be allocated to each of the program categories:

- Social Supports and Senior Citizen Services
- Youth Programs and Community Engagement & Events
- Environment & Natural Resources and Safety Programs

**Application Requirements**

Organizations must identify the specific funding category under which they are applying and provide a detailed description of how the requested funds will be used.

**Maximum Award**

No single organization shall receive more than \$7,500 in funding per year.

**Eligibility for Subsequent Funding**

Organizations that receive funding in one year are eligible to apply again the following year only under a different program category.

The applications received in October 2025 were not evenly distributed across the three established categories. The City Council chose to proceed with its original funding distribution approach, while directing that the policy be revisited in early 2026 for potential revisions applicable to future years.

**Attachments:**

1. Charitable Gambling Policies, Updated August 11, 2025
2. Presentation

## CITY OF MAPLEWOOD

### CITY COUNCIL POLICIES ON AWARD OF CHARITABLE GAMBLING TAX FUNDS

1. All licensed charitable gambling organizations within the City are required to contribute 10% of net profits derived from lawful gambling activity in the City to the Charitable Gambling Tax Fund. These funds are dispersed by the City Council for lawful expenditures. The City must acknowledge financial contributions of licensed organizations conducting lawful gambling to the community and the recipients of the funds.
2. All applications must be complete and submitted by the application deadline established by the City Manager.
3. The City of Maplewood grants funds from the Charitable Gambling Tax Fund to support activities and services that benefit Maplewood residents. The first priority in the granting of funds will be given to the City of Maplewood domiciled organizations. The second priority or consideration will be given to funding requests from other organizations which are used primarily for the benefit of Maplewood residents. Funds shall be distributed for projects, equipment, or activities that are based in the community and which primarily benefit Maplewood residents and will be looked upon more favorably than requests for salaries or general operating costs.
4. Allocation and Applicant Eligibility
  - a. Distribution of Funds**  
Each year, one-third (1/3) of the total available funds shall be allocated to each of the following program categories:  
Social Supports and Senior Citizen Services  
Youth Programs and Community Engagement & Events  
Environment & Natural Resources and Safety Programs
  - b. Application Requirements**  
Organizations must identify the specific funding category under which they are applying and provide a detailed description of how the requested funds will be used.
  - c. Maximum Award**  
No single organization shall receive more than \$7,500 in funding per year.
  - d. Eligibility for Subsequent Funding**  
Organizations that receive funding in one year are eligible to apply again the following year only under a different program category.
5. In general, requests from organized athletic groups will not be funded. Funding for these programs should be from participating families or community auxiliary groups. There are so many athletic organizations within the community that the City of Maplewood is not capable of funding their financial requests or fairly determining appropriate recipients.

6. The amount of Charitable Gambling Tax Funds awarded to any request is determined by a City Council vote. A request must receive 3 or more votes for funding in order to receive Charitable Gambling Tax Funds.
7. All funds granted are required to be expended for the requested project within one year of the date of the award letter. However, payment will not be made until after January 1 of the award year. Grant recipients shall submit a letter to the Administrative Services Coordinator requesting payment of the grant award as well as provide specific information on how the funds were used (receipts or other proof of expenditure) for the proposed purpose.
8. No employee or department of the City of Maplewood shall solicit a donation from a licensed charitable organization without City Manager approval. If there is a financial need for a specific program that was not funded in the City budget, staff may submit a request to the City Manager for the use of Charitable Gambling Tax Funds.
9. The allocation of Charitable Gambling Tax Funds is an annual award. A previous receipt of funds in no way guarantees or commits the City of Maplewood to funding in any subsequent year. Each year's funding requires a new, separate application.

# Charitable Gambling Discussion

February 9, 2026



# Current Policy

Adopted: August 11, 2025

## **Distribution of Funds**

Each year, one-third (1/3) of the total available funds shall be allocated to each of the program categories:

Social Supports and Senior Citizen Services

Youth Programs and Community Engagement & Events

Environment & Natural Resources and Safety Programs



# Current Policy, continued

Adopted: August 11, 2025

## **Application Requirements**

Organizations must identify the specific funding category under which they are applying and provide a detailed description of how the requested funds will be used.

## **Maximum Award**

No single organization shall receive more than \$7,500 in funding per year.

## **Eligibility for Subsequent Funding**

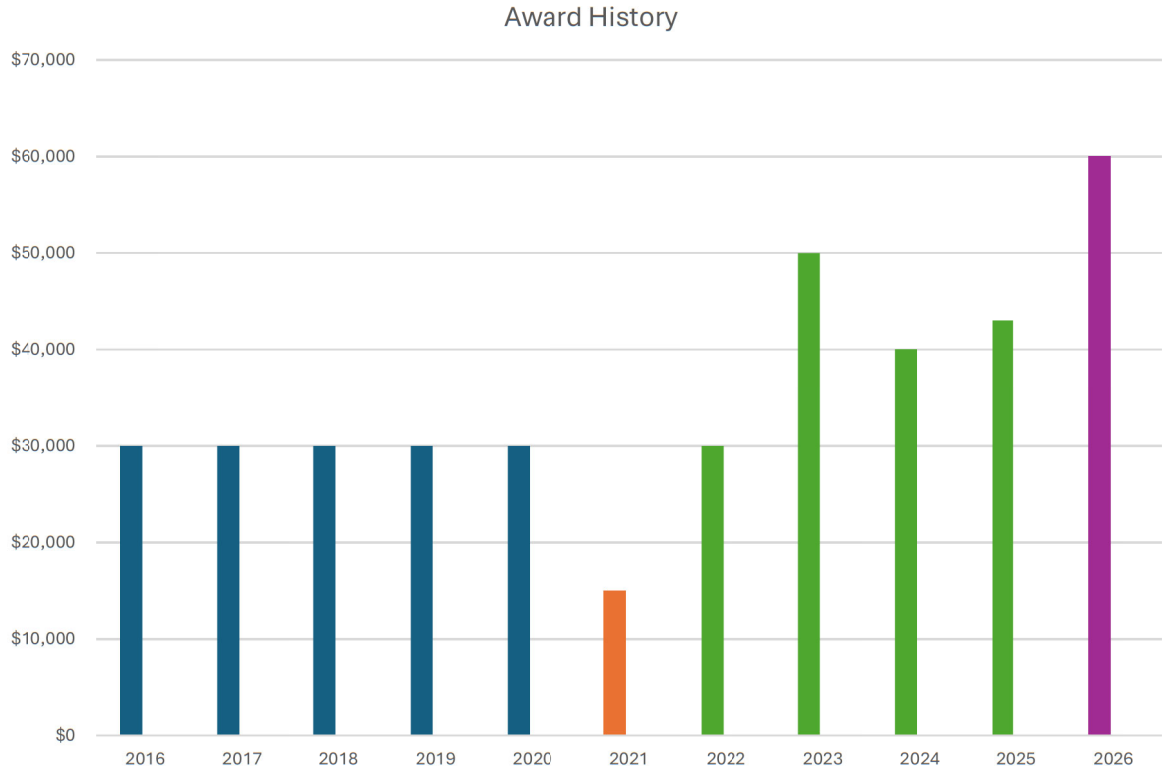
Organizations that receive funding in one year are eligible to apply again the following year only under a different program category.



# Award History

Legend:

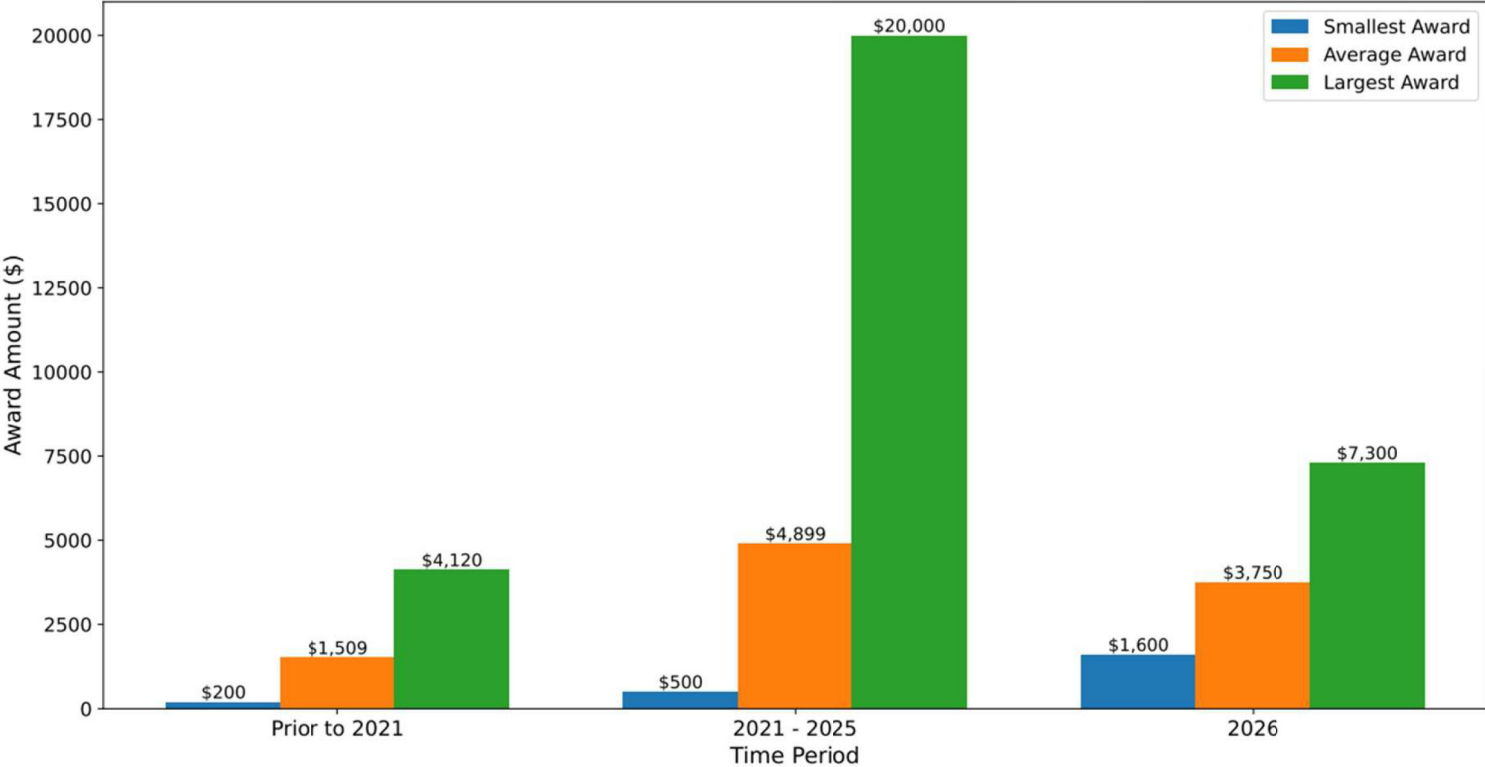
- Open Applications
- Covid
- Rotating Categories
- Equal Distribution to 3 Categories



# Award Ranges



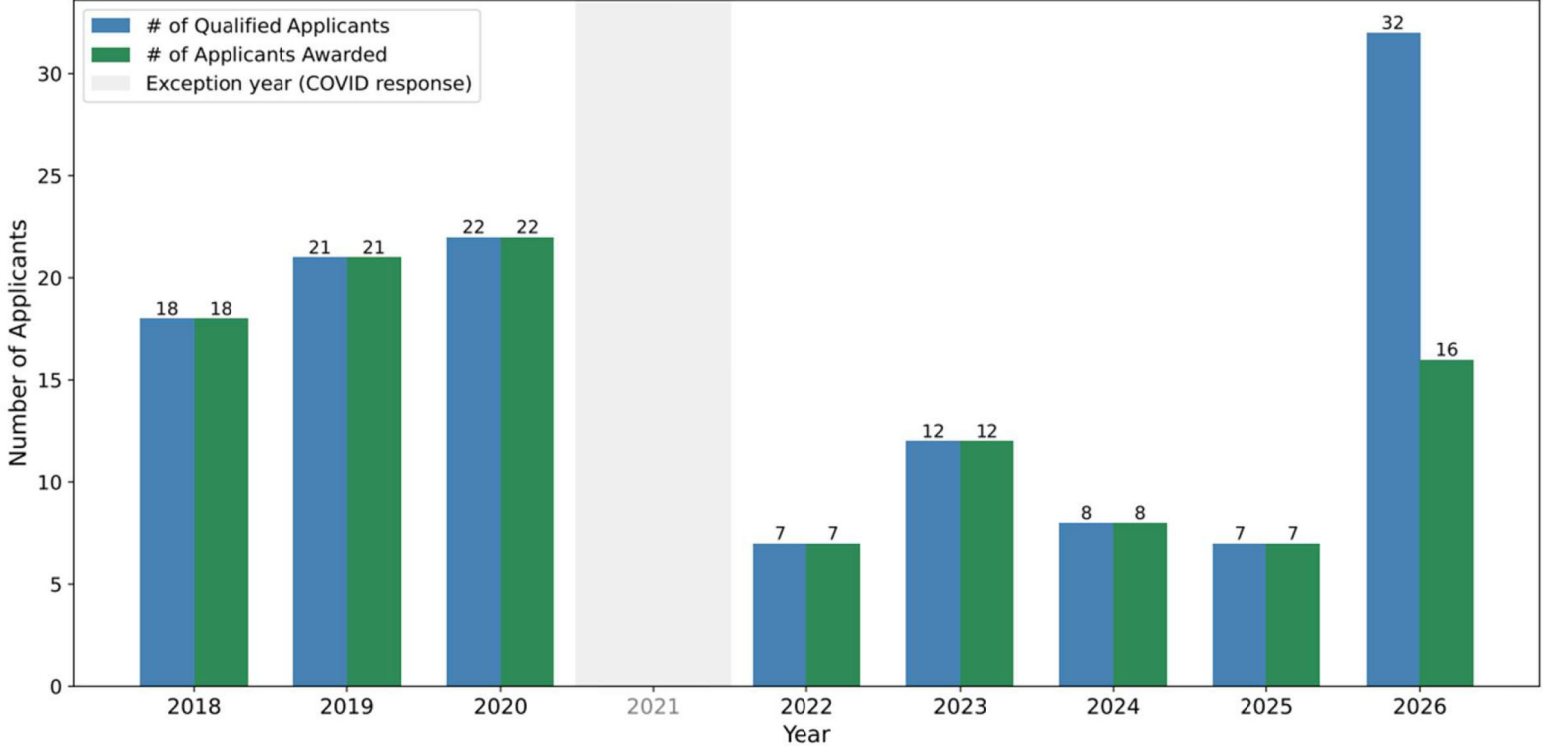
Charitable Gambling Award Ranges by Policy Period



# Applicants Awarded



Charitable Gambling Applications vs. Awards by Year (2018-2026)



Note: In 2021, all Charitable Gambling funds were awarded to the YMCA for COVID-related programming.

# Possible Options

## **Option 1 – Equal Allocation (Current method):**

Continue allocating one-third (1/3) of the total available funds to each program category, regardless of the number of applicants.

## **Option 2 – Proportional Allocation:**

Allocate funds to each category in proportion to the number of applications received within that category.

## **Option 3 – Open Allocation:**

Allocate funds without regard to category, allowing full flexibility to award funds based on application merit across all categories.



# What suggestions do you have?

Distribution of Funds

Application Requirements

Maximum Awards

Eligibility for Subsequent Funding



## CITY COUNCIL WORKSHOP STAFF REPORT

Meeting Date February 9, 2026

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

**REPORT FROM:** Mike Darrow, Assistant City Manager / Human Resource Director

**PRESENTER:** Mike Darrow, Assistant City Manager / Human Resource Director  
Danette Parr, Community Development Director

**AGENDA ITEM:** MCC Discussion-LSE Architects

**Action Requested:**  Motion       Discussion       Public Hearing

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

### **Summary:**

LSE Architects will provide an overview of preliminary discussions related to the pre-design process for the Maplewood Community Center. In addition to sharing initial findings, the LSE team will outline the community engagement process that will take place during the 90-day planning and design period.

### **Recommended Action:**

No action is required

### **Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is \$95,000

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

### **Strategic Plan Relevance:**

Safety                      ◇ Focus Area:

Sustainability            ◇ Focus Area: Cultivate a connected, engaged community

Development            ◇ Focus Area: Invest in people and placemaking

This pre-design process will focus on understanding both current and future needs within the community. An important part of the effort will be engaging residents and developing sustainable design concepts that are intended to serve the community today and into the future.

### **Background:**

LSE Architects was selected to assist the City during the pre-design phase of this project. Following an interview process that included more than ten architectural and design firms from across the region, LSE was awarded the contract based on their relevant experience and strong commitment to meaningful community engagement. Over the next 90 days, LSE will meet with stakeholders, business owners, community members, and local officials to assess current and future needs for

community recreation and gathering spaces. In April 2026, LSE will return to the City Council with concept plans and preliminary cost estimates for the MCC.

**Attachments:**

None.