



City Council Agenda

Monday, March 24, 2025

6:00 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting and Seating Order: Strahan, Schroeder, Groff, Bauer and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Fair Housing Month Proclamation
b. Accept Donation from the Granite Foundation to Help Fund a Rescue Vehicle
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 6:15 p.m. **7. Business Items**
a. Hold a Public Hearing to Consider Approving a Liquor License for Lunds & Byerly's located at 1601 W County Road C
- 6:20 p.m. **8. Convene as Board of Adjustments and Appeals**
a. Consideration of an appeal to the Board of Adjustments and Appeals pertaining to the determination of an unsafe building by the Building Official for property located at 2401 Prior Avenue N, known as the Norwood Inn
- 6:20 p.m. **9. Adjourn Board of Adjustments and Appeals and Reconvene as the City Council**
- 6:20 p.m. **10. Business Items**
- 7:20 p.m. a. Consider Approval of Hotel License for DoubleTree by Hilton Hotel, 2540 Cleveland Ave.
- 7:25 p.m. b. Consider Approval of Hotel License for Avid Hotel, 3015 Centre Pointe Dr.
- 7:30 p.m. c. Consider Approval of Hotel License for Key Inn, 2550 Cleveland Ave.
- 7:35 p.m. d. Consider Approval of Hotel License for Motel 6, 2300 Cleveland Ave.
- 7:55 p.m. e. Consider Approval of Hotel License for Norwood Inn, 2401 Prior Ave.
- 8:10 p.m. f. Discuss Proposed Legislation Preempting Cities on Zoning and Land Use Issues
- 8:30 p.m. **11. Council Direction on Councilmember Initiated Agenda Items**
- 8:30 p.m. **12. Approval of City Council Minutes**
- 8:30 p.m. **13. Approve Consent Agenda**
a. Approval of Payments
b. Approval of 1 Temporary Gambling Permit
c. Approve General Purchases Exceeding \$10,000 of Sale of Surplus
d. Approve 2025 Auto Theft Prevention Grant Application

- e. Approve Joint Powers Agreement of the Ramsey County Violent Crime Enforcement Team
- f. Authorize the Mayor and City Manager to Enter into a Memorandum of Understanding with Collective Bargaining Units regarding the Roseville Police Department Recruitment and Retention Initiative
- g. Authorize the Mayor and City Manager to enter into a Memorandum of Understanding with Law Enforcement Labor Services 112 for City Contracted Overtime
- h. Approve the 2025 Wellness Program for Employees
- i. Reclassify the position of Accounting Tech III and rename the position to Payroll Accountant
- j. Approve 403 Wagner Street Pathway Easement Agreement
- k. Approve Professional Services Agreement for Telecommunication Review Services
- l. Approve Resolution Approving Summary Ordinance to Implement Roseville Local Sales Tax Approved on March 17, 2025

8:35 p.m. **14. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:45 p.m. **15. Adjourn**



Fair Housing Month April 2025

Whereas: The month of April marks the anniversary of the passage of the Federal Fair Housing Law of 1968, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status or national origin, sexual orientation or gender identity; and

Whereas: Equality of opportunity for all is a fundamental policy of this nation and the City of Roseville; and

Whereas: The location where people live has a direct impact on the quality of their health, education and access to economic opportunities; and

Whereas: Historical racial discriminatory housing practices have created racial and economic segregation in communities that have created disparate outcomes in overall quality of life, including access to homeownership, quality education, healthcare, and transportation as a few examples; and

Whereas: Economic stability, community health, and human relations in all communities are improved by diversity and integration; and

Whereas: The City of Roseville is committed to promoting housing choices and fostering inclusive communities, free from housing discrimination; and

Whereas: The City Council establishes the City of Roseville as an inclusive community committed to fair housing by applying this to its housing programs and services; and promotes appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Roseville;

Now, Therefore Be It Resolved, that the City Council hereby declare April, 2025 to be Fair Housing Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of March, 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 5.b.

Department Approval



City Manager Approval



Item Description: Accept Donation from the Granite Foundation to Help Fund a Rescue Vehicle

Background

The Roseville Police Department requests that the City Council approve the acceptance of a \$50,000 donation from the Granite Foundation to assist with the purchase of a rescue vehicle. The need for this specialized rescue vehicle was identified during the after-action review of the West Owasso active shooter incident in April 2022. During this event, an armed suspect fired over 200 rounds at Roseville officers, critically injuring Officer Ryan Duxbury. Officers had to self-evacuate without specialized equipment or protection, exposing them to continued gunfire. In addition to officers being targeted, fire personnel were also shot at, and paramedics were unable to safely enter the scene to provide lifesaving care. This left first responders in an extremely dangerous position and significantly delayed medical treatment for the wounded officer.

The recent tragic deaths of first responders in Burnsville and Minneapolis further underscore the urgent need for improved emergency response capabilities. Additionally, FBI reports indicate that assaults on law enforcement in the U.S. reached a 10-year high in 2023, with firearm-related assaults at their highest level in a decade. In response, multiple metro-area law enforcement agencies have purchased similar rescue and armored vehicles, though no agency in Ramsey County currently has one. This vehicle would be considered a regional asset and RPD would assist any of our neighboring or nearby agencies in the event of a major incident where rescue operations were needed as part of our mutual aid agreements.

Unlike a BearCat SWAT vehicle, which is primarily used for tactical operations and high-risk warrant service, the Sprinter Rescue Van is specifically designed for rapid emergency response and medical evacuations. This unmarked vehicle would be deployed by front-line patrol officers to safely transport first responders and medical personnel into dangerous situations and evacuate injured victims. It offers greater mobility, protection, and immediate medical access in critical incidents where every second counts.

The vehicle will also be equipped with bullet-resistant panels to provide protection for responding first responders and/or medical personnel. The interior of the van will have an open design, allowing for the quick and efficient loading of injured parties while ensuring a layout that facilitates patient treatment.

To support this effort, The Granite Foundation has pledged \$50,000 towards the purchase of the vehicle, which has a total estimated cost of \$180,000. The Roseville Police Foundation is actively fundraising to cover the remaining \$130,000, and RPD plans to allocate forfeiture funds to cover any remaining costs.

The Granite Foundation, a local family foundation, has been a longtime supporter of public safety initiatives in Roseville. For over 15 years, they have helped fund essential public safety equipment and programs. Past donations included funding for all-terrain search and rescue vehicle, a mobile fingerprint

identification unit, GPS tracking units, police wellness initiatives, and the purchase of RPD's first drone, which helped launch the department's successful drone program.

As required by state law, a City Council resolution is necessary to formally accept these funds.

Policy Objectives

The Roseville Police Department is committed to enhancing public safety by ensuring that first responders have the necessary equipment to effectively and safely respond to critical incidents. The West Owasso active shooter incident highlighted the urgent need for a bullet-resistant rescue vehicle to safely evacuate injured civilians and officers from active scenes. This vehicle will improve response times, reduce risks to first responders, and ensure faster access to medical care during high-risk incidents.

Accepting this generous \$50,000 donation from The Granite Foundation supports the City's broader public safety goals by equipping officers with a dedicated rescue vehicle. This aligns with Roseville's commitment to proactive public safety measures, ensuring officers and community members receive timely protection and life-saving interventions.

By securing funding through community partnerships, this initiative also demonstrates RPD's collaborative approach to public safety, leveraging private contributions to enhance emergency response capabilities.

Equity Impact Summary

When selecting a rescue vehicle, careful consideration was given to ensuring the vehicle does not have a militaristic appearance. While armored BearCat vehicles serve an important role in SWAT operations, they can unintentionally convey an image of militarization, which may impact community perceptions of policing.

The chosen unmarked Sprinter rescue van prioritizes public safety and community-centered policing. Its primary mission is to rescue injured first responders and civilians during critical incidents, rather than serve as a tactical response vehicle. By selecting a discreet and functional design, the department balances the need for officer and community safety while reinforcing its commitment to approachable and community-oriented policing.

This approach aligns with the City's equity goals by ensuring that public safety resources are implemented in a way that fosters trust and inclusivity, while still addressing the very real risks faced by officers and residents in high-threat situations.

Budget Implications

The purchase of the rescue vehicle is being made possible through the generous \$50,000 donation from the Granite Foundation and ongoing fundraising efforts by the Roseville Police Foundation. These contributions significantly reduce the financial burden on the city taxpayers and ensure that this critical public safety resource can be acquired without placing additional strain on the Police Department's Capital Improvement Plan (CIP) budget.

Due to the limited use and expected yearly low mileage of the vehicle, it is anticipated to remain in service for at least 15-20 years, resulting in minimal long-term maintenance and replacement costs.

81 Additionally, should any funding gaps remain with the initial purchase, the Roseville Police Department
82 intends to utilize forfeiture funds to cover the remaining balance, further ensuring that this acquisition
83 does not impact other essential department needs.

86 **Staff Recommendations**

87 The police department is recommending City Council adopt a resolution allowing the City of Roseville to
88 accept a donation from the Granite Foundation in the amount of \$50,000 to help fund a Rescue Vehicle.

90 **Requested Council Action**

91 Adopt a resolution to accept a donation from the Granite Foundation in the amount of \$50,000.00.

93 **Prepared by:** Erika Scheider, Chief of Police

Attachments: 1. Resolution to Accept Granite Foundation Donation 3-24-2025

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 24th day of March, 2025, at 6:00 p.m.

The following members were present: ; and and the following members were absent: .

Member introduced the following resolution and moved its adoption:

**RESOLUTION NO. _____
A RESOLUTION ACCEPTING A DONATION FROM THE GRANITE FOUNDATION
OF FUNDS FOR THE PURCHASE OF A RESCUE VEHICLE**

WHEREAS, the City of Roseville is generally authorized to accept donations of real and personal property for the benefit of its residents pursuant to Minnesota Statutes Section 465.03;

WHEREAS, the Granite Foundation has offered to donate to the City funds in the amount of \$50,000.00 for the purchase of a rescue vehicle designed to safely bring our first responders (police and fire) to those in need and evacuate injured individuals from active scenes;

WHEREAS, the above-referenced donation has no further conditions on its acceptance;

WHEREAS, the donation is contributed to the City for the benefit of its residents; and,

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW, THERFORE, BE IT RESOLVED, that the Roseville City Council, on behalf of the City of Roseville, Minnesota, hereby accepts the gift of the donation described herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of March, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of March, 2025.

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving a Liquor License for Lunds & Byerly's located at 1601 W County Road C

Background

Under City Code, a public hearing is required to consider approving liquor licenses for the current calendar year. The City has received applications for the following:

- Lunds & Byerly's, 1601 W County Road C – Wine/3.2 On Sale Liquor License

Policy Objectives

The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the State and the City.

Equity Impact Summary

There is no anticipated racial equity impact by approving this liquor license.

Budget Implications

The correct fees were paid to the City at the time the application was made, the remaining balance will be due prior to issuance of the license.

Staff Recommendations

The applicant meets all requirements set forth under City Code. Staff recommends approval pending submittal of any outstanding items.

Requested Council Action

Motion to approve the Liquor License(s) for Lunds & Byerly's

Prepared by: Allie Sertich

Attachments: 1. Lunds and Byerly's Application



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
444 Cedar Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
(Not to exceed 14% of alcohol by volume)

Print Form

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name CNA Policy Number WC8018397504/WC8018397129
Licensee's MN sales and Use Tax ID # 3748654 Licensee's Federal Tax ID # 41-1865892

Applicants Name (Business, Partnerships, Corporation) <u>Lund Food Holdings, Inc.</u>		Trade Name or DBA <u>Lunds & Byerlys</u>	
Business Address <u>1601 West County Road C</u>		Business Phone <u>651-633-6949</u>	Applicant's Home Phone <u>952-927-3663 24 hour call center</u>
City <u>Roseville</u>	County <u>Ramsey</u>	State <u>MN</u>	Zip Code <u>55113</u>

Is this application ☒ New or a ☐ Transfer	If a transfer, give name of former owner	License Period From	To
If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.			

Partner/Officer Name and title No individual owns Lund Food Holdings, Inc. this is owned by Trusts. see attached listing.	Address		
Partner/Officer Name and title Russell T. Lund III	Address 1071 County Road 92; Minnetrista MN 55359		
Partner/Officer Name and title Von P. Martin	Address 5425 Big Woods Blvd; Chaska MN 55318	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN

CORPORATIONS

Date of Incorporation 01/24/1997	State of Incorporation MN	Certificate Number 8848	Is corporation authorized to do business in Minnesota? ☒ Yes ☐ No
If a subsidiary of another corporation, give name and address of parent corporation			

BUILDING AND RESTAURANT

Name of building owner Rosedale Square, LLC c/o Heltman Capital Management		Owner's address 110 N. Wacker Drive, #4000; Chicago IL 60606	
Are property taxes delinquent ☐ Yes ☒ No	Has the building owner any connection, direct or indirect with the applicant? ☐ Yes ☒ No	Restaurant seating capacity 108	Hours food will be available 6 AM to 10 PM
Number of restaurant employees 10	Number of months per year restaurant is open 12	Will food service be the principal business? ☒ Yes ☐ No	
Describe the premises to be licensed cafe, salad and hot bar concepts will be supplying the food consumption - directly by the main entrance and exit of the retail grocery store. This will have servers in the alcohol area, and it will be contained.			
If the restaurant is in conjunction with another business (resort etc.), describe business			

NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED

- ☐ Yes ☒ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- ☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity?
(If the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- ☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If yes, attach copy of summons.
- ☒ Yes ☐ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give
Downtown Mpls - 4/6/2023 - \$500.00 fine 1st violation - failed a compliance check, one of our employees sold to a minor.

Yes ☒ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.

☒ Yes ☐ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

Please see the attached listing.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Russell T. Lund III
Signature of Applicant Russell T. Lund III; Chairman, President & CEO

2/10/2025
Date

The licensee must have one of the following:

☒ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "**CERTIFICATE OF INSURANCE**" to this form.

☐ A surety bond from a surety company with minimum coverage as specified above in.

☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

Signature County Attorney

County

Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

Signature

Department and Title

Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: _____ To: _____

Circle One: New License License Transfer _____ Suspension _____ Revocation _____ Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 1,500 Sunday License fee: \$ included 3.2% On Sale fee: \$ 100 3.2% Off Sale fee: \$ _____

Licensee Name: Lund Food Holdings, Inc. DOB N/A Social Security # N/A
(corporation, partnership, LLC, or Individual)

Business Trade Name Lunds & Byerlys Business Address 1601 West County Road C City Roseville

Zip Code 55311 County Ramsey Business Phone 651-633-6949 Home Phone 952-927-3663 24 hour call center _____

Home Address N/A City N/A Licensee's MN Tax ID # 3748654
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 41-1865892
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

No individual owns Lund Food Holdings, Inc., owned by Trusts, see attached listing

Partner/Officer Name (First Middle Last) <u>Russell Thomas Lund III</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
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(Partner/Officer Name (First Middle Last) <u>Von Paul Martin</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
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Partner/Officer Name (First Middle Last)	DOB	<u>[REDACTED]</u>	Home Address
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Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: CNA Policy # WC736170272 & WC736188237

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 8.a.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Consideration of an appeal to the Board of Adjustments and Appeals pertaining to the determination of an unsafe building by the Building Official for property located at 2401 Prior Avenue N, known as the Norwood Inn

Background

On March 18, 2025 the City posted a Notice of Condemnation/Prohibited Occupancy at the Norwood Inn and Suites, effective March 24, 2025 per Minnesota State Rules 1300.0180, Minnesota State Fire Code 110.1 & 110.1.1, and Roseville City Code 906.03.H (see Attachment 2). On March 19, 2025 SMP Hospitality LLC, on behalf of property owner Percy Pooniwala, filed an appeal application to the Notice of Condemnation/Prohibited Occupancy order (see Attachment 3).

On October 15, 2024 City staff conducted an inspection in accordance with the City's Hotel Licensing Regulations in Chapter 317 of the City Code. An inspection report dated October 18, 2024 was hand-delivered to the property noting noncompliance with numerous standards. On January 24, 2025, at the request of Ramsey County, City staff inspected the property following notification of a water pipe burst that caused damage to multiple units. A re-inspection occurred on March 3, 2025 where City staff observed no meaningful progress towards correcting any of the items outlined in the inspection report from October 2024. Further, repairs related to the burst pipe were observed, but those repairs appeared to be conducted without required permits or inspections, so it is unknown whether those corrections meet minimum standards. Because violations remain that impact fire-rated assemblies, including from a fire that occurred on or around March of 2024, the City has determined the building is no longer safe for continued occupancy. The City has provided five months of time to make the necessary corrections, noting the actual incident that caused much of the damage occurred nearly a year ago, yet code deficiencies remain and no permits or inquiries have been made to correct these deficiencies. Given these events, the City's Building Official has the lawful authority to condemn the building and prohibit occupancy under Minnesota State Building Code Section 1300.0180 and Roseville City Code Section 906.03.H.

Attachment 1 includes a Resolution upholding the condemnation, which is the staff recommendation. This recommendation is based on noncompliance with the previously issued inspection reports and because the applicant/owner has not provided any information that the decision to condemn was based on incorrectly interpreted rules or code intent, that stated codes do not apply, or that requirements were adequately satisfied,

which is a requirement of an appeal under City Code Section 906.03.K. Given the owner's lack of response to existing correction orders and their failure to articulate why the condemnation action is unlawful, the City has determined its only available enforcement option is to uphold the Notice of Condemnation/Prohibited Occupancy to ensure the health and safety of the occupants of the building. Should the Council wish to grant the appeal, findings should be articulated for insertion in a revised Resolution.

Attachment 2 includes the condemnation/prohibited occupancy order, the initial inspection report from October 15, 2024 and the re-inspection notes from March 3, 2025 reflecting no substantive code corrections. Attachment 3 is the completed appeal application and Attachment 4 includes photos taken by the Fire Department regarding the fire that occurred in March of 2024. Extensive damage, including but not limited to the damage caused by the fire that occurred in March of 2024, remains in violation of State Building Code.

Policy Objectives

The implementation of the State Building Code is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.

Equity Impact Summary

Equity impacts have not been evaluated.

Budget Implications

None

Staff Recommendations

Deny the appeal, upholding the revocation of the Certificate of Occupancy, condemnation and order to vacate the building, structures and premises at 2401 Prior Avenue N, effective March 24, 2025.

Requested Council Action

By motion, adopt the Resolution provided as Attachment 1 denying the appeal and upholding the revocation of the Certificate of Occupancy, condemnation and order to vacate the building, structures and premises at 2401 Prior Avenue N, effective March 24, 2025 based on findings stated in the Resolution.

Should the Council wish to grant the appeal, findings of fact that articulate how the applicable codes were incorrectly interpreted, do not fully apply, or have been adequately satisfied by other means should be made for the Resolution.

Prepared by: David Englund, Building Official
Janice Gundlach, Community Development Director

Attachments:

1. Resolution upholding condemnation order
2. Notice of Condemnation/Prohibited Occupancy order and supporting materials
3. Completed Appeal Application dated 3-19-2025
4. Pictures

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of March 2025, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION UPHOLDING THE CONDEMNATION OF 2401 PRIOR AVENUE

WHEREAS, the property located at 2401 Prior Avenue in the City of Roseville is being used as a hotel that has been doing business as the Norwood Inn & Suites (the “Premises”); and

WHEREAS, according to public records, prior to approximately March 5, 2024, the Premises was owned by Milwaukee 45 Hospitality LLC, and on or about March 5, 2025, the Premises was sold to SMP Hospitality LLC (collectively, the “Owners”); and

WHEREAS, on April 8, 2024, the City of Roseville adopted Ord. 1674 establishing a requirement for hotel licensing (the “Ordinance”); and

WHEREAS, following adoption of the Ordinance, on September 26, 2024 all businesses operating a hotel, including Milwaukee 45 Hospitality LLC, were notified of the upcoming licensing requirement and the requirements that must be met to obtain a license, including that the building must comply with all relevant health and safety codes; and

WHEREAS, the Ordinance requires that all hotels obtain a license by April 1, 2025; and

WHEREAS, in order to obtain a license, all businesses being operated as hotels must be inspected for compliance with all relevant health and safety codes; and

WHEREAS, in advance of the effective date of the Ordinance, the City building official and fire inspector have been performing inspections on all businesses being operated as hotels to determine compliance with all relevant health and safety codes; and

WHEREAS, on October 15, 2024, the building official inspected the Premises and found a significant number of serious violations of the building code, as further described in the Inspection Report attached hereto as Exhibit 1; and

WHEREAS, on that same day the fire inspector inspected the Premises and found a significant number of serious violations of the building code, as further described in the Inspection Report attached hereto as Exhibit 1; and

WHEREAS, overall, of the 179 units in the hotel 179 contained violations of Minnesota State Statute, the building or fire code; and

WHEREAS, following the inspection, the Owners were notified of the violations by letter dated October 18, 2024 and, based on the noted violation, were given until October 23rd, October 28th and November 18, 2024 to perform the necessary corrections; and

WHEREAS, on March 3, 2025, the City reinspected the Premises and discovered that a few minor violations had been corrected, but none of the serious violations of the building code or fire code had been corrected, as further described in the Inspection Report attached hereto as Exhibit 2; and

WHEREAS, the Roseville Building Official and the Roseville Fire Marshall have determined that the Building in its current condition is an “Unsafe Building or Structure” as defined in Minnesota Rules 1300.0180, and therefore, have condemned the building and ordered it be vacated by March 24, 2025; and

WHEREAS, specifically, the Building is unsafe in accordance with Minnesota Rules, Section 1300.0225 because:

- It is a fire hazard based on fire damage to the fire-rated assemblies, and
- Is in an unsanitary condition based on damaged plumbing and waste utilities, and
- Is otherwise dangerous to human life given the breadth and depth of violations observed throughout the entirety of the Premises.

WHEREAS, the Owners were notified of the condemnation on March 18, 2025, were provided with the basis for the condemnation, and

WHEREAS, on March 19, 2025 SMP Hospitality LLC, on behalf of Percy Pooniwala submitted an Appeal Application appealing the condemnation to the City Council; and

WHEREAS, the Owner was notified on March 19, 2025 that the appeal would be heard on March 24, 2025, and

WHEREAS, Council, on March 24, 2025, held a hearing at which the Owner was permitted to:
hear the staff report outlining the basis for the condemnation, address the City Council regarding
the condemnation, and present evidence and arguments regarding the merits of the
condemnation;

NOW, THEREFORE, BE IT RESOLVED; that, based on information as summarized by above
and as further described to the City Council at its meeting on March 24, 2025 City staff, and
taking into account the information and arguments presented by the Owner, the City Council of
the City of Roseville finds that the Premises constitutes an Unsafe Building or Structure; and

AND BE IT FURTHER RESOLVED, that the Roseville City Council upholds the condemnation
order of the Building Official and the Fire Mashall and orders that the Building be vacated no
later than March 24, 2025.

The motion for the adoption of the foregoing resolution was duly seconded by Member ,
and upon a vote being taken thereon, the following voted in favor thereof: , , ,
, and Mayor .
and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

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STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

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131

EXHIBIT 1



Community Development Department
2660 Civic Center Drive Roseville, Minnesota 55113, 651-792-7013

2025 Hotel License Program

BUILDING AND COMMON AREAS INSPECTION CHECKLIST

This inspection checklist is intended as a guide to assist inspection personnel in identifying general fire and life safety hazards. PLEASE BE ADVISED that other code requirements may apply and require timely compliance.

Red and Green items may require immediate correction.

PROPERTY OWNER INFORMATION	RENTAL PROPERTY INFORMATION
Owner name: Milwaukee 45 Hospitality LLC	Rental Address: 2401 Prior Avenue N
Mailing address: 2401 Prior Ave. N, ROseville	Property Name: Norwood Inn & Suites
Property Manager:	Property ID: 092923320002
Email: redroofroseville@gmail.com	Email:

GENERAL INFORMATION
Number of Units:
Present: ☒ Swimming Pool ☒ Hot Tub/Spa ☐ Sauna ☐ Commercial Kitchen

DOCUMENTATION FROM OTHER AGENCIES

Fire Marshall Inspections	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Date of Last Fire Sprinkler Inspection:	Vent Hood Cleaning Permits? ☐ Yes ☐ No
Date of Last Alarm Inspection:	
Does Building have formal CO Monitoring Agreement? ☐ Yes ☐ No	
Comments:	
Health Department	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	
Building Department	
Open Permits? ☒ Yes ☐ No	Work Without Permits Observed/Suspected: ☒ Yes ☐ No
Police Department	
Repeat Nuisance? ☐ Yes ☐ No	
Other Concerns:	
Elevator	
State:	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	

ATTACHMENT 1

A

EXTERIOR PROPERTY AND STRUCTURE: BMPA Unless Noted Otherwise, Green items reference MSFC:

	BMPA		P	F	N/A		BMPA		P	F	N/A
A.1	906.05	Clean, safe & sanitary / no uncontained debris / litter	☐	☐	☐	A.18	906.05	Junk vehicles/under repair outside garage	☒	☐	☐
A.2	906.05	Standing water or erosion	☒	☐	☐	A.19	906.05	Free from graffiti	☐	☒	☐
A.3	906.05	Sidewalks/driveways free of hazards	☐	☒	☐	A.20	906.05	Approved garbage containers with tight fitting lids - In enclosure (if required) – out of public view	☒	☐	☐
A.4	906.05	Weeds/grasses in excess of 8 inches	☒	☐	☐	A.21	906.05	Site Lighting (5 foot candles for general parking/pedestrian, 50 foot candles @ entry/exit) IBC 1011.01	☒	☐	☐
A.5	906.05	Evidence of rodent harborage / vermin / insect infestation	☒	☐	☐	A.22	906.05	Ground Cover/Landscape elements in place – no bare ground (20 sq. ft.)	☒	☐	☐
A.6	906.05	Accessory structures in good repair	☐	☐	☒	A.23	906.05	Surfaces in good repair	☐	☒	☐
A.7	906.05	Address numbers 4" tall & visible from street	☒	☐	☐	A.24	906.05	Foundation walls in good repair	☒	☐	☐
A.8	906.05	Structural members in good repair	☐	☐	☐	A.25	906.05	Exterior walls in good repair	☐	☒	☐
A.9	906.05	Exterior walls in good repair	☐	☒	☐	A.26	906.05	Stairways, decks, porches, balconies in good repair	☐	☒	☐
A.10	906.05	Chimneys and towers in good repair	☐	☐	☐	A.27	906.05	Handrails and guardrails firmly fastened	☒	☐	☐
A.11	906.05	Roof and drainage in good repair	☐	☐	☐	A.28	906.05	Overhang extensions in good repair	☒	☐	☐
A.12	906.05	Decorative features in good repair	☐	☐	☐	A.29	506F.D	Key box present/maintained	☒	☐	☐
A.13	503.3, 503.4	Fire lanes marked/ unobstructed	☒	☐	☐	A.30	912F.D	Connections Visible/maintained	☒	☐	☐
A.14	507	Fire hydrants/ water supply accessible	☒	☐	☐	A.31	312 603.9	Gas meter / piping protected against impact	☒	☐	☐
A.15	304.2, 315.4	Combustible accumulations/storage acceptable	☒	☐	☐	A.32	304.3.3	Dumpsters are outside and 5 ft. or more from combustible walls, openings, or combustible roof eave lines	☒	☐	☐
A.16	701	Fire rated construction present/maintained	☐	☒	☐	A.33	1103.4	Vertical openings protected	☐	☐	☐
A.17	1105.3	Incidental use areas separated/sprinklered	☐	☐	☐				☐	☐	☐

P = Pass F = Fail, Needs Correction

B

COMMON AREAS

	BMPA		P	F	N/A		BMPA		P	F	N/A
B.1	906.05	Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch	☐	☐	☐	B.7	906.05	Dining Area (Common)	☐	☐	☐
B.2	906.05	Windows and frames in good repair, operable condition	☐	☒	☐	B.8	906.03	Fire-rated assemblies maintained	☐	☐	☐
B.3	906.05	Floor surface covering in good repair sanitary clean	☐	☒	☐	B.9	906.05	Handrails and guardrails firmly fastened	☐	☐	☐
B.4	906.08	Lighting fixtures as required	☐	☒	☐	B.10	906.08	Electrical system hazards found	☐	☒	☐
B.5	906.05	Wall surface in good repair	☐	☐	☐	B.11	906.05	Dining Area (Common)	☐	☐	☐
B.6	906.05	Fire doors operate properly, latch, etc	☐	☒	☐				☐	☐	☐

C

COMMON AREA BATHROOM

	BMPA		P	F	N/A		BMPA		P	F	N/A
C.1	906.07	Separate bathroom with toilet, sink, & tub or shower	☐	☐	☐	C.7	906.06	Door for privacy, in good repair, securely attached	☐	☐	☐
C.2	906.05	Wall surface in good repair	☐	☐	☐	C.8	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
C.3	906.05	Windows and frames in good repair, operable condition	☐	☐	☐	C.9	906.07	Hot and/or cold water to all fixtures	☐	☐	☐

C.4	906.05	Floor surface in good repair	☐	☐	☐	C.10	906.08	Has at least one electrical receptacle	☐	☐	☐
C.5	906.06	Bathroom & toilet room properly ventilated (Operable window or functional mechanical fan)	☐	☐	☐	C.11	906	GFCI if within 6 ft of a water source	☐	☐	☐
C.6	906.08	Electrical system hazards found	☐	☒	☐	C.12	906.07	Plumbing system hazards found	☐	☒	☐

D LAUNDRY AND UTILITY / MECHANICAL ROOMS / ELECTRICAL

	BMPA		P	F	N/A		BMPA		P	F	N/A
D.1	906.07	Plumbing system hazards found	☐	☒	☐	D.13	906.06	Clothes dryer exhaust vented properly to exterior	☐	☐	☐
D.2	906.08	Mechanical equipment properly installed & maintained	☐	☒	☐	D.14	906.08	Laundry area - one grounded-type receptacle or GFCI	☐	☐	☐
D.3	906.08	Combustion air supply is adequate for fuel-burning equip	☐	☐	☐	D.15	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
D.4	906.08	Electrical system hazards found	☐	☒	☐	D.16	906.07	Water heater correctly installed	☐	☒	☐
D.5	906.08	Furnaces, boilers correctly installed	☐	☐	☐	D.17	906	Carbon Monoxide Alarms installed in rooms or spaces with gas-burning appliances	☐	☐	☐
D.6	603.1	Shut off valves present on gas appliances	☐	☐	☐	D.18	315.3.3, 603.5.3	Adequate clearance between combustibles and appliances	☐	☒	☐
D.7	603.1.2	Approved piping, connections, & appliances used	☐	☒	☐	D.19	607.3.3	Commercial kitchen hood ducts/filters are clean	☐	☐	☐
D.8	603.1	Combustion air supply/ venting present	☐	☒	☐	D.20	604.5	Extension cords not substituted for fixed wiring	☐	☒	☐
D.9	604.1 604.6	No electrical hazards	☐	☒	☐	D.21	604.4.1	Power strips properly used	☐	☒	☐
D.10	604.7	Appliances/ fixtures in good condition	☐	☒	☐	D.22	604.3	Access/clearance to electrical panels	☐	☒	☐
D.11	604.1	Overcurrent protection present	☐	☐	☐	D.23	604.3.1	Electrical rooms labeled	☒	☐	☐
D.12	604.4	Multi-plug adapters per NFPA 70	☐	☐	☐				☐	☐	☐

E SWIMMING POOL / HOT TUB / SPA

	BMPA		P	F	N/A		BMPA		P	F	N/A
E.1	303	Exterior: surrounded by fence or barrier min. 48" high OR ASTM F1346 safety cover	☐	☒	☐	E.3	605	Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	☐	☐	☐
E.2	303	Gate is self-closing, self-latching	☐	☐	☒	E.4	605	Backflow	☐	☒	☐

F STORAGE AREAS

	BMPA		P	F	N/A		BMPA		P	F	N/A
F.1	906.05	Wall surface in good repair	☐	☒	☐	F.7	906.05	Floor surface/covering in good repair/sanitary/clean	☐	☒	☐
F.2	906.07	Visible mold, signs of moisture or leaks	☒	☐	☐	F.8	906.08	LIGHTING FIXTURES AS REQUIRED	☐	☒	☐
F.3	315.3	Storage Neat and orderly	☐	☒	☐	F.9	315.3.1	Storage maintained 2' below ceiling in unsprinklered, 18" sprinklered	☐	☐	☐
F.4	315.3.3	Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms	☐	☒	☐	F.10	304.3.1	Rubbish waste subject to spontaneous ignition shall be disposed of daily and in listed container	☐	☐	☐
F.5	315.3.4	Attic storage	☐	☐	☒				☐	☐	☐
F.6	906.05	Wall surface in good repair	☐	☒	☐				☐	☐	☐

	BMPA		P	F	N/A		BMPA		P	F	N/A
G.1	906.09	Safe, continuous, unobstructed path of travel	☐	☒	☐	G.25	906.09	SMOKE DETECTORS REQUIRED: on each story	☐	☒	☐
G.2	906.09	Doors, bars, grilles, grates over emergency escape openings are readily operable from inside, without keys or special knowledge	☐	☒	☐	G.26	906.09	SMOKE DETECTORS REQUIRED Inside each sleeping room/space or area	☐	☒	☐
G.3	906.09	Adequate emergency egress from all habitable spaces	☐	☒	☐	G.27	906.09	SMOKE DETECTORS REQUIRED Outside of each sleeping area (in vicinity of sleeping room/space or area)	☐	☐	☐
G.4	906.09	Fire doors not blocked, obstructed or inoperable	☐	☒	☐	G.28	299F.50	Carbon Monoxide Detectors Required within 10 feet of each sleeping area	☐	☐	☐
G.5	1004.2 1006	Adequate number of exits	☒	☐	☐	G.29	1013, 1104.3	Exit signs present and operational	☒	☐	☐
G.6	1030 1104.26	Second means of egress from sleeping rooms	☐	☒	☐	G.30	1108 1104.5	Emergency lighting present and operational	☒	☐	☐
G.7	1031	Exits, aisles, & corridors free of obstructions	☐	☒	☐	G.31	8804	Interior finish acceptable	☐	☒	☐
G.8	1010	Exit doors open from inside	☒	☐	☐	G.32	1020.1 1103.4	Exit corridors rated	☐	☒	☐
G.9	901.6 901.7	Control panel/annunciator panel in normal condition (no trouble or alarm conditions)	☐	☐	☐	G.33	907 1103.7.4	Detectors properly installed	☒	☐	☐
G.10	907.8	Fire Alarm & Detection Systems; Tested / inspected at least annually	☐	☐	☐	G.34	907.2.10	Single station smoke detectors present in each sleeping room	☐	☐	☐
G.11	907.2.8 1103	Fire alarm system installed where required	☐	☐	☐	G.35	905 1103.6	Standpipes needed	☐	☐	☐
G.12	905.2	Standpipes/ hoses in good condition	☐	☐	☐	G.36	904.12.2	Hood system fuel shut off present (other fire protection systems)	☐	☐	☒
G.13	905.2	Adequate coverage (Other fire protection systems)	☐	☐	☐	G.37	607.3 904.12.5	Hood system properly maintained/serviced (other fire protection systems)	☐	☐	☒
G.14	5705	Flammable/combustible liquids; Safety containers if used	☐	☐	☐	G.38	906.5	Fire Extinguishers readily accessible	☒	☐	☐
G.15	5704	Flammable/combustible liquids; Not stored/ kept near exits	☐	☐	☐	G.39	906.1 906.3	Fire Extinguishers; travel distance not exceeded	☒	☐	☐
G.16	5704	Flammable/combustible liquids; No sources of ignition	☐	☐	☐	G.40	901.6.1	Fire Extinguishers; tested/inspected at least annually	☐	☒	☐
G.17	5704.3. 4.4	Flammable/combustible liquids; Quantities > 10 gals in cabinet	☐	☐	☐	G.41	5303.5	Compressed gas cylinders secured	☐	☐	☐
G.18	5704	Flammable/combustible liquids; No basement storage unless sprinklered	☐	☐	☐	G.42	5003.5	Hazardous materials rooms/areas properly labeled	☐	☐	☐
G.19	5705.3. 7.5.1	Flammable/combustible liquids; Adequate ventilation	☐	☐	☐	G.43	5003.1.1	Hazardous materials; Acceptable quantities	☐	☐	☐
G.20	903.3.1	Sprinkler system; coverage is adequate	☐	☐	☐	G.44	5003.9.8	Hazardous materials; Separation of incompatible materials	☐	☐	☐
G.21	509.2	Sprinkler system; controls are readily accessible	☐	☐	☐	G.45	903.4	Sprinkler system; system & valves supervised (. 6 sprinklers new, ≥ 100 existing)	☐	☐	☐
G.22	903.4..4	Sprinkler system; Valves locked open	☐	☐	☐	G.46	903.3.1	Sprinkler system; wrench/ spare sprinklers are present	☐	☐	☐
G.23	903.3.1	Sprinkler heads in good condition	☐	☒	☐	G.47	901.6.1	Sprinkler system; tested/inspected at least annually	☐	☐	☐
G.24	509.1	Sprinkler system; Riser / pump rooms labeled	☐	☐	☐				☐	☐	☐

COMMON AREAS – CORRECTIONS REQUIRED

NOTES:

See attached Inspection Report

ATTACHMENT 1

Units Inspected – Corrections Required

Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
101	102	103	104	105	106	107	108
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	
110	112	113	115	116	117		119:
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
120	121	122	124	125	127	129	131
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
133	135	140	141	142	143	144	145
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
146	147	148	149	151	152	153	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
157	159	163	165	167	169	170	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
171	172	174	201		203	204	205
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
206	207	208	210	211	212	213	214
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
220	222	224	225	226	228	229	230
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
231	232	233	234	235	236	238	241
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
242	243	244	245	246	247	250	251
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
253	254	256	258	260	262	266	268
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
269	270	271	272	273	301	302	303
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
304	305	306	307	308	310	311	312
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
313	314	316	317	318	319	321	322
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
324	326	329	330	331	333	334	335
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
336	337	340	342	343	345	347	352
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
353	354	355	356	357	360	362	364
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
366	348	349	369	371	373	372	

October 18, 2024

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. The fire sprinkler system
 - b. The fire alarm system
 - c. Fire hydrants,
 - d. Backflow preventers – plumbing and fire sprinkler.
 - e. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - f. Ramsey County Environmental Health.
2. South side, exterior of building, electrical socket without a cover.
3. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
4. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
5. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
6. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
7. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
- 8. Provide a report from a certified Fire Engineer addressing the following issues:
 - a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
- 9. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. A sprinkler permit may be necessary, depending on scope of repair.
- 10. Provide a report that all dryer exhaust ducts are free of combustible debris.
- 11. Provide backflow test tags or reports for Sprinkler System. None observed on site.
- 12. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.

- d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
13. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
14. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be completed under issued permits from the City.
15. Electrical work has been done without permits throughout the building. Electrical hazards observed.

16. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
17. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
18. Expired fire extinguisher 2nd mechanical room in pool area.
19. Uncovered electrical socket near door to pool heater room.
20. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
21. Common area laundries all three floors have fasteners that protrude into exhaust piping in dryer vents.
22. Laundry room exhibited an accumulation of dust/lint throughout.
23. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
24. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
25. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
26. Storage 7 - Hole in fire-rated ceiling.
27. Storage 8 - Hole in fire-rated ceiling by smoke detector.
28. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
29. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
30. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.

31. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. Observed unpermitted alterations to electrical system.
32. Storage room 111 –
 - a. No path of egress.
 - b. Missing escutcheon on sprinkler heads.
33. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.
34. Wires from electrical panels penetrate fire-rated ceiling without fire stop.
35. Washing machine pump controls are hanging by wires.
36. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.
37. Exit door in South stairwell does not close or latch.
38. 2nd floor common area laundry has broken escutcheon on sprinkler head.
39. 3rd floor employee room –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Cooking appliance has been installed, no hood/exhaust provided. Electrical connection completed without permit.
 - c. Walls and stove are grease laden.
 - d. Windows are inoperable.
 - e. Fire extinguisher expired, not mounted.
40. Improper plumbing connections on all ice machines.
41. Roseville Room:
 - a. Sink trap penetrates fire-rated wall without a proper firestop.
 - b. Extension cords used as permanent wiring.

- c. Multiple holes in fire-rated assemblies.
- 42. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.
- 43. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

- 1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard. Accessible entrance at front entry has surface difference in excess of ½”.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.
- 9. Wall in disrepair near door to pool heater room.
- 10. Loose escutcheon on shower head, common area bathroom.
- 11. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
- 12. Storage Room 11 - missing floor tiles.

13. Storage Room 13 - missing floor tiles.
14. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
15. Storage Room 14 – missing floor tiles.
16. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
17. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
18. An inspection was never scheduled for two water heaters installed on permit P18-0202
19. Laundry chute is laden with lint.
20. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.

5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.

- 26. 145 – Inoperable phone, loose electrical plates, inoperable window.
- 27. 146 – No phone.
- 28. 148 - Holes in fire-rated wall in bathroom.
- 29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
- 30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
- 31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
- 32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
- 33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
- 34. 170 – Inoperable window, loose cable escutcheon, no phone.
- 35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
- 36. 174 Holes in fire-rated walls, no phone.
- 37. 201- Damaged electrical outlet in bathroom.
- 38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
- 39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 41. 206- Loose escutcheon on sprinkler head.
- 42. 207 - No phone.
- 43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 44. 211 –Inoperable phone.
- 45. 210 – Open electrical socket.
- 46. 213 – No phone.
- 47. 215– No phone.
- 48. 216 – Missing windowpanes, cable cover plate broken.

49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
51. 222 – Inoperable smoke detector.
52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
54. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
58. 235 –Holes in fire-rated wall, missing electrical plate.
59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
60. 242 –Door does not latch or close.
61. 242 – Used for storage, needs signage.
62. 243 – Hole in fire-rated floor behind dresser near window.
63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – Open electrical socket, missing windowpane.
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.

73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
89. 332 - Door doesn't latch
90. 333- Electrical outlet painted over.
91. 334- Inoperable phone.
92. 335 Toilet lid broken, jagged edge. Inoperable phone.
93. 337 - Unit door does not latch. No clothes storage rack.
94. 340 - No phone.
95. 342 - Window doesn't latch
96. 343 - Damaged electrical plate in bathroom.
97. 347 - Window doesn't latch.
98. 352- No phone.
99. 353 - Inoperable phone. No lock between attached rooms.
100. 354 - Door does not latch.

- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
Signage must reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.
- 9. 146 – Bathroom door in disrepair and does not close.
- 10. 201 Graffiti under sink, inoperable bath fan.
- 11. 204 – Tub faucet is damaged, used for storage.
- 12. 207 - Damaged window screen, peeling caulk at base of toilet.
- 13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 14. 210 – Ceiling in disrepair, used for storage.
- 15. 216 – Shower escutcheon loose.
- 16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 17. 222 – Apparent water damage.
- 18. 223- Escutcheon loose at grab bars.
- 19. 225- Used for storage, needs signage.
- 20. 230 – Multiple lights burned out in bathroom.

21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.
39. 312 - Window screen in disrepair, carpet in disrepair.
40. 316 - Window screen in disrepair.
41. 317- Used for storage, bath enclosure in disrepair.
42. 318- Exposed screws on base of toilet.
43. 321- Window screen in disrepair.
44. 326 –Note: small amount of mildew bathroom ceiling.
45. 330 - Wall damaged behind door, subfloor in disrepair.
46. 331 –Bathroom door in disrepair.
47. 332 - Missing caulk base of toilet. Minor leak tub.
48. 333- Used for storage.
49. 334 -Inoperable bath fan.
50. 337 - Bathroom door latch and knob inoperable.

- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.



Roseville Inspection Report

Demographics

Name: NORWOOD INN and SUITES [2401]**Address:** 2401 Prior Avenue North Roseville,
MN 55113

General

Inspection Type: Inspection - Lodging**Passed?:** No**Date Completed:** 10/15/2024**Inspector:** DuBay, Chris**Inspection Number:** INSP20241015-0574

Violations

See Inspector Notes for Violation description

Inspector Notes

Notes: The Roseville Fire Department conducted an annual inspection of the Norwood Inn and Suites on 10/15/2024. The inspection was conducted in conjunction with the Roseville Hotel License Ordinance. Separate reports are prepared by City staff and will be sent to property. The following violations were noted by the Fire Department:

Pool Area:

- 1) Mechanical room - Fire extinguisher expired
- 2) Mechanical room - Maintain 36" clear space around appliances, remove storage accumulation

Common and Employees Areas:

- 3) Room 109/111 (Maintenance Shop) - Missing escutcheon rings on sprinkler assemblies X 2
- 4) 3rd Floor Employee Break Room - Fire extinguisher not mounted and expired
- 5) Laundry room exhibited an accumulation of dust/lint throughout
- 6) Provide all inspection, testing and maintenance records for the fire sprinkler, fire alarm and fire hydrants

First Floor:

- 7) #106 - Multi-plug adapter in use
- 8) #107 - Smoke detector did not operate ****CORRECTED****
- 9) #121 - Smoke detector did not operate ****CORRECTED****

Second Floor:

- 10) Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements
- 11) #230 - Smoke detector hanging, repair or replace mounting plate

Third Floor:

- 12) #324 - Smoke detector missing
- 13) #357 - Egress blocked, Accumulation, Update room labeling to reflect employee room/storage
- 14) #360 - Missing escutcheon ring/bell on fire sprinkler assembly

Signatures

Signature Graphic

Name

A handwritten signature in blue ink, appearing to read 'CDuBay', is enclosed within a black rectangular border.

Chris DuBay
Inspector

Inspections Phone: 651- 792 - 7340

Email: fireinspections@cityofroseville.com

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EXHIBIT 2

March 3, 2025 Thank you for attending the Hotel Licensing re-inspection for 2401 Prior Avenue on March 3, 2025. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. Backflow preventers – plumbing and fire sprinkler. Backflow reports not received, not testing tags observed on site.
2. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.” No carbon monoxide detectors have been installed since initial inspection. Manager acknowledged the State Statute and requested an approximate 3-6 month extension for installation of required detectors.
3. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.” Management requests that one staff member be permitted to live on site.
4. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.
 - b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.

This has not been done, management requested more time, as this is “too burdensome” (in their opinion) to complete at this time.

5. Provide a report from a certified Fire Engineer addressing the following issues:
 - a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.

This has not been done, management requested more time, as this is “too burdensome” to complete at this time.

6. Provide a report that all dryer exhaust ducts are free of combustible debris. Not received.
7. Provide backflow test tags or reports for Sprinkler System. None observed on site. Not received.
8. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. Not corrected.
9. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

- f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.

No mechanical permits have been submitted with the City.

10. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:

- a. Improper plumbing connections on pool and spa equipment.
- b. No record of annual backflow testing on pool equipment.
- c. Improper installation of trap on 3-compartment sink in dining area. Not required as no food service currently at location.
- d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. Initial report stated, "Correct Immediately" not corrected at reinspection.
- e. Improper plumbing connections on all ice machines. Machines removed from service but still connected to water supply.
- f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
- g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.

No plumbing permits have been submitted to the City.

11. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from

level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.

No permits have been submitted to the City. Management stated they have patched fire-rated assemblies without permits.

12. Electrical work has been done without permits throughout the building. Electrical hazards observed. No electrical permits have been submitted. Hazardous conditions remain on site.
13. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
14. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches. Not received by City.
15. Expired fire extinguisher 2nd mechanical room in pool area. No corrections observed.
16. Common area laundries all three floors have screws in dryer vents. No corrections observed.
17. Storage Room 3 – power strip and extension cord used in place of permanent wiring. No corrections observed.
18. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
19. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
20. Storage 7 - Hole in fire-rated ceiling. No corrections observed.
21. Storage 8 - Hole in fire-rated ceiling by smoke detector. No corrections observed.
22. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels. No corrections observed.

23. Storage room behind 3rd floor vending machine -

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Plywood wall behind electrical panels.

No corrections observed.

24. Storage Room 14 –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Electrical hazards observed.
- c. Electrical work without permit observed.

No corrections observed.

25. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. No corrections observed.

26. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

No corrections observed.

27. Improper firestop of penetration in fire-rated ceiling in elevator equipment room. No corrections observed.

28. Wires from electrical panels penetrate fire-rated ceiling without fire stop. No corrections observed.

29. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls. No corrections observed.

30. 2nd floor common area laundry has broken escutcheon on sprinkler head.

31. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

No corrections observed.

32. Improper plumbing connections on all ice machines. No corrections observed.

33. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

No corrections observed.

34. Units that are used for storage and not available for guests need door signage indicating storage use. Some units have had signs added, but not all have proper signage.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.

9. Loose escutcheon on shower head, common area bathroom.

Written plan of corrective action not submitted. No corrections observed to items 1 – 9 above.

10. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system. No corrections observed.

11. Storage Room 11 - missing floor tiles. No corrections observed.

12. Storage Room 13 - missing floor tiles. No corrections observed.

13. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
No corrections observed.

14. Storage Room 14 – missing floor tiles. No corrections observed.

15. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair. No corrections
observed.

16. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on
sprinkler assemblies. No corrections observed.

17. An inspection was never scheduled for two water heaters installed on permit P18-0202 No
corrections observed.

18. Laundry chute is laden with lint. Section at first floor has been cleaned.

19. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-
rated assembly. No permits have been submitted.

Unit violations that must be corrected within 5 days:

Unit repairs listed below. Minimal corrections observed at re-inspection. No phones have been added. No trap wrap has been added. No carbon monoxide detectors have been added. Rooms with fire and water damage have had work done without permits, including patches to fire-rated assemblies.

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.
5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.
26. 145 – Inoperable phone, loose electrical plates, inoperable window.
27. 146 – No phone.
28. 148 - Holes in fire-rated wall in bathroom.
29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
34. 170 – Inoperable window, loose cable escutcheon, no phone.
35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
36. 174 Holes in fire-rated walls, no phone.
37. 201- Damaged electrical outlet in bathroom.
38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).

- 39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 41. 206- Loose escutcheon on sprinkler head.
- 42. 207 - No phone.
- 43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 44. 211 –Inoperable phone.
- 45. 210 – Open electrical socket.
- 46. 213 – No phone.
- 47. 215– No phone.
- 48. 216 – Missing windowpanes, cable cover plate broken.
- 49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
- 50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
- 51. ~~222 – Inoperable smoke detector.~~
- 52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
- 53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
- 54. 230 – ~~Smoke detector inoperable and hanging by wires, inoperable phone.~~
- 55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
- 56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
- 57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
- 58. 235 –Holes in fire-rated wall, missing electrical plate.
- 59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
- 60. 242 –~~Door does not latch or close.~~ Does not self-close as required
- 61. 242 – Used for storage, needs signage.
- 62. 243 – Hole in fire-rated floor behind dresser near window.

63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – ~~Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.~~ Used for storage, needs sign
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – ~~Open electrical socket, missing windowpane.~~ Used for storage, needs sign
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.
73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.

- 89. 332 - Door doesn't latch
- 90. 333- Electrical outlet painted over.
- 91. 334- Inoperable phone.
- 92. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 93. 337 - Unit door does not latch. No clothes storage rack.
- 94. 340 - No phone.
- 95. 342 - Window doesn't latch
- 96. 343 - Damaged electrical plate in bathroom.
- 97. 347 - Window doesn't latch.
- 98. 352- No phone.
- 99. 353 - Inoperable phone. No lock between attached rooms.
- 100. 354 - Door does not latch.
- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
 Signage reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler
 escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.

9. 146 – Bathroom door in disrepair and does not close.
10. 201 Graffiti under sink, inoperable bath fan.
11. 204 – Tub faucet is damaged, used for storage.
12. 207 - Damaged window screen, peeling caulk at base of toilet.
13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
14. 210 – Ceiling in disrepair, used for storage.
15. 216 – Shower escutcheon loose.
16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
17. 222 – Apparent water damage.
18. 223- Escutcheon loose at grab bars.
19. 225- Used for storage, needs signage.
20. 230 – Multiple lights burned out in bathroom.
21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.

- 39. 312 - Window screen in disrepair, carpet in disrepair.
- 40. 316 - Window screen in disrepair.
- 41. 317- Used for storage, bath enclosure in disrepair.
- 42. 318- Exposed screws on base of toilet.
- 43. 321- Window screen in disrepair.
- 44. 326 –Note: small amount of mildew bathroom ceiling.
- 45. 330 - Wall damaged behind door, subfloor in disrepair.
- 46. 331 –Bathroom door in disrepair.
- 47. 332 - Missing caulk base of toilet. Minor leak tub.
- 48. 333- Used for storage.
- 49. 334 -Inoperable bath fan.
- 50. 337 - Bathroom door latch and knob inoperable.
- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

35. Provide all testing, inspection, and maintenance records for:
 - b. The fire sprinkler system
 - c. The fire alarm system
 - d. Fire hydrants,
 - e. Backflow preventers – plumbing and fire sprinkler.
 - f. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - g. Ramsey County Environmental Health.
36. South side, exterior of building, electrical socket without a cover.
37. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
38. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
39. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
40. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
41. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
42. Provide a report from a certified Fire Engineer addressing the following issues:
- a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
43. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements.
44. Provide a report that all dryer exhaust ducts are free of combustible debris.
45. Provide backflow test tags or reports for Sprinkler System. None observed on site.
46. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
- a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.

- e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
47. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
48. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.
49. Electrical work has been done without permits throughout the building. Electrical hazards observed.
50. Provide documentation that spa luminaires are under 15 V or have GFCI protection.

51. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
52. Expired fire extinguisher 2nd mechanical room in pool area.
53. Uncovered electrical socket near door to pool heater room.
54. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
55. Common area laundries all three floors have screws in dryer vents.
56. Laundry room exhibited an accumulation of dust/lint throughout.
57. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
58. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
59. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
60. Storage 7 - Hole in fire-rated ceiling.
61. Storage 8 - Hole in fire-rated ceiling by smoke detector.
62. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
63. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
64. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.
65. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box.

66. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

67. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.

68. Wires from electrical panels penetrate fire-rated ceiling without fire stop.

69. Washing machine pump controls are hanging by wires.

70. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.

71. Exit door in South stairwell does not close or latch.

72. 2nd floor common area laundry has broken escutcheon on sprinkler head.

73. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

74. Improper plumbing connections on all ice machines.

75. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

76. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.

77. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

20. Soffits in disrepair on south and west side of building.
21. Numerous and widespread potholes in parking lot.
22. Downspouts detached from structure.
23. Sidewalks in disrepair, tripping hazard.
24. South side exterior steps in disrepair
25. Graffiti on signpost SW side of parking lot
26. Main entry doors do not have locks, there are open holes where locks were.
27. Fluorescent lights missing covers throughout building.
28. Wall in disrepair near door to pool heater room.
29. Loose escutcheon on shower head, common area bathroom.
30. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
31. Storage Room 11 - missing floor tiles.
32. Storage Room 13 - missing floor tiles.
33. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
34. Storage Room 14 – missing floor tiles.

- 35. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
- 36. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
- 37. An inspection was never scheduled for two water heaters installed on permit P18-0202
- 38. Laundry chute is laden with lint.
- 39. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

- 107. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
- 108. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
- 109. 105- Window inoperable, phone inoperable, door does not close or latch.
- 110. 106 – Multi-plug adapter in use.
- 111. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
- 112. 110 – No phone.
- 113. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.

- 114. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
- 115. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
- 116. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
- 117. 117 - Lock is inoperable.
- 118. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower.
- 119. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
- 120. 121 – Inoperable smoke detector.
- 121. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
- 122. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
- 123. 125 – Inoperable window.
- 124. 127 - Holes in fire-rated wall in bathroom.
- 125. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
- 126. 131 - Holes in fire-rated wall in bathroom.
- 127. 133- Used for storage, open electrical sockets in bathroom and living room.
- 128. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
- 129. 141 - Holes in fire-rated wall in bathroom.
- 130. 142 - Holes in fire-rated wall in bathroom.
- 131. 143 – Hinge broken on unit door.
- 132. 145 – Inoperable phone, loose electrical plates, inoperable window.
- 133. 146 – No phone.
- 134. 148 - Holes in fire-rated wall in bathroom.
- 135. 151 – Carpet in disrepair at threshold, no clothes rack provided.
- 136. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

- 137. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
- 138. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
- 139. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
- 140. 170 – Inoperable window, loose cable escutcheon, no phone.
- 141. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
- 142. 174 Holes in fire-rated walls, no phone.
- 143. 201- Damaged electrical outlet in bathroom.
- 144. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
- 145. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 146. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 147. 206- Loose escutcheon on sprinkler head.
- 148. 207 - No phone.
- 149. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 150. 211 –Inoperable phone.
- 151. 210 – Open electrical socket.
- 152. 213 – No phone.
- 153. 215– No phone.
- 154. 216 – Missing windowpanes, cable cover plate broken.
- 155. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable phone.
- 156. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
- 157. 222 – Inoperable smoke detector.

158. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
159. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
160. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
161. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
162. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
163. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
164. 235 –Holes in fire-rated wall, missing electrical plate.
165. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
166. 242 –Door does not latch or close.
167. 242 – Used for storage, needs signage.
168. 243 – Hole in fire-rated floor behind dresser near window.
169. 246 - Hole in fire-rated wall in bathroom, no phone.
170. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
171. 248 – Electrical outlet cover damaged, inoperable phone.
172. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
173. 253 – Electrical outlets are painted and missing covers, inoperable phone.
174. 254 – Exposed screws on toilet base, inoperable lock.
175. 256 – Open electrical socket, missing windowpane.
176. 262 – Electrical sockets open and missing plates.
177. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
178. 266 – No phone.
179. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
180. 270 – No clear path of travel, missing windowpanes.

- 181. 271 – Hole in fire-rated wall in bathroom.
- 182. 301 and 303 – units are fire damaged.
- 183. 302 – No phone, inoperable window
- 184. 305- Cord to phone is taped on and phone is inoperable.
- 185. 308 – Inoperable window.
- 186. 314 – Inoperable phone, door does not close or latch.
- 187. 319 – Loose sprinkler head escutcheon in bathroom.
- 188. No phone, door does not latch.
- 189. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower. Inoperable lock.

- 190. 322 – Broken electrical cover in bathroom, window does not latch.
- 191. 324 – No smoke detector.
- 192. 326 – Door does not latch.
- 193. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower.

- 194. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
- 195. 332 - Door doesn't latch
- 196. 333- Electrical outlet painted over.
- 197. 334- Inoperable phone.
- 198. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 199. 337 - Unit door does not latch. No clothes storage rack.
- 200. 340 - No phone.
- 201. 342 - Window doesn't latch
- 202. 343 - Damaged electrical plate in bathroom.
- 203. 347 - Window doesn't latch.
- 204. 352- No phone.
- 205. 353 - Inoperable phone. No lock between attached rooms.
- 206. 354 - Door does not latch.
- 207. 355 - Inoperable phone
- 208. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.

Signage reflect employee lounge/storage.

- 209. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 210. 366 – Inoperable phone, inoperable lock on door.
- 211. 369 – PTAC heater scorch mark on top.
- 212. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 63. 101- Loose escutcheon.
- 64. 110 –Peeling paint back of door.
- 65. 112 - Bathroom wall in disrepair.
- 66. 125 – Peeling paint on bath fan.
- 67. 127 - Window screen in disrepair.
- 68. 129 - Bath fan needs maintenance.
- 69. 140 - Screws exposed on toilet base, inoperable fan in office.
- 70. 144 – Used for storage, shower control removed.
- 71. 146 – Bathroom door in disrepair and does not close.
- 72. 201 Graffiti under sink, inoperable bath fan.
- 73. 204 – Tub faucet is damaged, used for storage.
- 74. 207 - Damaged window screen, peeling caulk at base of toilet.
- 75. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 76. 210 – Ceiling in disrepair, used for storage.
- 77. 216 – Shower escutcheon loose.
- 78. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 79. 222 – Apparent water damage.
- 80. 223- Escutcheon loose at grab bars.
- 81. 225- Used for storage, needs signage.
- 82. 230 – Multiple lights burned out in bathroom.
- 83. 232 - Threshold transition strip missing at bathroom, no bath fan.
- 84. 233- No bath fan.

85. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
86. 238 – Loose escutcheon.
87. 246 - Subfloor in disrepair.
88. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
89. 250 – Subfloor in disrepair, hole in wall.
90. 254 – Exposed screws on toilet base.
91. 256 – Exposed screws on toilet base.
92. 260 – Bathroom door in disrepair.
93. 262 –Bathroom door doesn't latch.
94. 264 – Bath fan needs maintenance.
95. 270 – Used for storage, no bath fan.
96. 271 –Missing caulk at base of toilet.
97. 304- Wall in disrepair, inoperable bath fan.
98. 307- Window screen in disrepair.
99. 308 – Bathroom door in disrepair.
100. 310 - Window screen in disrepair.
101. 312 - Window screen in disrepair, carpet in disrepair.
102. 316 - Window screen in disrepair.
103. 317- Used for storage, bath enclosure in disrepair.
104. 318- Exposed screws on base of toilet.
105. 321- Window screen in disrepair.
106. 326 –Note: small amount of mildew bathroom ceiling.
107. 330 - Wall damaged behind door, subfloor in disrepair.
108. 331 –Bathroom door in disrepair.
109. 332 - Missing caulk base of toilet. Minor leak tub.
110. 333- Used for storage.
111. 334 -Inoperable bath fan.
112. 337 - Bathroom door latch and knob inoperable.
113. 340 - Leaking bathtub faucet, water-stained tub.

- 114. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 115. 346 - No caulk base of toilet.
- 116. 347 - Bath fan needs maintenance.
- 117. 348 - Window screen in disrepair.
- 118. 349 - Window screen in disrepair.
- 119. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 120. Room 356 - Window latch is loose
- 121. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 122. 364 – Unit out of service, uncapped plumbing pipe.
- 123. 371- Inoperable bath fan.
- 124. 373- Bath fan needs maintenance.



Community Development Department
2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-7080 ❖ ❖ www.cityofroseville.com

March 18, 2025

SMP Hospitality LLC
2401 Prior Ave. N.
Roseville, MN 55113-2724

Norwood Inn & Suites
2401 Prior Ave. N.
Roseville, MN 55113

RE: Condemnation /Prohibited Occupancy at 2401 Prior Avenue North, Roseville, MN 55113

Dear Property Owner and Management:

The undersigned City of Roseville Building Official and the Roseville Fire Marshal have determined the building at the above-listed address to be an unsafe building per Minnesota State Rules 1300.0180, Minnesota State Fire Code 110.1 & 110.1.1., and Roseville City Code 906.03.H.

On October 15, 2024, the structure and property was inspected by the City of Roseville. An inspection report dated October 18, 2024, was delivered to the property. A re-inspection occurred on March 3, 2025. Both reports are enclosed. No substantive corrections were observed to have been completed on March 3, 2025, including the damage to the units and fire rated assembly from the fire that occurred on or about March 3, 2024. The City has provided ample opportunity and time to remedy all discovered code compliance deficiencies and to date, no substantive corrections or improvements have occurred.

Therefore, the Building Official hereby revokes the Certificate of Occupancy and condemns the building and premises at 2401 Prior Ave N., Roseville, MN 55113, as of 4:30 p.m., March 18, 2025. Enclosed please find the Condemnation placard that was posted on the building today and a copy of the revocation notice.

The building and premises are ordered to be vacated no later than 4:30 p.m., March 24, 2025.

Pursuant to City Code Section 906.03.K, a decision of the Building Official may be appealed to the City Council. An appeal application is enclosed. The appeal application must be submitted to the City Manager prior to the deadline to vacate on March 24, 2025.

Relocation assistance and other resources are available to hotel occupants through Ramsey County programs. Contact the HouseCalls program at 651-266-1290 to access these programs. City staff has been in contact with Ramsey County personnel and informed them of the need for services for your occupants.

If you have any questions regarding this matter, please contact me at 651-792-7087

Sincerely,

David Englund
Building Official, City of Roseville
david.englund@cityofroseville.com

Cc: Janice Gundlach, Roseville Community Development Director

David Brosnahan, Roseville Fire Chief

Neil Sjostrom, Roseville Fire Marshal

Pat Trudgeon, Roseville City Manager

Rachel Tierney, City Attorney

**CITY OF ROSEVILLE****REVOCACTION OF
CERTIFICATE OF OCCUPANCY**

Building Address: **2401 Prior Avenue North
Roseville, Minnesota 55113**

Property Owner: **SMP Hospitality LLC
2401 Prior Ave N
Roseville, MN 55113-2714**

PIN: **092923320002**

Construction Type: **Type V-N Automatic Sprinkler System**

Occupancy Type: **R-1 (U.B.C)**

REVOCACTION OF CERTIFICATE OF OCCUPANCY

In accordance with Minnesota State Building Code Section 1300.0180 and Roseville Building Maintenance and Preservation Code Section 906.03.H. the building, premises and structure located at 2401 Prior Ave N., Roseville, MN 55113 is hereby declared unsafe for human occupancy and condemned due to: VIOLATIONS OF MINNESOTA STATE BUILDING, FIRE, PLUMBING, ELECTRICAL, MECHANICAL AND ROSEVILLE CITY CODES. This building and premises shall be vacated by March 24, 2025.

David Englund, Building Official

Date

Neil Sjostrom, Fire Marshal

Date

CITY OF ROSEVILLE, 2660 CIVIC CENTER DRIVE, ROSEVILLE, MINNESOTA 55113



Community Development Department

2660 Civic Center Dr.

Roseville, MN 55113

651-792-7080

Placard of Condemnation

In accordance with Minnesota State Building Code 1300.0180 and
Roseville Building Maintenance and Preservation Code Section 906.03.H.
the building, premises and structure located at:

**2401 Prior Ave. N.,
Roseville, MN 55113**

Is hereby declared unsafe and its occupancy has been prohibited by the
Code Official and is hereby condemned due to:

**Structure unfit for occupancy
UNSAFE STRUCTURE (MN Stat. 463.15 to 463.26; 906.03.H.3.a)
PROHIBITED OCCUPANCY (906.03.H)**

**THESE PREMISES AND BUILDING SHALL BE
VACATED NO LATER THAN 4:30 P.M. March
24, 2025**

Date Placard Posted: March 18, 2025

A handwritten signature in black ink, appearing to read "David E. Englund".

Authorized By: _____

David E. Englund / Building Official



Community Development Department

1300.0180

UNSAFE BUILDINGS OR STRUCTURES

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official shall order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The building official shall have the authority to order, disconnection of utility services to the building, structure, or system, regulated by the code, in case of an emergency to eliminate a hazard to life or property. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, Sections 463.15 to 463.26.

906.03.H.

Unsafe Structures and Equipment

1. General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

3. Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

a. Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

906.03.H.6.a

a. Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.



Community Development Department

906.03.H.7

Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

906.03.F.3-5

F. Violations

3. Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 906.03.G. shall be deemed guilty of a misdemeanor, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

4. Violation penalties. Any person, firm or corporation who shall violate any provision of this code shall be guilty of a misdemeanor and upon conviction thereof, shall be punished as a misdemeanor offense. Each day upon which a violation continues shall be deemed a separate offense.

5. Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

K. Means of Appeal

1. Means of Appeal. Any person shall have the right to appeal to the Roseville City Council or its designee, a decision of the Building Codes Official or a notice or order issued under this code. An application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or the requirements of this code are adequately satisfied by other means.



COMMUNITY DEVELOPMENT DEPARTMENT

2660 Civic Center Drive ❖ Roseville, MN 55113

Phone: (651) 792-7080

www.cityofroseville.com

Received By: _____

Date Received: _____

Fee Paid: _____

APPEAL APPLICATION**PER CITY CODE SECTION 906.03.K****APPEALS MUST BE RECEIVED PRIOR TO THE ORDERED DATE TO VACATE**

Please complete the application by typing or printing in ink.

1. Appeal Building Address:*Name of Building (s):* _____*Address of Building (s):* __________
_____**2. Property Owner Information:***Last name:* _____ *First name:* _____*Address:* _____ *City/State/Zip:* _____*Phone number:* _____ *Email address:* _____**3. Applicant Information: (if different from above)***Company name:* _____*Last name:* _____ *First name:* _____*Address:* _____ *City/State/Zip:* _____*Phone number:* _____ *Email address:* _____**4. Specific decision, order or notice for which appeal is being made:**_____

Additional space on back page or submit additional pages

5. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Please Note:

When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals. The Board of Adjustments and Appeals may consider any of the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appealing applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion if that information serves to clarify information previously considered by the Building Official.

Please remit this application to the address below within the timeframe as noted

**City of Roseville
Attn: City Manager, Patrick Trudgeon
2660 Civic Center Drive
Roseville, MN 55113**

HouseCalls Resource Booklet

Ramsey County Programs/Services

www.ramseycounty.us

- Adult Mental Health Welcome Center – 651-266-7890
- Adult Protection – 651-266-4012
- Adult Services – 651-266-2300
- Birth, Death, and Marriage Certificates – 651-266-1333
- Child and Teen Checkups Program – 651-266-2420
- Child Protection – 651-266-4500
- Child Support – 651-266-3344
- Children's Mental Health Crisis Hotline- 651-266-7878
- Children's Mental Health Services – 651-266-4486
- Civil Process Services – 651-266-9330
- Clinical Services – 651-266-1255
- Crisis Line Mental Health -651-266-7900
- Disability Services – 651-266-3613
- Delinquent Tax Information – 651-266-2002
- Detox Center 24/7- 651-266-4009
- Emergency Management & Homeland Security – 651-266-1020
- EZinfo Line – 651-266-3800
- Family Home Visiting- 651-266-1555
 - Referrals/self-referrals- 651-266-1568
- Financial Assistance Program Information- 651-266-4444
- Immunizations – 651-266-1234
- Mental Health – 651-266-7999
- Order for Harassment Restraining Order /Order for Protection -Ramsey County – 651-266-5130
- Public Health- 651-266-2400
- Public Health Center – 651-266-1200
- Ramsey County General Information – 651-266-8500
- Sexual Health – 651-266-1255
- SOS Sexual Violence Services – 651-266-1000
- Tax Forfeited Land – 651-266-2080
- Tuberculosis Clinic – 651-266-1343
- Veterans Services – 651-266-2545
- Women, Infants, Children (WIC) – 651-266-1300

Crisis Assistance & Helplines

- Children's Crisis Response – **651-774-7000**
- Day One Domestic Violence Crisis –
Call 1-866-223-1111 or TEXT 612-399-9995
- First Call for Help- **651-291-0211**
- Minnesota Warmline – **1-877-404-3190 or**
Text "Support" to 85511
Monday – Saturday, 5 p.m. -10 p.m.
- National Suicide Prevention Life Line-**1-800-273-8255**
- Open Mind Initiative (MN Muslim Helpline)-**612-404-2424**
Tuesday & Friday 6pm-9pm
- Pride Crisis Line-Sex trafficking victims-**612-728-2062**
- Ramsey County-Mental Health Crisis Line (Adults)- **651-266-7900**
- Together for Good (Crisis Care for Children)-**651-440-4058**
- SOS Sexual Violence Services- **651-266-1000**
Answered 24 hrs
- Safe Families for Children-**1-888-290-7590**

Domestic and Sexual Violence

- Asian Women United – **651-724-8823**
- Bridges to Safety- **651-266-9901**
- Casa de Esperanza/Bilingual - **651-772-1611**
- Day One Domestic Violence Crisis –
Call 1-866-223-1111 or TEXT 612-399-9995
- Domestic Abuse & Harassment Office – **651-266-5130**
- First Call for Help – **651-291-0211**
- OutFront Minnesota LGBTQ - **800-800-0350**
- PRIDE/ The Family Partnership- Crisis Line-Sex trafficking victims-**612-728-2062**
- St. Paul Domestic Abuse Intervention Project-**651-645-2824**
- StrongHearts Native Helpline- **844-762-8483**
- The National Domestic Violence Hotline – **1-800-799-7233**
Tubman: 24hr Crisis Resource Line- **612-825-0000**
- Violence Free Minnesota - **651-646-6177**
- Women's Advocate Crisis Line- **651-227-8284**

Utility Assistance

- 30-Days Foundation – **Text: 952-334-9996 or email: The30DaysFoundation@live.com**
www.The30-DaysFoundations.org
- Community Action Partnership/Energy Assistance- **651-645-6470**
Water Works-Utility Assistance
- Salvation Army HeatShare- **651-224-6946**
- Energy Cents Coalition/POWER On- **651-774-9010**
- Ramsey County Emergency Assistance- **651-266-4444**
- Xcel Energy- **1-800-895-4999**

Access to Emergency Shelters

To access emergency shelter in Ramsey County, you must FIRST call:

Families

- Families with minor children seeking Emergency Shelter
United Way: 651-291-0211
- Domestic Violence/Fleeing abuse Day One Services: 1-866-223-1111
- Families sleeping in a place not meant for human habitation
Coordinated Access to Housing and Shelter (CAHS): 651-215-2262

Singles

- Single adults 25 years or older
Catholic Charities – Higher Ground: 651-647-2350
Union Gospel Mission – 651-292-1721
- Singles 25 years or older staying in a shelter
- Housing Assessor: 651-647-2350
- Single adults 25 years or older,
Caroline with Minnesota Community Care: 651-793-2219 or
Email: homeless@mncare.org

Veteran's

- Any Veteran in need of housing resources or assistance
Ramsey County Veterans Services: 651-266-2545
- Additional housing resources for homeless veterans and their families
LinkVet: 1-888-546-5838 and join the Homeless Veteran Registry
- Veterans Assistance Office
90 Plato Blvd. W., St. Paul, MN 55017

Youth

- Youth age 24 and younger
Safe Zone: 651-224-9644
Safe Zone Drop – In Center 130 E. 7th Street, St. Paul, MN 55101
- Youth ages 12-24 can also contact the YMCA
Youth Resource Line: 763-493-3052
8 a.m. – 8 p.m. seven days a week

Showers

- Catholic Charities St. Paul Opportunity Center – 651-647-2552
- Union Gospel Mission Twin Cities (Men only)– 651-789-7599

Drop-in Centers

- Catholic Charities St. Paul Opportunity Center – **651-647-2552**
- Listening House of St. Paul – **651-227-5911**
- Northstar Youth Outreach Center – **651-770-0777**
- SafeZone Youth Drop-In Center – **651-224-9644**

Picture Identification Cards (ID's)

- Basic Picture ID – **651-266-4444**
ID cards for Ramsey County Residents- 160 Kellogg Blvd., St. Paul
- Driver & Vehicle Services – **651-297-3298**
Downtown St. Paul exam station
- St. Paul License Bureau – **651-292-9791**

Medical Insurance Navigation

- Clues – **651-379-4200**
- Face to Face – **651-772-5555**
- Health Access MN – **651-645-0215**
- Hmong American Partnership – **651-493-1742** or **651-493-1615**
- MNsure - **651-539-2099** or **1-855-366-7873**
www.mnsure.org
www.mnsure.org/help/find-assister/index.jsp
- Portico Healthnet- **651-489-2273**

Affordable Medical Services

- Allina's Partner Care Program (Financial Assistance)
<https://www.allinahealth.org/customer-service/financial-assistance/>
- Child and Teen Checkups Program - **651-266-2420**
- Children's Clinic- St. Paul – **651-220-6700**
- Clinic 555-Sexual and Reproductive Health- **651-266-1255**
- Face to Face Health and Counseling Youth ages 11-24- **651-772-5555**
- Family Tree Clinic (call or text)- **651-645-0478**
- Just Us Health (formerly MN AIDS Project) – **612-341-2060**
- Minnesota Community Care – **651-602-7500**
- Minnesota Community Care Clinic – Health Care for the Homeless – **651-793-2219**
- New Americans Community Health Center – **651-287-5223**
- Open Cities Health Center- **651-290-9202**
- Planned Parenthood (Sexual and Reproductive Health)- **651-698-2406**
- St. Mary's Clinic- **651-287-7777**
- United Family Medicine- **651-241-1000**

Affordable Dental Services

- Apple Tree Dental – **763-316-5400**
- Children's Dental Services – **612-746-1530** or **1.866.543.6009**

Services are offered in elementary schools & Community Centers

- Community Dental Care – St. Paul – **651-774-2959** Maplewood – **651-925-8400**
- Hope Dental Clinic – **651.789.7605**
- Metropolitan State University Dental Clinic – **651.793.1793**
- Minnesota Community Care – **651-602-7500**
- Open Cities Health Center- **651-290-9202**
- United Family Medicine – **651-241-1000**
- United Way-Give Kids A Smile – **651-291-0211**
- University of Minnesota Dental School – **612-625-2495**

Mental Health/Counseling

- American Indian Family Center – **651-793-3803**
- CLUES – **612-746-3500**
- Erickson Counseling Services, Inc. – **651-234-0891**
- Face to Face Health & Counseling- **651-772-5555**
- Hamm Clinic- **651-224-0614**
- Hmong American Partnership – **651-495-9160**
- Just Us Behavioral Health – **612-373-9160**
- Lutheran Social Services – **888-881-8261**
- Mental Health Minnesota – **800-862-1799**
- NAMI Minnesota (National Alliance on Mental Illness)- **651-645-2948**
- National Suicide Prevention Life Line-**1-800-273-8255**
- Northeast Youth & Family Services- **Shoreview: 651-486-3808 / White Bear Area: 651-429-8544**
- Northland Therapy Center – **651-641-1009**
- Open Minds Initiative (MN Muslim Helpline)-**612-404-2424**
Hours of operation Tuesday & Friday 6pm-9pm
- People Incorporated – **651-774-0011**
- Prairie Care – **952-737-4500**
- Ramsey County Children's Mental Health – **651-266-7878**
- Ramsey County Mental Health Center – **651-266-7890**
- Walk-In Counseling – **612-870-0565**
- Wilder Mental Health- **651-280-2310**

Parenting

- Abria Pregnancy Resources - **651-650-1156**
- Center for Inclusive Childcare – **651-641-8339**
- Childcare Assistance Program Intake-Ramsey County -**651-641-6665**
- Cradle of Hope – **651-636-0637**
- ECFE Early Childhood Family Programs
Minnesota Department of Education
www.education.mn.gov/MDE/fam/elsprog/ECFE/
- Everyday Miracles – **612-353-6437**
- Family Wise Services– **612-617-0191**
- Head Start- **651-603-5977**
- Options for Women – **651-776-2328**
- Pacer Center Champions for Children with Disabilities – **952-838-0199**
- Think Small – **651-641-6604**
- Together for Good – Crisis Hosting, Respite, Social Support- **651-440-4058**
- Safe Families for Children-Families in Crisis, Crisis Hosting- **1-888-290-7590**

- Women, Infants, Children (WIC) – **651-266-1300**
- Women's Life Care Center – **651-777-0350**

Youth

- Ain Dah Yung Center – **651-227-4184**
- Face to Face Health and Counseling- **651-772-5555**
- Family Tree Clinic (call or text)- **651-645-0478**
- Goodwill Easter Seals – Youth Services – **612-424-1050**
- National Suicide Prevention Life Line-**800-273-8255**
- Northstar Youth Outreach Center – **651-770-0777**
- Reclaim – Mental Health for Queer and Trans Youth – **612-235-6743**
- SafeZone – **651-224-9644**
- Wise (Women's Initiative for Self-Empowerment)- **651-646-3268**
- **Programs for immigrant and refugee women and girls**
- YMCA Youth Resource Line – Homelessness Prevention & Housing – **763-493-3052**
- Youth Services Network
www.ysnmn.org

Veterans

- Ramsey County Veterans Services – **651-266-2545**
- Minnesota Assistance Council for Veterans – **612-726-1327**
- Minnesota Department of Veterans Affairs Linkage Line – **1-888-546-5838**
- St. Paul Vet Center – **651-644-4022**
- VA Office of Inspector General – **1-800-488-8244**
- US Veteran's Health Care – **1-877-222-8387**
- VA Benefits – **1-800-827-1000**
- Veteran's Crisis Line-
 - **1-800-273-8255** and Press 1
 - **Text-838255**
 - **Chat online:** www.veteranscrisisline.net
 - **Support for deaf and hard of hearing-1-800-799-4889**

Senior Resources

- AARP Minnesota – **866-554-5381**
- Alzheimer's Association Information Helpline – **800-272-3900**
- Benedictine health System – **800-833-7208**
- DHS Deaf & Hard of Hearing Services – **800-657-3663 Voice/Preferred relay service**
651-964-1514 Videophone
- Disability Parking Certificates or License Plates – **651-297-3377**
- Eldercare Locator – **800-677-1116**
- Hamline Midway Elders – **651-209-6542**
- Help at Your Door – **651-642-1892**
- Living at Home Network – **651-649-0315**
- Minnesota Board on Aging – **651-431-2500**
- Minnesota Council on Disability – **651-361-7800**
- Minnesota State Services for the Blind – **651-539-2300**
- Metro Area Agency on Aging – **651-641-8612**
- Metropolitan Center for Independent Living – **651-646-8342**

- Metro meals on Wheels – 612-623-3363
- Metro Mobility – 651-602-1111
- MetroTransit – Transit Link – 651-602-5465
- Merrick Senior Services – 651-287-2092
- Neighborhood Network for Seniors – 651-646-2301
- Office of Ombudsman for Long-Term Care – 651-431-2555
- Ramsey County Care Center – 651-777-7486
- Roseville Area Senior Program – 651-604-3520
- Senior Chore Program – Northeast Youth & Family Services – 651-757-4061
- Senior Linkage Line – 800-333-2433
- Volunteers of America of MN & WI - 952-945-4170
- **Care Management and Consultation for Seniors**
- White Bear Lake Community Services & Recreation – Senior Services – 651-653-3121

Senior Housing

- Arbor Pointe Apartments – 651-793-5177
- Bickford of Maplewood – 651-777-3316
- Cerenity Senior Care – Humboldt: 651-220-1700
Marian: 651-793-2100
White Bear Lake: 651-232-1818
- Como by the Lake 55+ - 651-489-3392
- Cottages of North St. Paul – 651-773-9945
- Ebenezer – 612-672-7262
- Ecumen – 651-766-4300
- Presbyterian Homes & Services – 651-631-6100
- Phalen Senior Lofts – 651-538-4312
- Volunteers of America MN & WI – Community Services for Seniors- 952-945-4000

Services for Immigrants

- African Community Services – 612-721-9984
- Comunidades Latinos Unidos en Servicios (CLUES) – 651-379-4200
- Hmong American Partnership – 651-495-1557
- Immigrant Law Center of Minnesota – 1-800-223-1368
- International Institute of Minnesota – 651-647-0191
- Karen Organization of Minnesota – 651-788-7593
- Korean Service Center – 612-342-1345
- Mexican Consulate/Consulado de Mexico – 651-771-5494
- New Americans Community Health Center – 651-287-5223
- Oromo Community of Minnesota – 651-217-4446
- Vietnamese Social Services of Minnesota – 651-632-8927
- Wise (Women's Initiative for Self-Empowerment)- 651-646-3268
- **Programs for immigrant and refugee women and girls**

Food Support

- Christian Cupboard Emergency Food Shelf – 651-233-1296
- Concordia University Food Shelf – 651-641-8261
- Department of Indian Work Food Shelf – 651-644-2768

- Franciscan Brothers of Peace Emergency Food Shelf – **651-646-8586**
- Fruit of the Vine First Covenant Church Food Shelf – **952-595-5980**
- Hallie Q. Brown Community Food Shelf – **651-224-4601**
- Keystone Community Services food shelf:
Midway – 651-917-3792 Rice Street – 651-487-2792
- Merrick Community Services Food Shelves – **651-287-2088**
- Neighborhood House Food Shelf–
Francis Basket – **651-699-0986** or Wellstone Center Food Market- **651-789-3630**
- North St. Paul Area Food Shelf – **651-770-1309**
- Open Hands Midway Food Shelf– **651-646-6549**
- Ralph Reeder Food Shelf – **651-621-6280**
- Salvation Army East Food Shelf – **651-776-8169**
- Salvation Army West Food Shelf– **651-224-4316**
- Salvation Army Lakewood – **651-779-9177**
- White Bear Lake Emergency Food Shelf- **651-407-5310**

Free Dining Sites

- Catholic Charities St. Paul Opportunity Center – **651-647-2350**
- Face to Face Safe Zone for youth – **651-224-9644**
- Loaves & Fishes (Days and times may vary) – **612-377-9810**
 - Beloved United Methodist Church – Mon & Tues 5:30-6:30pm
 - Gethsemane Lutheran Church – 1st & 3rd Thurs: 5:30-6:30pm
 - Old Redeemer Lutheran Church – Weds: 5:30-6:30pm
 - St. Matthews Catholic Church – Mon-Fri: 5-6pm
- Open Hands Midway – **651-646-6549**
- Salvation Army East – **651-776-8169**
- Salvation Army West – **651-224-4316**
- Union Gospel Mission – **651-292-1721**

Food Resources

- Fare for All-Discounted Groceries – **763-450-3880**
- First Lutheran Church Summer Food Program– **651-776-7210**
- Food Support & SNAP Benefits – **651-266-4444**
- Hunger Solutions – **651-486-9860**
- Meals on Wheels – **612-623-3363**
- MN Food Helpline – **1-888-711-1151**
- Nutrition Assistance Program for Seniors (NAPS) – **651-484-8241**
- Summer Meal Programs – **866-348-6479** or text “Food” to **877-877**
- Twin Cities Mobile Market – **651-621-2770**
- Women, Infants & Children (WIC) – **651-266-1300**

Clothing and Furniture

- Alley Shoppe at Arlington Hills Lutheran Church – **651-771-5501**
Free clothing and household items at Arlington Hills Church
- Bridging, Inc – **651-631-3255**

Low cost furniture for Ramsey County residents with a referral from a social worker

- Dress for Success Twin Cities- **651-646-6000**
- **Referral required – professional work clothing and suits for women**
- Goodwill-Easter Seals – **651-379-5800**
Low cost furniture, clothing and household items
- Hallie Q. Brown Clothing Closet – **651-224-4601 ext. 210**
Free clothing and small household items
- Joseph's Coat – **651-291-2472**
Free seasonal clothes, personal care products & household items
- Martha's Closet – **651-224-4728**
Referral from social service agency required-professional work clothing-women
- Salvation Army Thrift Store – **651-731-7893**
Low cost furniture, clothing & household items
- St. Vincent de Paul Thrift Store – **651-227-1332**
Low cost clothing, furniture, & household goods

Transportation

- MetroTransit Ride-Line – **612-373-3333**
www.metrotransit.org
- MetroTransit Transit Assistance Program (TAP)
www.metrotransit.org/tap-riders
- Blue and White Taxi Cab – **612-333-3333**
- Diamond Taxi Cab – **651-642-1188**
- Yellow Taxi Cab – **651-222-4433**

Free Medical Insurance Rides

- BlueRide – **651-662-8648**
- HealthPartners Medical Transportation – **952-883-7400**
- Medica Provide-A-Ride– **952-992-2292**
- Mnet (Minnesota Non-Emergency Transportation Program) – **866-467-1724 or 651-645-3982**
- Ucare Health Ride – **800-864-2157**

Phone & Computer Discounts

- Open Access Connections – Community Voicemail - **651-643-0883**
- Minnesota Public Utilities Commission Telephone Discounts- **651-296-0406**
www.mn.gov/puc/telecommunications/telephone-discounts/
- PC's for People/Computers & Low-Cost Internet for low income – **651-354-2552**

Renter Resources

- CommonBond Communities – **651-291-1750**
- Community Stabilization Project – **651-225-8778**

- HOME Line Tenant Hotline/Renters in MN- 612-728-5767
- Housing Link – 651-522-2500
- Model Cities of Saint Paul – 651-632-8350
- Saint Paul Public Housing Agency – 651-298-5664
- Saint Paul Section 8 Office/Public Housing Rental – 651-298-5158
- Twin Cities Housing Development Corporation- 651-292-0211

Homeowner Resources

- A Brush with Kindness – 651-788-8169
- Center for Energy and Environment– 651-221-4462
- City of Saint Paul Home Mortgage Foreclosure Prevention Program – 651-266-6626
- Dayton's Bluff Neighborhood Housing – 651-774-6995
- Greater Frogtown Community Development – 651-789-7400 or 651-298-8980
- Hearts and Hammers- 651-636-0797
- MN Housing Fix up Fund/Rehab Loan – 651-296-8215
- Mortgage Foreclosure Assistance/St. Paul – 651-266-6626
- Neighborhood Development Alliance- 651-292-0131
- Northeast Development Neighborhood Corporation – 651-771-6955
- NeighborWorks Home Partners – 651-292-8710
- Planning & Economic Development- St. Paul – 651-266-6655
- Project Safe Haven-St. Paul – 651-228-6273
- Rebuilding Together Twin Cities – 651-776-4273
- Saint Paul Housing Code Enforcement – 651-266-8989
- Veteran's Accessible Housing Grant- 1-800-827-1000

Housing Organizers

- Clean Sweep Organizing – 612-251-3438
- Dynamic Duo Cleaning Services – 952-236-4357
- Face the Clutter - www.facetheclutter.com
- New Life Organizing – 651-235-6621
- QuickTurn Property Services, LLC – 651-216-4759
- Smarter Spaces LLC – 651-321-4595
- Sort, Toss, Pack – 651-717-4325
- Think Organized – 612-240-0828
- TRUST's Chore Program – 612-827-6150
- Varin Enterprise – 651-342-1385

Websites to Overcome Hoarding

- www.hoarding.iocdf.org
- www.childrenofhoarders.com
- www.clutterersanonymous.org
- www.clutterless.org
- www.namimn.org/support/support-groups-family-members/
- The Hoarding Task Force: www.mnhtf.org
- Buried in Treasures Workshop: www.prcmn.com/buried-in-treasure-workshop

Legal and Tax Help

- Immigrant Law Center of Minnesota – **1-800-223-1368**
- Minnesota Attorney General Office- Consumer Assistance Hotline – **651-296-3353**
- Minnesota Department of Revenue/ Income tax assistance helpline – **651-297-3724**
- Prepare & Prosper/Free tax help – **651-287-0187**
- Southern Minnesota Regional Legal Services (SMRLS) – **651-222-5863**
INTAKE LINE: 1-888-575-2954

Vehicle Donations & Vehicle Ownership Programs

- Auto Technical, Inc. – Car Donation Program – **612-919-5526**
www.autotechnical.org
- Community Action Partnership of Ramsey & Washington County - **651-603-5880**
Car Ownership Loan Program
www.caprw.org/services/money-jobs-transportation/car-ownership.html
- Charity Cars – Free vehicles – **800-242-7489**
www.800charitycars.org/who-can-apply/
- Kars 4 Kids – Car Donation – **877-527-7454**
www.kars4kids.org/donate-car-mn.php
- MN Charities Review Council – Car Donation – **651-224-7030**
www.smartgivers.org
- MN Public Radio – Car Donation – **877-215-0227**
www.mpr.org/support/donate-vehicle
- MN Vietnam Veterans Charity – Car donation – **877-999-8322**
www.mnvietnamveteranscharity.org
- Newgate School Car Donation- **612-378-0177**
www.newgateschool.org
Wheels for Women – Transportation Help for Single Mothers
www.newgateschool.org/our-programs/wheels-for-women

March 3, 2025 Thank you for attending the Hotel Licensing re-inspection for 2401 Prior Avenue on March 3, 2025. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. Backflow preventers – plumbing and fire sprinkler. Backflow reports not received, not testing tags observed on site.
2. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.” No carbon monoxide detectors have been installed since initial inspection. Manager acknowledged the State Statute and requested an approximate 3-6 month extension for installation of required detectors.
3. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.” Management requests that one staff member be permitted to live on site.
4. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.
 - b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.

This has not been done, management requested more time, as this is “too burdensome” (in their opinion) to complete at this time.

5. Provide a report from a certified Fire Engineer addressing the following issues:
 - a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.

This has not been done, management requested more time, as this is “too burdensome” to complete at this time.

6. Provide a report that all dryer exhaust ducts are free of combustible debris. Not received.
7. Provide backflow test tags or reports for Sprinkler System. None observed on site. Not received.
8. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. Not corrected.
9. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

- f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.

No mechanical permits have been submitted with the City.

10. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:

- a. Improper plumbing connections on pool and spa equipment.
- b. No record of annual backflow testing on pool equipment.
- c. Improper installation of trap on 3-compartment sink in dining area. Not required as no food service currently at location.
- d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. Initial report stated, "Correct Immediately" not corrected at reinspection.
- e. Improper plumbing connections on all ice machines. Machines removed from service but still connected to water supply.
- f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
- g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.

No plumbing permits have been submitted to the City.

11. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from

level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.

No permits have been submitted to the City. Management stated they have patched fire-rated assemblies without permits.

12. Electrical work has been done without permits throughout the building. Electrical hazards observed. No electrical permits have been submitted. Hazardous conditions remain on site.
13. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
14. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches. Not received by City.
15. Expired fire extinguisher 2nd mechanical room in pool area. No corrections observed.
16. Common area laundries all three floors have screws in dryer vents. No corrections observed.
17. Storage Room 3 – power strip and extension cord used in place of permanent wiring. No corrections observed.
18. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
19. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
20. Storage 7 - Hole in fire-rated ceiling. No corrections observed.
21. Storage 8 - Hole in fire-rated ceiling by smoke detector. No corrections observed.
22. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels. No corrections observed.

23. Storage room behind 3rd floor vending machine -

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Plywood wall behind electrical panels.

No corrections observed.

24. Storage Room 14 –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Electrical hazards observed.
- c. Electrical work without permit observed.

No corrections observed.

25. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. No corrections observed.

26. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

No corrections observed.

27. Improper firestop of penetration in fire-rated ceiling in elevator equipment room. No corrections observed.

28. Wires from electrical panels penetrate fire-rated ceiling without fire stop. No corrections observed.

29. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls. No corrections observed.

30. 2nd floor common area laundry has broken escutcheon on sprinkler head.

31. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

No corrections observed.

32. Improper plumbing connections on all ice machines. No corrections observed.

33. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

No corrections observed.

34. Units that are used for storage and not available for guests need door signage indicating storage use. Some units have had signs added, but not all have proper signage.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.

9. Loose escutcheon on shower head, common area bathroom.

Written plan of corrective action not submitted. No corrections observed to items 1 – 9 above.

10. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system. No corrections observed.

11. Storage Room 11 - missing floor tiles. No corrections observed.

12. Storage Room 13 - missing floor tiles. No corrections observed.

13. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
No corrections observed.

14. Storage Room 14 – missing floor tiles. No corrections observed.

15. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair. No corrections
observed.

16. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on
sprinkler assemblies. No corrections observed.

17. An inspection was never scheduled for two water heaters installed on permit P18-0202 No
corrections observed.

18. Laundry chute is laden with lint. Section at first floor has been cleaned.

19. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-
rated assembly. No permits have been submitted.

Unit violations that must be corrected within 5 days:

Unit repairs listed below. Minimal corrections observed at re-inspection. No phones have been added. No trap wrap has been added. No carbon monoxide detectors have been added. Rooms with fire and water damage have had work done without permits, including patches to fire-rated assemblies.

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.
5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.
26. 145 – Inoperable phone, loose electrical plates, inoperable window.
27. 146 – No phone.
28. 148 - Holes in fire-rated wall in bathroom.
29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
34. 170 – Inoperable window, loose cable escutcheon, no phone.
35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
36. 174 Holes in fire-rated walls, no phone.
37. 201- Damaged electrical outlet in bathroom.
38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).

- 39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 41. 206- Loose escutcheon on sprinkler head.
- 42. 207 - No phone.
- 43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 44. 211 –Inoperable phone.
- 45. 210 – Open electrical socket.
- 46. 213 – No phone.
- 47. 215– No phone.
- 48. 216 – Missing windowpanes, cable cover plate broken.
- 49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
- 50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
- 51. ~~222 – Inoperable smoke detector.~~
- 52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
- 53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
- 54. 230 – ~~Smoke detector inoperable and hanging by wires, inoperable phone.~~
- 55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
- 56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
- 57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
- 58. 235 –Holes in fire-rated wall, missing electrical plate.
- 59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
- 60. 242 –~~Door does not latch or close.~~ Does not self-close as required
- 61. 242 – Used for storage, needs signage.
- 62. 243 – Hole in fire-rated floor behind dresser near window.

63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – ~~Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.~~ **Used for storage, needs sign**
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – ~~Open electrical socket, missing windowpane.~~ **Used for storage, needs sign**
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.
73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.

- 89. 332 - Door doesn't latch
- 90. 333- Electrical outlet painted over.
- 91. 334- Inoperable phone.
- 92. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 93. 337 - Unit door does not latch. No clothes storage rack.
- 94. 340 - No phone.
- 95. 342 - Window doesn't latch
- 96. 343 - Damaged electrical plate in bathroom.
- 97. 347 - Window doesn't latch.
- 98. 352- No phone.
- 99. 353 - Inoperable phone. No lock between attached rooms.
- 100. 354 - Door does not latch.
- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
 Signage reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler
 escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.

9. 146 – Bathroom door in disrepair and does not close.
10. 201 Graffiti under sink, inoperable bath fan.
11. 204 – Tub faucet is damaged, used for storage.
12. 207 - Damaged window screen, peeling caulk at base of toilet.
13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
14. 210 – Ceiling in disrepair, used for storage.
15. 216 – Shower escutcheon loose.
16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
17. 222 – Apparent water damage.
18. 223- Escutcheon loose at grab bars.
19. 225- Used for storage, needs signage.
20. 230 – Multiple lights burned out in bathroom.
21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.

- 39. 312 - Window screen in disrepair, carpet in disrepair.
- 40. 316 - Window screen in disrepair.
- 41. 317- Used for storage, bath enclosure in disrepair.
- 42. 318- Exposed screws on base of toilet.
- 43. 321- Window screen in disrepair.
- 44. 326 –Note: small amount of mildew bathroom ceiling.
- 45. 330 - Wall damaged behind door, subfloor in disrepair.
- 46. 331 –Bathroom door in disrepair.
- 47. 332 - Missing caulk base of toilet. Minor leak tub.
- 48. 333- Used for storage.
- 49. 334 -Inoperable bath fan.
- 50. 337 - Bathroom door latch and knob inoperable.
- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

35. Provide all testing, inspection, and maintenance records for:
 - b. The fire sprinkler system
 - c. The fire alarm system
 - d. Fire hydrants,
 - e. Backflow preventers – plumbing and fire sprinkler.
 - f. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - g. Ramsey County Environmental Health.
36. South side, exterior of building, electrical socket without a cover.
37. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
38. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
39. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
40. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
41. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
42. Provide a report from a certified Fire Engineer addressing the following issues:
- a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
43. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements.
44. Provide a report that all dryer exhaust ducts are free of combustible debris.
45. Provide backflow test tags or reports for Sprinkler System. None observed on site.
46. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
- a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.

- e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
47. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
48. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.
49. Electrical work has been done without permits throughout the building. Electrical hazards observed.
50. Provide documentation that spa luminaires are under 15 V or have GFCI protection.

51. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
52. Expired fire extinguisher 2nd mechanical room in pool area.
53. Uncovered electrical socket near door to pool heater room.
54. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
55. Common area laundries all three floors have screws in dryer vents.
56. Laundry room exhibited an accumulation of dust/lint throughout.
57. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
58. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
59. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
60. Storage 7 - Hole in fire-rated ceiling.
61. Storage 8 - Hole in fire-rated ceiling by smoke detector.
62. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
63. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
64. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.
65. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box.

66. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

67. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.

68. Wires from electrical panels penetrate fire-rated ceiling without fire stop.

69. Washing machine pump controls are hanging by wires.

70. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.

71. Exit door in South stairwell does not close or latch.

72. 2nd floor common area laundry has broken escutcheon on sprinkler head.

73. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

74. Improper plumbing connections on all ice machines.

75. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

76. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.

77. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

20. Soffits in disrepair on south and west side of building.
21. Numerous and widespread potholes in parking lot.
22. Downspouts detached from structure.
23. Sidewalks in disrepair, tripping hazard.
24. South side exterior steps in disrepair
25. Graffiti on signpost SW side of parking lot
26. Main entry doors do not have locks, there are open holes where locks were.
27. Fluorescent lights missing covers throughout building.
28. Wall in disrepair near door to pool heater room.
29. Loose escutcheon on shower head, common area bathroom.
30. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
31. Storage Room 11 - missing floor tiles.
32. Storage Room 13 - missing floor tiles.
33. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
34. Storage Room 14 – missing floor tiles.

- 35. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
- 36. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
- 37. An inspection was never scheduled for two water heaters installed on permit P18-0202
- 38. Laundry chute is laden with lint.
- 39. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

- 107. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
- 108. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
- 109. 105- Window inoperable, phone inoperable, door does not close or latch.
- 110. 106 – Multi-plug adapter in use.
- 111. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
- 112. 110 – No phone.
- 113. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.

- 114. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
- 115. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
- 116. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
- 117. 117 - Lock is inoperable.
- 118. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower.
- 119. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
- 120. 121 – Inoperable smoke detector.
- 121. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
- 122. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
- 123. 125 – Inoperable window.
- 124. 127 - Holes in fire-rated wall in bathroom.
- 125. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
- 126. 131 - Holes in fire-rated wall in bathroom.
- 127. 133- Used for storage, open electrical sockets in bathroom and living room.
- 128. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
- 129. 141 - Holes in fire-rated wall in bathroom.
- 130. 142 - Holes in fire-rated wall in bathroom.
- 131. 143 – Hinge broken on unit door.
- 132. 145 – Inoperable phone, loose electrical plates, inoperable window.
- 133. 146 – No phone.
- 134. 148 - Holes in fire-rated wall in bathroom.
- 135. 151 – Carpet in disrepair at threshold, no clothes rack provided.
- 136. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

- 137. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
- 138. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
- 139. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
- 140. 170 – Inoperable window, loose cable escutcheon, no phone.
- 141. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
- 142. 174 Holes in fire-rated walls, no phone.
- 143. 201- Damaged electrical outlet in bathroom.
- 144. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
- 145. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 146. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 147. 206- Loose escutcheon on sprinkler head.
- 148. 207 - No phone.
- 149. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 150. 211 –Inoperable phone.
- 151. 210 – Open electrical socket.
- 152. 213 – No phone.
- 153. 215– No phone.
- 154. 216 – Missing windowpanes, cable cover plate broken.
- 155. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable phone.
- 156. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
- 157. 222 – Inoperable smoke detector.

158. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
159. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
160. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
161. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
162. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
163. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
164. 235 –Holes in fire-rated wall, missing electrical plate.
165. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
166. 242 –Door does not latch or close.
167. 242 – Used for storage, needs signage.
168. 243 – Hole in fire-rated floor behind dresser near window.
169. 246 - Hole in fire-rated wall in bathroom, no phone.
170. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
171. 248 – Electrical outlet cover damaged, inoperable phone.
172. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
173. 253 – Electrical outlets are painted and missing covers, inoperable phone.
174. 254 – Exposed screws on toilet base, inoperable lock.
175. 256 – Open electrical socket, missing windowpane.
176. 262 – Electrical sockets open and missing plates.
177. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
178. 266 – No phone.
179. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
180. 270 – No clear path of travel, missing windowpanes.

- 181. 271 – Hole in fire-rated wall in bathroom.
- 182. 301 and 303 – units are fire damaged.
- 183. 302 – No phone, inoperable window
- 184. 305- Cord to phone is taped on and phone is inoperable.
- 185. 308 – Inoperable window.
- 186. 314 – Inoperable phone, door does not close or latch.
- 187. 319 – Loose sprinkler head escutcheon in bathroom.
- 188. No phone, door does not latch.
- 189. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower. Inoperable lock.

- 190. 322 – Broken electrical cover in bathroom, window does not latch.
- 191. 324 – No smoke detector.
- 192. 326 – Door does not latch.
- 193. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower.

- 194. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
- 195. 332 - Door doesn't latch
- 196. 333- Electrical outlet painted over.
- 197. 334- Inoperable phone.
- 198. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 199. 337 - Unit door does not latch. No clothes storage rack.
- 200. 340 - No phone.
- 201. 342 - Window doesn't latch
- 202. 343 - Damaged electrical plate in bathroom.
- 203. 347 - Window doesn't latch.
- 204. 352- No phone.
- 205. 353 - Inoperable phone. No lock between attached rooms.
- 206. 354 - Door does not latch.
- 207. 355 - Inoperable phone
- 208. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.

Signage reflect employee lounge/storage.

- 209. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 210. 366 – Inoperable phone, inoperable lock on door.
- 211. 369 – PTAC heater scorch mark on top.
- 212. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 63. 101- Loose escutcheon.
- 64. 110 –Peeling paint back of door.
- 65. 112 - Bathroom wall in disrepair.
- 66. 125 – Peeling paint on bath fan.
- 67. 127 - Window screen in disrepair.
- 68. 129 - Bath fan needs maintenance.
- 69. 140 - Screws exposed on toilet base, inoperable fan in office.
- 70. 144 – Used for storage, shower control removed.
- 71. 146 – Bathroom door in disrepair and does not close.
- 72. 201 Graffiti under sink, inoperable bath fan.
- 73. 204 – Tub faucet is damaged, used for storage.
- 74. 207 - Damaged window screen, peeling caulk at base of toilet.
- 75. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 76. 210 – Ceiling in disrepair, used for storage.
- 77. 216 – Shower escutcheon loose.
- 78. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 79. 222 – Apparent water damage.
- 80. 223- Escutcheon loose at grab bars.
- 81. 225- Used for storage, needs signage.
- 82. 230 – Multiple lights burned out in bathroom.
- 83. 232 - Threshold transition strip missing at bathroom, no bath fan.
- 84. 233- No bath fan.

85. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
86. 238 – Loose escutcheon.
87. 246 - Subfloor in disrepair.
88. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
89. 250 – Subfloor in disrepair, hole in wall.
90. 254 – Exposed screws on toilet base.
91. 256 – Exposed screws on toilet base.
92. 260 – Bathroom door in disrepair.
93. 262 –Bathroom door doesn't latch.
94. 264 – Bath fan needs maintenance.
95. 270 – Used for storage, no bath fan.
96. 271 –Missing caulk at base of toilet.
97. 304- Wall in disrepair, inoperable bath fan.
98. 307- Window screen in disrepair.
99. 308 – Bathroom door in disrepair.
100. 310 - Window screen in disrepair.
101. 312 - Window screen in disrepair, carpet in disrepair.
102. 316 - Window screen in disrepair.
103. 317- Used for storage, bath enclosure in disrepair.
104. 318- Exposed screws on base of toilet.
105. 321- Window screen in disrepair.
106. 326 –Note: small amount of mildew bathroom ceiling.
107. 330 - Wall damaged behind door, subfloor in disrepair.
108. 331 –Bathroom door in disrepair.
109. 332 - Missing caulk base of toilet. Minor leak tub.
110. 333- Used for storage.
111. 334 -Inoperable bath fan.
112. 337 - Bathroom door latch and knob inoperable.
113. 340 - Leaking bathtub faucet, water-stained tub.

- 114. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 115. 346 - No caulk base of toilet.
- 116. 347 - Bath fan needs maintenance.
- 117. 348 - Window screen in disrepair.
- 118. 349 - Window screen in disrepair.
- 119. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 120. Room 356 - Window latch is loose
- 121. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 122. 364 – Unit out of service, uncapped plumbing pipe.
- 123. 371- Inoperable bath fan.
- 124. 373- Bath fan needs maintenance.



Community Development Department
2660 Civic Center Drive Roseville, Minnesota 55113, 651-792-7013

2025 Hotel License Program

BUILDING AND COMMON AREAS INSPECTION CHECKLIST

This inspection checklist is intended as a guide to assist inspection personnel in identifying general fire and life safety hazards. PLEASE BE ADVISED that other code requirements may apply and require timely compliance.

Red and Green items may require immediate correction.

PROPERTY OWNER INFORMATION	RENTAL PROPERTY INFORMATION
Owner name: Milwaukee 45 Hospitality LLC	Rental Address: 2401 Prior Avenue N
Mailing address: 2401 Prior Ave. N, ROseville	Property Name: Norwood Inn & Suites
Property Manager:	Property ID: 092923320002
Email: redroofroseville@gmail.com	Email:

GENERAL INFORMATION
Number of Units:
Present: ☒ Swimming Pool ☒ Hot Tub/Spa ☐ Sauna ☐ Commercial Kitchen

DOCUMENTATION FROM OTHER AGENCIES

Fire Marshall Inspections	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Date of Last Fire Sprinkler Inspection:	Vent Hood Cleaning Permits? ☐ Yes ☐ No
Date of Last Alarm Inspection:	
Does Building have formal CO Monitoring Agreement? ☐ Yes ☐ No	
Comments:	
Health Department	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	
Building Department	
Open Permits? ☒ Yes ☐ No	Work Without Permits Observed/Suspected: ☒ Yes ☐ No
Police Department	
Repeat Nuisance? ☐ Yes ☐ No	
Other Concerns:	
Elevator	
State:	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	

A

EXTERIOR PROPERTY AND STRUCTURE: BMPA Unless Noted Otherwise, Green items reference MSFC:

	BMPA		P	F	N/A		BMPA		P	F	N/A
A.1	906.05	Clean, safe & sanitary / no uncontained debris / litter	☐	☐	☐	A.18	906.05	Junk vehicles/under repair outside garage	☒	☐	☐
A.2	906.05	Standing water or erosion	☒	☐	☐	A.19	906.05	Free from graffiti	☐	☒	☐
A.3	906.05	Sidewalks/driveways free of hazards	☐	☒	☐	A.20	906.05	Approved garbage containers with tight fitting lids - In enclosure (if required) – out of public view	☒	☐	☐
A.4	906.05	Weeds/grasses in excess of 8 inches	☒	☐	☐	A.21	906.05	Site Lighting (5 foot candles for general parking/pedestrian, 50 foot candles @ entry/exit) IBC 1011.01	☒	☐	☐
A.5	906.05	Evidence of rodent harborage / vermin / insect infestation	☒	☐	☐	A.22	906.05	Ground Cover/Landscape elements in place – no bare ground (20 sq. ft.)	☒	☐	☐
A.6	906.05	Accessory structures in good repair	☐	☐	☒	A.23	906.05	Surfaces in good repair	☐	☒	☐
A.7	906.05	Address numbers 4" tall & visible from street	☒	☐	☐	A.24	906.05	Foundation walls in good repair	☒	☐	☐
A.8	906.05	Structural members in good repair	☐	☐	☐	A.25	906.05	Exterior walls in good repair	☐	☒	☐
A.9	906.05	Exterior walls in good repair	☐	☒	☐	A.26	906.05	Stairways, decks, porches, balconies in good repair	☐	☒	☐
A.10	906.05	Chimneys and towers in good repair	☐	☐	☐	A.27	906.05	Handrails and guardrails firmly fastened	☒	☐	☐
A.11	906.05	Roof and drainage in good repair	☐	☐	☐	A.28	906.05	Overhang extensions in good repair	☒	☐	☐
A.12	906.05	Decorative features in good repair	☐	☐	☐	A.29	506F.D	Key box present/maintained	☒	☐	☐
A.13	503.3, 503.4	Fire lanes marked/ unobstructed	☒	☐	☐	A.30	912F.D	Connections Visible/maintained	☒	☐	☐
A.14	507	Fire hydrants/ water supply accessible	☒	☐	☐	A.31	312 603.9	Gas meter / piping protected against impact	☒	☐	☐
A.15	304.2, 315.4	Combustible accumulations/storage acceptable	☒	☐	☐	A.32	304.3.3	Dumpsters are outside and 5 ft. or more from combustible walls, openings, or combustible roof eave lines	☒	☐	☐
A.16	701	Fire rated construction present/maintained	☐	☒	☐	A.33	1103.4	Vertical openings protected	☐	☐	☐
A.17	1105.3	Incidental use areas separated/sprinklered	☐	☐	☐				☐	☐	☐

P = Pass F = Fail, Needs Correction

B

COMMON AREAS

	BMPA		P	F	N/A		BMPA		P	F	N/A
B.1	906.05	Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch	☐	☐	☐	B.7	906.05	Dining Area (Common)	☐	☐	☐
B.2	906.05	Windows and frames in good repair, operable condition	☐	☒	☐	B.8	906.03	Fire-rated assemblies maintained	☐	☐	☐
B.3	906.05	Floor surface covering in good repair sanitary clean	☐	☒	☐	B.9	906.05	Handrails and guardrails firmly fastened	☐	☐	☐
B.4	906.08	Lighting fixtures as required	☐	☒	☐	B.10	906.08	Electrical system hazards found	☐	☒	☐
B.5	906.05	Wall surface in good repair	☐	☐	☐	B.11	906.05	Dining Area (Common)	☐	☐	☐
B.6	906.05	Fire doors operate properly, latch, etc	☐	☒	☐				☐	☐	☐

C

COMMON AREA BATHROOM

	BMPA		P	F	N/A		BMPA		P	F	N/A
C.1	906.07	Separate bathroom with toilet, sink, & tub or shower	☐	☐	☐	C.7	906.06	Door for privacy, in good repair, securely attached	☐	☐	☐
C.2	906.05	Wall surface in good repair	☐	☐	☐	C.8	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
C.3	906.05	Windows and frames in good repair, operable condition	☐	☐	☐	C.9	906.07	Hot and/or cold water to all fixtures	☐	☐	☐

C.4	906.05	Floor surface in good repair	☐	☐	☐	C.10	906.08	Has at least one electrical receptacle	☐	☐	☐
C.5	906.06	Bathroom & toilet room properly ventilated (Operable window or functional mechanical fan)	☐	☐	☐	C.11	906	GFCI if within 6 ft of a water source	☐	☐	☐
C.6	906.08	Electrical system hazards found	☐	☒	☐	C.12	906.07	Plumbing system hazards found	☐	☒	☐

D LAUNDRY AND UTILITY / MECHANICAL ROOMS / ELECTRICAL

	BMPA		P	F	N/A		BMPA		P	F	N/A
D.1	906.07	Plumbing system hazards found	☐	☒	☐	D.13	906.06	Clothes dryer exhaust vented properly to exterior	☐	☐	☐
D.2	906.08	Mechanical equipment properly installed & maintained	☐	☒	☐	D.14	906.08	Laundry area - one grounded-type receptacle or GFCI	☐	☐	☐
D.3	906.08	Combustion air supply is adequate for fuel-burning equip	☐	☐	☐	D.15	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
D.4	906.08	Electrical system hazards found	☐	☒	☐	D.16	906.07	Water heater correctly installed	☐	☒	☐
D.5	906.08	Furnaces, boilers correctly installed	☐	☐	☐	D.17	906	Carbon Monoxide Alarms installed in rooms or spaces with gas-burning appliances	☐	☐	☐
D.6	603.1	Shut off valves present on gas appliances	☐	☐	☐	D.18	315.3.3, 603.5.3	Adequate clearance between combustibles and appliances	☐	☒	☐
D.7	603.1.2	Approved piping, connections, & appliances used	☐	☒	☐	D.19	607.3.3	Commercial kitchen hood ducts/filters are clean	☐	☐	☐
D.8	603.1	Combustion air supply/ venting present	☐	☒	☐	D.20	604.5	Extension cords not substituted for fixed wiring	☐	☒	☐
D.9	604.1 604.6	No electrical hazards	☐	☒	☐	D.21	604.4.1	Power strips properly used	☐	☒	☐
D.10	604.7	Appliances/ fixtures in good condition	☐	☒	☐	D.22	604.3	Access/clearance to electrical panels	☐	☒	☐
D.11	604.1	Overcurrent protection present	☐	☐	☐	D.23	604.3.1	Electrical rooms labeled	☒	☐	☐
D.12	604.4	Multi-plug adapters per NFPA 70	☐	☐	☐				☐	☐	☐

E SWIMMING POOL / HOT TUB / SPA

	BMPA		P	F	N/A		BMPA		P	F	N/A
E.1	303	Exterior: surrounded by fence or barrier min. 48" high OR ASTM F1346 safety cover	☐	☒	☐	E.3	605	Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	☐	☐	☐
E.2	303	Gate is self-closing, self-latching	☐	☐	☒	E.4	605	Backflow	☐	☒	☐

F STORAGE AREAS

	BMPA		P	F	N/A		BMPA		P	F	N/A
F.1	906.05	Wall surface in good repair	☐	☒	☐	F.7	906.05	Floor surface/covering in good repair/sanitary/clean	☐	☒	☐
F.2	906.07	Visible mold, signs of moisture or leaks	☒	☐	☐	F.8	906.08	LIGHTING FIXTURES AS REQUIRED	☐	☒	☐
F.3	315.3	Storage Neat and orderly	☐	☒	☐	F.9	315.3.1	Storage maintained 2' below ceiling in unsprinklered, 18" sprinklered	☐	☐	☐
F.4	315.3.3	Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms	☐	☒	☐	F.10	304.3.1	Rubbish waste subject to spontaneous ignition shall be disposed of daily and in listed container	☐	☐	☐
F.5	315.3.4	Attic storage	☐	☐	☒				☐	☐	☐
F.6	906.05	Wall surface in good repair	☐	☒	☐				☐	☐	☐

	BMPA		P	F	N/A		BMPA		P	F	N/A
G.1	906.09	Safe, continuous, unobstructed path of travel	☐	☒	☐	G.25	906.09	SMOKE DETECTORS REQUIRED: on each story	☐	☒	☐
G.2	906.09	Doors, bars, grilles, grates over emergency escape openings are readily operable from inside, without keys or special knowledge	☐	☒	☐	G.26	906.09	SMOKE DETECTORS REQUIRED Inside each sleeping room/space or area	☐	☒	☐
G.3	906.09	Adequate emergency egress from all habitable spaces	☐	☒	☐	G.27	906.09	SMOKE DETECTORS REQUIRED Outside of each sleeping area (in vicinity of sleeping room/space or area)	☐	☐	☐
G.4	906.09	Fire doors not blocked, obstructed or inoperable	☐	☒	☐	G.28	299F.50	Carbon Monoxide Detectors Required within 10 feet of each sleeping area	☐	☐	☐
G.5	1004.2 1006	Adequate number of exits	☒	☐	☐	G.29	1013, 1104.3	Exit signs present and operational	☒	☐	☐
G.6	1030 1104.26	Second means of egress from sleeping rooms	☐	☒	☐	G.30	1108 1104.5	Emergency lighting present and operational	☒	☐	☐
G.7	1031	Exits, aisles, & corridors free of obstructions	☐	☒	☐	G.31	8804	Interior finish acceptable	☐	☒	☐
G.8	1010	Exit doors open from inside	☒	☐	☐	G.32	1020.1 1103.4	Exit corridors rated	☐	☒	☐
G.9	901.6 901.7	Control panel/annunciator panel in normal condition (no trouble or alarm conditions)	☐	☐	☐	G.33	907 1103.7.4	Detectors properly installed	☒	☐	☐
G.10	907.8	Fire Alarm & Detection Systems; Tested / inspected at least annually	☐	☐	☐	G.34	907.2.10	Single station smoke detectors present in each sleeping room	☐	☐	☐
G.11	907.2.8 1103	Fire alarm system installed where required	☐	☐	☐	G.35	905 1103.6	Standpipes needed	☐	☐	☐
G.12	905.2	Standpipes/ hoses in good condition	☐	☐	☐	G.36	904.12.2	Hood system fuel shut off present (other fire protection systems)	☐	☐	☒
G.13	905.2	Adequate coverage (Other fire protection systems)	☐	☐	☐	G.37	607.3 904.12.5	Hood system properly maintained/serviced (other fire protection systems)	☐	☐	☒
G.14	5705	Flammable/combustible liquids; Safety containers if used	☐	☐	☐	G.38	906.5	Fire Extinguishers readily accessible	☒	☐	☐
G.15	5704	Flammable/combustible liquids; Not stored/ kept near exits	☐	☐	☐	G.39	906.1 906.3	Fire Extinguishers; travel distance not exceeded	☒	☐	☐
G.16	5704	Flammable/combustible liquids; No sources of ignition	☐	☐	☐	G.40	901.6.1	Fire Extinguishers; tested/inspected at least annually	☐	☒	☐
G.17	5704.3. 4.4	Flammable/combustible liquids; Quantities > 10 gals in cabinet	☐	☐	☐	G.41	5303.5	Compressed gas cylinders secured	☐	☐	☐
G.18	5704	Flammable/combustible liquids; No basement storage unless sprinklered	☐	☐	☐	G.42	5003.5	Hazardous materials rooms/areas properly labeled	☐	☐	☐
G.19	5705.3. 7.5.1	Flammable/combustible liquids; Adequate ventilation	☐	☐	☐	G.43	5003.1.1	Hazardous materials; Acceptable quantities	☐	☐	☐
G.20	903.3.1	Sprinkler system; coverage is adequate	☐	☐	☐	G.44	5003.9.8	Hazardous materials; Separation of incompatible materials	☐	☐	☐
G.21	509.2	Sprinkler system; controls are readily accessible	☐	☐	☐	G.45	903.4	Sprinkler system; system & valves supervised (. 6 sprinklers new, ≥ 100 existing)	☐	☐	☐
G.22	903.4..4	Sprinkler system; Valves locked open	☐	☐	☐	G.46	903.3.1	Sprinkler system; wrench/ spare sprinklers are present	☐	☐	☐
G.23	903.3.1	Sprinkler heads in good condition	☐	☒	☐	G.47	901.6.1	Sprinkler system; tested/inspected at least annually	☐	☐	☐
G.24	509.1	Sprinkler system; Riser / pump rooms labeled	☐	☐	☐				☐	☐	☐

COMMON AREAS – CORRECTIONS REQUIRED

NOTES:

See attached Inspection Report

ATTACHMENT 2

Units Inspected – Corrections Required

Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
101	102	103	104	105	106	107	108
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	
110	112	113	115	116	117		119:
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
120	121	122	124	125	127	129	131
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
133	135	140	141	142	143	144	145
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
146	147	148	149	151	152	153	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
157	159	163	165	167	169	170	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
171	172	174	201		203	204	205
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
206	207	208	210	211	212	213	214
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
220	222	224	225	226	228	229	230
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
231	232	233	234	235	236	238	241
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
242	243	244	245	246	247	250	251
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
253	254	256	258	260	262	266	268
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
269	270	271	272	273	301	302	303
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
304	305	306	307	308	310	311	312
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
313	314	316	317	318	319	321	322
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
324	326	329	330	331	333	334	335
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
336	337	340	342	343	345	347	352
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
353	354	355	356	357	360	362	364
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
366	348	349	369	371	373	372	

October 18, 2024

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. The fire sprinkler system
 - b. The fire alarm system
 - c. Fire hydrants,
 - d. Backflow preventers – plumbing and fire sprinkler.
 - e. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - f. Ramsey County Environmental Health.
2. South side, exterior of building, electrical socket without a cover.
3. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
4. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
5. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
6. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
7. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
- 8. Provide a report from a certified Fire Engineer addressing the following issues:
 - a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
- 9. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. A sprinkler permit may be necessary, depending on scope of repair.
- 10. Provide a report that all dryer exhaust ducts are free of combustible debris.
- 11. Provide backflow test tags or reports for Sprinkler System. None observed on site.
- 12. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.

- d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
13. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
14. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be completed under issued permits from the City.
15. Electrical work has been done without permits throughout the building. Electrical hazards observed.

16. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
17. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
18. Expired fire extinguisher 2nd mechanical room in pool area.
19. Uncovered electrical socket near door to pool heater room.
20. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
21. Common area laundries all three floors have fasteners that protrude into exhaust piping in dryer vents.
22. Laundry room exhibited an accumulation of dust/lint throughout.
23. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
24. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
25. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
26. Storage 7 - Hole in fire-rated ceiling.
27. Storage 8 - Hole in fire-rated ceiling by smoke detector.
28. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
29. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
30. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.

31. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. Observed unpermitted alterations to electrical system.
32. Storage room 111 –
 - a. No path of egress.
 - b. Missing escutcheon on sprinkler heads.
33. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.
34. Wires from electrical panels penetrate fire-rated ceiling without fire stop.
35. Washing machine pump controls are hanging by wires.
36. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.
37. Exit door in South stairwell does not close or latch.
38. 2nd floor common area laundry has broken escutcheon on sprinkler head.
39. 3rd floor employee room –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Cooking appliance has been installed, no hood/exhaust provided. Electrical connection completed without permit.
 - c. Walls and stove are grease laden.
 - d. Windows are inoperable.
 - e. Fire extinguisher expired, not mounted.
40. Improper plumbing connections on all ice machines.
41. Roseville Room:
 - a. Sink trap penetrates fire-rated wall without a proper firestop.
 - b. Extension cords used as permanent wiring.

- c. Multiple holes in fire-rated assemblies.
- 42. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.
- 43. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

- 1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard. Accessible entrance at front entry has surface difference in excess of ½”.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.
- 9. Wall in disrepair near door to pool heater room.
- 10. Loose escutcheon on shower head, common area bathroom.
- 11. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
- 12. Storage Room 11 - missing floor tiles.

13. Storage Room 13 - missing floor tiles.
14. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
15. Storage Room 14 – missing floor tiles.
16. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
17. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
18. An inspection was never scheduled for two water heaters installed on permit P18-0202
19. Laundry chute is laden with lint.
20. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.

5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.

- 26. 145 – Inoperable phone, loose electrical plates, inoperable window.
- 27. 146 – No phone.
- 28. 148 - Holes in fire-rated wall in bathroom.
- 29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
- 30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
- 31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
- 32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
- 33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
- 34. 170 – Inoperable window, loose cable escutcheon, no phone.
- 35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
- 36. 174 Holes in fire-rated walls, no phone.
- 37. 201- Damaged electrical outlet in bathroom.
- 38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
- 39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 41. 206- Loose escutcheon on sprinkler head.
- 42. 207 - No phone.
- 43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 44. 211 –Inoperable phone.
- 45. 210 – Open electrical socket.
- 46. 213 – No phone.
- 47. 215– No phone.
- 48. 216 – Missing windowpanes, cable cover plate broken.

49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
51. 222 – Inoperable smoke detector.
52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
54. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
58. 235 –Holes in fire-rated wall, missing electrical plate.
59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
60. 242 –Door does not latch or close.
61. 242 – Used for storage, needs signage.
62. 243 – Hole in fire-rated floor behind dresser near window.
63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – Open electrical socket, missing windowpane.
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.

73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
89. 332 - Door doesn't latch
90. 333- Electrical outlet painted over.
91. 334- Inoperable phone.
92. 335 Toilet lid broken, jagged edge. Inoperable phone.
93. 337 - Unit door does not latch. No clothes storage rack.
94. 340 - No phone.
95. 342 - Window doesn't latch
96. 343 - Damaged electrical plate in bathroom.
97. 347 - Window doesn't latch.
98. 352- No phone.
99. 353 - Inoperable phone. No lock between attached rooms.
100. 354 - Door does not latch.

- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
Signage must reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.
- 9. 146 – Bathroom door in disrepair and does not close.
- 10. 201 Graffiti under sink, inoperable bath fan.
- 11. 204 – Tub faucet is damaged, used for storage.
- 12. 207 - Damaged window screen, peeling caulk at base of toilet.
- 13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 14. 210 – Ceiling in disrepair, used for storage.
- 15. 216 – Shower escutcheon loose.
- 16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 17. 222 – Apparent water damage.
- 18. 223- Escutcheon loose at grab bars.
- 19. 225- Used for storage, needs signage.
- 20. 230 – Multiple lights burned out in bathroom.

21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.
39. 312 - Window screen in disrepair, carpet in disrepair.
40. 316 - Window screen in disrepair.
41. 317- Used for storage, bath enclosure in disrepair.
42. 318- Exposed screws on base of toilet.
43. 321- Window screen in disrepair.
44. 326 –Note: small amount of mildew bathroom ceiling.
45. 330 - Wall damaged behind door, subfloor in disrepair.
46. 331 –Bathroom door in disrepair.
47. 332 - Missing caulk base of toilet. Minor leak tub.
48. 333- Used for storage.
49. 334 -Inoperable bath fan.
50. 337 - Bathroom door latch and knob inoperable.

- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.



Roseville Inspection Report

ATTACHMENT 2

Demographics

Name: NORWOOD INN and SUITES [2401]

Address: 2401 Prior Avenue North Roseville,
MN 55113

General

Inspection Type: Inspection - Lodging

Passed?: No

Date Completed: 10/15/2024

Inspector: DuBay, Chris

Inspection Number: INSP20241015-0574

Violations

See Inspector Notes for Violation description

Inspector Notes

Notes: The Roseville Fire Department conducted an annual inspection of the Norwood Inn and Suites on 10/15/2024. The inspection was conducted in conjunction with the Roseville Hotel License Ordinance. Separate reports are prepared by City staff and will be sent to property. The following violations were noted by the Fire Department:
Pool Area:

- 1) Mechanical room - Fire extinguisher expired
- 2) Mechanical room - Maintain 36" clear space around appliances, remove storage accumulation

Common and Employees Areas:

- 3) Room 109/111 (Maintenance Shop) - Missing escutcheon rings on sprinkler assemblies X 2
- 4) 3rd Floor Employee Break Room - Fire extinguisher not mounted and expired
- 5) Laundry room exhibited an accumulation of dust/lint throughout
- 6) Provide all inspection, testing and maintenance records for the fire sprinkler, fire alarm and fire hydrants

First Floor:

- 7) #106 - Multi-plug adapter in use
- 8) #107 - Smoke detector did not operate ****CORRECTED****
- 9) #121 - Smoke detector did not operate ****CORRECTED****

Second Floor:

- 10) Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements
- 11) #230 - Smoke detector hanging, repair or replace mounting plate

Third Floor:

- 12) #324 - Smoke detector missing
- 13) #357 - Egress blocked, Accumulation, Update room labeling to reflect employee room/storage
- 14) #360 - Missing escutcheon ring/bell on fire sprinkler assembly

Signatures

Signature Graphic

Name

A handwritten signature in blue ink, appearing to read 'CDuBay', is enclosed within a black rectangular border.

Chris DuBay
Inspector

Inspections Phone: 651- 792 - 7340

Email: fireinspections@cityofroseville.com



COMMUNITY DEVELOPMENT DEPARTMENT

2660 Civic Center Drive ♦ Roseville, MN 55113

Phone: (651) 792-7080

www.cityofroseville.comReceived By: Pat TrudnonDate Received: 3/19/25Fee Paid: n/a**APPEAL APPLICATION**

PER CITY CODE SECTION 906.03.K

APPEALS MUST BE RECEIVED PRIOR TO THE ORDERED DATE TO VACATE

Please complete the application by typing or printing in ink.

1. Appeal Building Address:Name of Building (s): NORWOOD INN & SUITESAddress of Building (s): 2401 PRIOR AVE NROSEVILLE, MN - 55113**2. Property Owner Information:**Last name: POONIWALAFirst name: PERCY PO.Address: 2401 PRIOR AVE NCity/State/Zip: ROSEVILLE, MN - 55113Phone number: 952-212-1705Email address: PERCYPOONIWALA@GMAIL.COM**3. Applicant Information: (if different from above)**Company name: SMP HOSPITALITY LLCLast name: PATLOLAFirst name: KIAddress: 2401 PRIOR AVE NCity/State/Zip: ROSEVILLE, MN - 55113Phone number: 612-876-0603Email address: REDROOFINNROSE@GMAIL.COM**4. Specific decision, order or notice for which appeal is being made:**REVOCATION OF CERTIFICATE OF OCCUPANCY03/18/2025

Additional space on back page or submit additional pages

5. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: 03/19/2025

Applicant: _____

Date: 03/19/2025

Please Note:

When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals. The Board of Adjustments and Appeals may consider any of the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appealing applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion if that information serves to clarify information previously considered by the Building Official.

Please remit this application to the address below within the timeframe as noted

City of Roseville
Attn: City Manager, Patrick Trudgeon
2660 Civic Center Drive
Roseville, MN 55113

S Baker
Fire Inspector

NORWOOD FIRE

Sunday, 03 March 2024
2401 Prior Ave

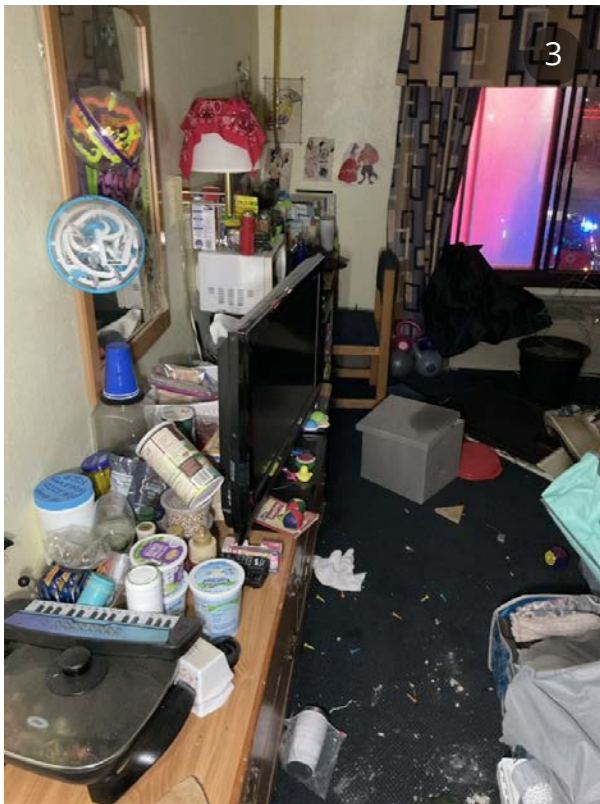
UNIT 203



UNIT 203 BATHROOM FAN



UNIT 303











3RD FLOOR HALLWAY



UNIT 301

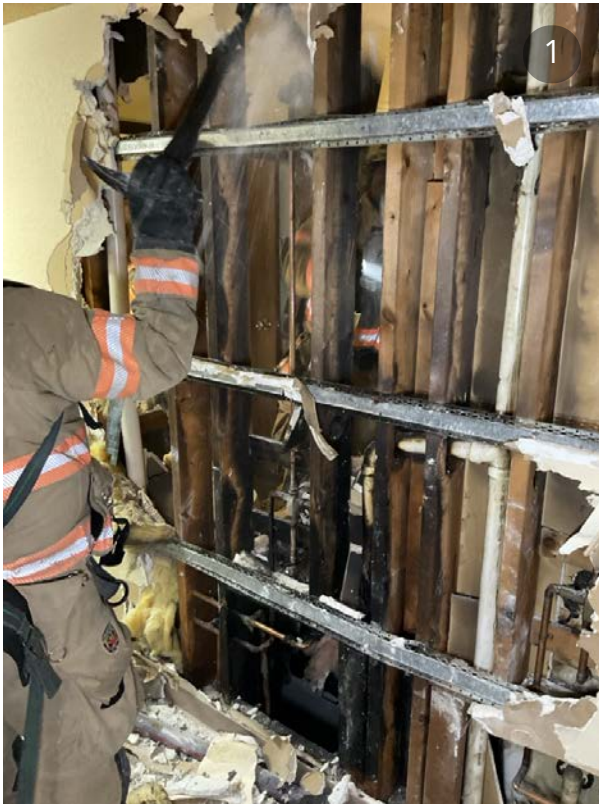


ATTACHMENT 4





3RD FLOOR HALLWAY OVERHAUL



UNIT 203











WEST STAIRWELL

UNIT 103



ATTACHMENT 4



ALARM PANEL



STORAGE ROOM #6



CONTACT INFO



REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.a.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for DoubleTree by Hilton Hotel, 2540 Cleveland Ave.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

DoubleTree by Hilton has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

DoubleTree by Hilton by Marriott has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

DoubleTree by Hilton does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

DoubleTree by Hilton has had 78 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to DoubleTree by Hilton located at 2540 Cleveland Ave. Roseville.

Requested Council Action

Motion to grant a hotel license to DoubleTree by Hilton located at 2540 Cleveland Ave. Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Doubletree Application
2. Certificate Inspection 2025 Doubletree by Hilton
3. Finance Department Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☐ NEW ☒ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: <u>Double Tree by Hilton</u>			
Phone Number: <u>651-636-4567</u>		# of Guest Rooms: <u>254</u>	
Hotel/Motel Address: <u>2540 Cleveland Ave.</u>			
City: <u>Roseville</u>		State: <u>MN</u>	ZIP Code: <u>55113</u>
Minnesota Tax ID: <u>7543153</u>		Federal Employer ID (FEIN): <u>76-0768508</u>	
General Manager Name: <u>Scott Henning</u>		Phone: <u>651-592-4148</u>	
Email: <u>shenning@nathcompanies.com</u>			
CORPORATE INFORMATION			
Corporation/Owner Name: <u>Nath Roseville Midwest Lodging</u>			
Contact Name: <u>Dave Walia</u>		Phone: <u>612-306-7777</u>	
Contact Address: <u>900 American Blvd. Ste. 300</u>		Contact E-mail: <u>dswalia@nathcompanies.com</u>	
City: <u>Bloomington</u>		State: <u>MN</u>	ZIP Code: <u>55420</u>
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): <u>Scott Henning</u>			
Address: <u>2540 Cleveland Ave.</u>		Phone: <u>651-592-4148</u>	
City: <u>Roseville</u>		State: <u>MN</u>	ZIP Code: <u>55113</u>
Email: <u>shenning@nathcompanies.com</u>			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: <u>Josh Cobb</u>			
Address: <u>2540 Cleveland Ave</u>		City: <u>Roseville</u>	State: <u>MN</u>
Title: <u>Director of Hotel Operations</u>		ZIP code: <u>55113</u>	
Phone: <u>651-367-3904</u>		E-mail: <u>joshua.cobb2@hilton.com</u>	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: <u>Dave Walia</u>			
Signature of applicant: <u>[Signature]</u>		Date: <u>10/25/2024</u>	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Mahendra Nath		
Address:	105 West Pleasant Lake Rd.	Phone:	612-578-8888
City:	North Oaks	State:	MN
		ZIP Code:	55127
Email:	mnath@nathcompanies.com		

INTERESTED PERSON #2			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Asha Nath		
Address:	105 West Pleasant Lake Rd	Phone:	612-310-6666
City:	North Oaks	State:	MN
		ZIP Code:	55127
Email:	anath@nathcompanies.com		

INTERESTED PERSON #3			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Shalini Nath-Walia		
Address:	14 Bello Drive	Phone:	612-306-3333
City:	Edina	State:	MN
		ZIP Code:	55439
Email:	shalini@nathcompanies.com		

INTERESTED PERSON #4			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Dave Walia		
Address:	14 Bello Drive	Phone:	612-306-3333
City:	Edina	State:	MN
		ZIP Code:	55439
Email:	dswalia@nathcompanies.com		



INTERESTED PERSON #5			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: Deepak Nath			
Address: 6020 Tracy Ave.		Phone: 612-306-6666	
City: Edina	State: MN		ZIP Code: 55436
Email: dnath@nathcompanies.com			

INTERESTED PERSON #6			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:		ZIP Code:
Email:			

INTERESTED PERSON #7			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:		ZIP Code:
Email:			

INTERESTED PERSON #8			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:		ZIP Code:
Email:			

INTERESTED PERSON #9			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:		ZIP Code:
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

DoubleTree by Hilton

BUILDING ADDRESS:	2540 Cleveland Avenue N.
PIN:	092923220017
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Scott Henning, Hilton
OWNER:	Nath Roseville Midwest Lodging, LLC
Number of guest rooms:	256

David Englund
David Englund, Building Official

02/25/2025
Date

Neil Spitzer
Fire Inspector

02-25-2025
Date

Initial Inspection Date: 10/23/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/20/2024

COMMENTS: Permit issued for penetration repairs 2/24/25.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Finance Department

Attachment 3

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: March 17, 2025
Re: Hotel License for the Doubletree Hotel

The Doubletree Hotel does not have unpaid utility, taxes, or other city charges as of March 17, 2025. The Finance Department does not object to the granting of the hotel license for the Doubletree Hotel.



Police Department

Attachment 4

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: March 6, 2025
Re: Hotel License for Double Tree Hotel

The Roseville Police Department has responded to 78 calls to the Double Tree Hotel from January 1, 2024 to February 5, 2025. The management of the Double Tree has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Double Tree Hotel.

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR NATH ROSEVILLE MIDWEST LODGING LLC DOING BUSINESS AS
DOUBLETREE BY HILTON.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Nath Roseville Midwest Lodging doing business as DoubleTree by Hilton (the “Applicant”), has applied for a license to operate a hotel at 2540 Cleveland Ave. in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Nath Roseville Midwest Lodging LLC doing business as DoubleTree by Hilton, 2540 Cleveland Ave., Roseville, MN;

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor . and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of, March , 2025 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of March, 2025.

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Avid Hotel, 3015 Centre Pointe Dr.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Avid Hotel has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Avid Hotel has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Avid Hotel does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Avid Hotel has had 31 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

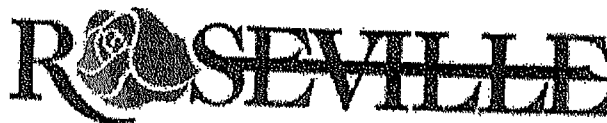
Staff recommends approval of the hotel license to Avid Hotel located at 3015 Centre Pointe Drive, Roseville.

Requested Council Action

Motion to grant a hotel license to Avid Hotel located at 3015 Centre Pointe Drive, Roseville.

Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. Avid Hotel Application
 - 2. Certificate of Inspection 2025 Avid
 - 3. Finance Department Memo
 - 4. Police Department Memo
 - 5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☐ NEW ☒ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION		
BUSINESS INFORMATION		
Name of Business: Avid by IHG		
Phone Number: 651-401-4700	# of Guest Rooms: 87	
Hotel/Motel Address: 3015 Centre Point Dr. N		
City: Roseville	State: MN	ZIP Code: 55113
Minnesota Tax ID: 68-15228	Federal Employer ID (FEIN): 83-3522135	
General Manager Name: Will Mayer		Phone:
Email: wmayer@kinseth.com ; mschultz@kinseth.com		
CORPORATE INFORMATION		
Corporation/Owner Name: Roseville Centre Lodging LLC		
Contact Name: Bruce Kinseth	Phone: 319-499-5101	
Contact Address: 801 E. 2nd Ave	Contact E-mail:	
City: Coralville	State: IA	ZIP Code: 52241
OPERATOR/MANAGER INFORMATION		
Name of Hotel/Motel Operator/Manager (local contact): Will Mayer - Gen Mgr		
Address: 15721 Griffon Ct.		Phone: 952-649-1881
City: Apple Valley	State: MN	ZIP Code: 55124
Email: wmayer@kinseth.com		
DESIGNATED CONTACT INFORMATION		
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances		
Name: Michelle Schultz		
Address: 801 E. 2nd Ave	City: Coralville	State: IA
Title: Asst. Controller	ZIP code:	
Phone: 319-499-5128	E-mail: mschultz@kinseth.com	
SIGNATURES		
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.		
Applicant printed name: Bruce Kinseth		
Signature of applicant: Bruce Kinseth		Date: 11/5/24



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Thomas Noble		
Address:	1660 S. Hwy 100 #210	Phone:	
City:	St. Louis Park	State:	MN
		ZIP Code:	55416
Email:	tnoble@westreinc.com		

INTERESTED PERSON #2			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Bruce Kinseth		
Address:	801 E. 2nd Ave	Phone:	319-499-5101
City:	Coralville	State:	Iowa
		ZIP Code:	52241
Email:	BKinseth@kinseth.com		

Director of operations INTERESTED PERSON #3			
Role:	☐ Owner ☒ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Lori Faught		
Address:	801 E 2nd Ave #200	Phone:	
City:	Coralville	State:	Iowa
		ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role:	☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____		
Name:	William J. Mayer		
Address:	15721 Griffon Court	Phone:	952-649-1881
City:	Apple Valley	State:	Minnesota
		ZIP Code:	55124
Email:	wmayer@kinseth.com		



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Avid Hotel

BUILDING ADDRESS:	3015 Centre Pointe Dr.
PIN:	052923110037
LICENSING PERIOD:	4/01/2025 – 3/31/2026
MANAGER/OPERATOR:	William Mayer, IHG Hotels & Resorts
OWNER:	Roseville Centre Lodging, LLC
Number of guest rooms:	87

David Englund
David Englund, Building Official

03/19/2025
Date

Neil Sjöström
Fire Inspector

3-19-25
Date

Initial Inspection Date: 10/7/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Dates: 11/18/24 and 2/21/25

COMMENTS: Corrections completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Attachment 3

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: March 17, 2025
Re: Hotel License for the AVID Hotel

The AVID Hotel does not have unpaid utility, taxes, or other city charges as of March 17, 2025. The Finance Department does not object to the granting of the hotel license for the AVID Hotel.



Police Department

Attachment 4

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: March 6, 2025
Re: Hotel License for Avid Hotel

The Roseville Police Department has responded to 31 calls to the Avid Hotel from January 1, 2024 to February 5, 2025. The management of the Avid Hotel has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Avid Hotel.

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR ROSEVILLE CENTRE LODGING LLC DOING BUSINESS AS AVID BY IHG.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Roseville Centre Lodging LLC business as Avid by IHG (the “Applicant”), has applied for a license to operate a hotel at 3015 Centre Pointe Dr. in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Roseville Centre Lodging LLC business as Avid by IHG, 3015 Centre Pointe Dr., Roseville, MN;

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor . and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of, March , 2025 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of March, 2025.

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.c.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Key Inn, 2550 Cleveland Ave.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Key Inn has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Key Inn has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Key Inn does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Key Inn has had 180 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and one overdose death at their hotel. On November 1, 2022, Key Inn entered into a Memorandum of Understanding (MOU) with the Roseville Police Department after several fines were imposed under the City's Repeat Nuisance Ordinance (City Code Section 511.03.B). Since that time, the hotel has undergone a change of ownership. Under new ownership, management has taken steps to address calls for service, and in 2024, there was only one month in which the Key Inn had more than 10 nuisance-related calls.

Although calls for service remain higher than the average for hotels in the city, the Roseville Police Department recognizes the efforts made by the new ownership and management team to improve conditions. Based on their cooperation and commitment to addressing public safety concerns, the Roseville Police Department does not object to the granting of a hotel license for Key Inn. (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

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Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Key Inn located at 2550 Cleveland Avenue, Roseville.

Requested Council Action

Motion to grant a hotel license to Key Inn located at 2550 Cleveland Avenue, Roseville.

Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. Key Inn Application
 - 2. Certificate Inspection 2025 Key Inn
 - 3. Finance Department Memo
 - 4. Police Department Memo
 - 5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: <u>Key INN</u>			
Phone Number: <u>651-636-6730</u>		# of Guest Rooms:	
Hotel/Motel Address: <u>2550 Cleveland ave N</u>			
City: <u>Roseville</u>	State: <u>MN</u>	ZIP Code: <u>55113</u>	
Minnesota Tax ID: <u>9078126</u>		Federal Employer ID (FEIN): <u>92-3199854</u>	
General Manager Name: <u>Farrukh H Khan</u>		Phone: <u>952-564-1969</u>	
Email:			
CORPORATE INFORMATION			
Corporation/Owner Name: <u>Minnesota Hospitality</u>			
Contact Name: <u>Diljit Khosa</u>		Phone: <u>651-402-7959</u>	
Contact Address: <u>2570 Cleveland ave</u>		Contact E-mail: <u>dj.indiaPalace@gmail.com</u>	
City: <u>Roseville</u>	State: <u>MN</u>	ZIP Code: <u>55113</u>	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): <u>Diljit Khosa</u>			
Address: <u>2570 Cleveland ave</u>		Phone: <u>651-402-7959</u>	
City: <u>Roseville</u>	State: <u>MN</u>	ZIP Code: <u>55113</u>	
Email: <u>dj.indiaPalace@gmail.com</u>			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: <u>Diljit Khosa</u>			
Address: <u>2570 Cleveland ave</u>		City: <u>Roseville</u>	State: <u>MN</u>
Title: <u>Owner</u>		ZIP code: <u>55113</u>	
Phone: <u>651-402-7959</u>		E-mail: <u>Dj.indiaPalace@gmail.com</u>	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: <u>Diljit Khosa</u>			
Signature of applicant: <u>[Signature]</u>		Date: <u>10.07.2024</u>	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: <u>DILJIT S PHOSA</u>			
Address: <u>11716 ARNOLD PALMER CT NE</u>		Phone: <u>651-409-7959</u>	
City: <u>BLAINE</u>	State: <u>MN</u>	ZIP Code: <u>55449</u>	
Email: <u>DJ.INDIAPALACE@GMAIL.COM</u>			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____			
Name: <u>Farrukh Khan</u>			
Address: <u>9412 dunes Ln</u>		Phone: <u>952-564-1969</u>	
City: <u>Cottage grove</u>	State: <u>MN</u>	ZIP Code: <u>55016</u>	
Email: <u>Keyinn25@gmail.com</u>			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: _____			
Address: _____		Phone: _____	
City: _____	State: _____	ZIP Code: _____	
Email: _____			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: _____			
Address: _____		Phone: _____	
City: _____	State: _____	ZIP Code: _____	
Email: _____			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Key Inn

BUILDING ADDRESS:	2550 Cleveland Avenue
PIN:	092923220008
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Diljit Singh, Minnesota Hospitality
OWNER:	Minnesota Hospitality, LLC
Number of guest rooms:	113

David Englund
David Englund, Building Official

03/19/2025
Date

Neil Spitzer
Fire Inspector

03-19-25
Date

Initial Inspection Date: 10/24/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Dates: 11/19/2024 and 3/10/2025

COMMENTS: Exterior repairs to be completed summer 2025. Permits issued for interior repairs.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Finance Department

Attachment 3

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: March 17, 2025
Re: Hotel License for the Key Inn

The Key Inn does not have unpaid utility, taxes, or other city charges as of March 17, 2025.
The Finance Department does not object to the granting of the hotel license for the Key Inn.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: March 19, 2025
Re: Hotel License for Key Inn

The Roseville Police Department has responded to 180 calls for service at the Key Inn from January 1, 2024, to February 19, 2025. While the overall number of calls remains significantly higher than other hotels in the city, Key Inn has demonstrated ongoing cooperation with the Roseville Police Department.

On November 1, 2022, Key Inn entered into a Memorandum of Understanding (MOU) with the Roseville Police Department after several fines were imposed under the City's Repeat Nuisance Ordinance (City Code Section 511.03.B). Since that time, the hotel has undergone a change in ownership. Under new ownership, management has taken steps to address calls for service, and in 2024, there was only one month in which the Key Inn had more than 10 nuisance-related calls.

Although calls for service remain higher than the average for hotels in the city, the Roseville Police Department recognizes the efforts made by the new ownership and management team to improve conditions. Based on their cooperation and commitment to addressing public safety concerns, the Roseville Police Department does not object to the granting of a hotel license for Key Inn.

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of March 2025, at 6:00 p.m.

The following members were present: Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR MINNESOTA HOSPITALITY LLC DOING BUSINESS AS KEY INN.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Minnesota Hospitality LLC doing business as Key Inn (the “Applicant”), has applied for a license to operate a hotel at 2550 Cleveland Ave. in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there has been one month since January 2024 when calls exceeded the threshold for repeat nuisance service call fees and acknowledges that the ownership of Key Inn has worked with the Roseville Police Department in improving safety at the hotel and as a result, the Roseville Police Department does not object to the granting of the hotel license to Key Inn; and

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Minnesota Hospitality LLC doing business as Key Inn, 2550 Cleveland Ave., Roseville, MN;

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor . and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

78 STATE OF MINNESOTA)
79) SS
80 COUNTY OF RAMSEY)

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83 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
84 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
85 foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of,
86 March , 2025 with the original thereof on file in my office.

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88 WITNESS MY HAND officially as such Manager this 24th day of March, 2025.

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Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.d.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Motel 6, 2300 Cleveland Ave.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Motel 6 has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Motel 6 has been inspected by the City's Community Development and Fire Department and has completed most of the necessary corrections (Attachment 2).
Outstanding issues are:

- Railing on the 2nd and 3rd floor exterior walkways are not secured properly and/or missing. The railing is not code-compliant and poses a danger to the public.
- Potential structural deficiencies on exterior walkway system. While no imminent risk of catastrophic walkway failure was evident during the inspection by a third party structural engineer, review of the structural elements were limited. A further detailed assessment of the structural elements needs to be conducted to verify the structure's capacity to safely carry the minimum loads required by the State of Minnesota Building Code.

Further information about these deficiencies are listed in the Structural Engineers report. (Attachment 3)

Motel 6 does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 4).

Motel 6 has had 167 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and 4 overdose deaths at their hotel. While this call volume is higher than the average for hotels in the city, the management of Motel 6 has consistently demonstrated cooperation with the Roseville Police Department during public safety responses and follow-up investigations. Based on their cooperation and ongoing efforts to enhance security, the Roseville Police Department does not object to the granting of a hotel license for Motel 6. (Attachment 5).

Based on the deficiencies listed in the Structural Engineer's report, staff recommends a limited approval of the Hotel License at this time. Specifically, staff recommends approval of a hotel license for Motel 6 that limits occupancy of lodging rooms to the ground floor only. The lodging rooms on the 2nd and 3rd floors will not be allowed to be occupied until the structural and railing deficiencies are corrected to be in compliance with the Minnesota State Building Code. In addition, all access to the 2nd and 3rd floors of the motel must be barricaded in a manner approved by the City. In order to ensure timely completion of

the necessary work to come into code compliance, staff recommends that the Motel 6 has until May 30, 2025 to complete and receive approval of all work to come into code compliance. The City may consider instituting a penalty pursuant to City Code Chapter 317.05 if the work necessary to come into code compliance is not done by May 30, 2025.

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license for Motel 6, 2300 Cleveland Ave subject to the following conditions:

- Corrections to the following items must be completed by the Applicant and approved by the City no later than May 30, 2025.
 - Replacement and repair of railings on 2nd and 3rd Floors of the Premises so as to be compliant with all relevant codes and ordinances.
 - Completion of detailed structural assessment of the walkways and supports on the 2nd and 3rd floors to ensure that the structures' capacity can safely carry the minimum loads required by the State of Minnesota Building Code.
- If deficiencies are found in the structures and supports as a result of the structural assessment, all necessary repairs/replacements must be completed and approved by the City to ensure code compliance.

- Only the ground floor rooms of the Premises may be used for lodging purposes. All entrances to the 2nd and 3rd Floors of the Premises must be barricaded in a manner approved by the City.
- No occupancy of any of the lodging rooms on the 2nd and 3rd floors is allowed except for the Applicant's employees or contractors doing work to make the Premises code complaint and for routine maintenance.
- Failure by the Applicant to comply with any of the above conditions will be considered a license violation and the Applicant will be subject to the penalties pursuant to City Code Chapter 317.05.
- Certification by the Building Official that all necessary work to make the Premises code compliant will allow the Applicant the ability to rent out the lodging rooms on the 2nd and 3rd Floors.

Requested Council Action

Motion to adopt resolution granting a hotel license to Motel 6 located at 2300 Cleveland, Roseville subject to the conditions stated in the resolution.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Motel 6 Application
2. Certification of Inspection 2025 Motel 6
3. Motel 6 Report
4. Finance Department Memo
5. Police Department Memo
6. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: Roseville Hospitality Group LLC DBA Motel 6 Roseville			
Phone Number: 651-639-3988		# of Guest Rooms: 113	
Hotel/Motel Address: 2300 Cleveland Ave. N			
City: Roseville	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 8009881		Federal Employer ID (FEIN): 87-4206464	
General Manager Name: Cameron Taylor		Phone: 720-545-8191	
Email: Cameron@koratcompanies.com			
CORPORATE INFORMATION			
Corporation/Owner Name:			
Contact Name:		Phone:	
Contact Address:		Contact E-mail:	
City:	State:	ZIP Code:	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): Motel 6 Roseville			
Address: 2300 Cleveland Ave. N		Phone: 651-639-3988	
City: Roseville	State: MN	ZIP Code: 55113	
Email: m69452bo@6franchise.com			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name:			
Address: 7817 Hendricks Dr		City: San Diego	State: CA
Title: Owner		ZIP code: 92126	
Phone: 619-518-0762		E-mail: Dan@koratcompanies.com	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: Parth Korat			
Signature of applicant: 		Date: 10/22/2024	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role:	☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:	Dilipkumar Korat		
Address:	9879 Avenger Ct.	Phone:	619-518-0762
City:	San Diego	State:	CA
		ZIP Code:	92126
Email:	Dan@koratcompanies.com		

INTERESTED PERSON #2			
Role:	☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____		
Name:	Valerie Kearney		
Address:	3907 Granada Way North	Phone:	612-250-6090
City:	Oakdale	State:	MN
		ZIP Code:	55128
Email:	m69452@6franchise.com		

INTERESTED PERSON #3			
Role:	☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:			
Address:		Phone:	
City:		State:	
		ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role:	☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:			
Address:		Phone:	
City:		State:	
		ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Motel 6

BUILDING ADDRESS:	2300 Cleveland Avenue N.
PIN:	092923320005
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Cameron Taylor, Korat Company
OWNER:	Roseville Hospitality Group
Number of guest rooms:	113

David Englund

David Englund, Building Official

3/20/2025
Date

Neil Spitzer

Fire Inspector

03-20-25
Date

Initial Inspection Date: 10/22/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/18/2024

COMMENTS: Engineer's report received. Numerous sections of guardrail are required to be repaired. Deconstructive investigation is necessary to determine scope of work for hidden areas of walkways. Permit applied for(B25-0231). 2nd and 3rd floor restricted from use pending corrections determined and completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



February 24, 2025

Cameron Taylor, CHS
Regional Manager
Korat Companies

Re: Motel 6 Roseville Structural Condition Survey
2300 Cleveland Ave N
Roseville, MN 55113
ERA Project Number: 2025-1078

ERA Structural Engineering was retained by Korat Companies to conduct a visual inspection and assessment of the exterior cantilevered walkways and associated guardrail systems at Motel 6 in Roseville, MN. The purpose of this evaluation was to identify any structural deficiencies only, assess compliance with applicable building codes, and recommend necessary repairs or improvements to ensure safety and code adherence. Below, we present our observations, followed by recommendations to address the identified issues.

Executive Summary

At the time of the inspection, various structural deficiencies were identified in the exterior walkway and guardrail system. These include, but are not limited to, rotten wood members within the deck assembly, rusted steel components, and deteriorated or fully damaged stucco shells and rated soffit, which have exposed the underlying wood members. **No imminent risk of catastrophic walkway failure was evident during the inspection; however, review of the structural elements was limited.** A further detailed assessment of the structural elements shall be conducted to verify the structure's capacity to safely carry the minimum loads required by the Minnesota State Building Code.

Facility Description

Constructed in 1975, Motel 6 is a three-story wood-framed building located in Roseville, Minnesota. The structure features closely spaced guest units with shared exterior cantilevered balcony walkways, supported by assumed cantilever wood beams that back-span into the building. The walkways are constructed with 2x8 deck purlins, wood sheathing, and a thin layer of concrete fill. A continuous steel rail and post system serves as the guardrail along the walkways, providing access and safety for the units.

Observation Method

The Structural Condition Survey consists of a visual observation of all relevant structural elements, including but not limited to, the top and bottom sides of all structural walkway floors, supporting beams, and stairs.

Observations:

At the time of the inspection, various structural deficiencies were identified in the exterior walkway and guardrail system. These deficiencies include numerous openings in the fire-rated assembly that expose wood framing, compromising their structural integrity, and rusting steel elements.

Unit 226 experienced flooding on 2/18/2025 due to a broken pipe, which exposed the slab edge. The rim board along the walkway edge outside the unit is constructed of 2x8 lumber and had decayed. The cantilevered walkway exhibits uneven sloping toward the railing in certain areas, suggesting potential further damage to the walkway deck framing.

The steel posts, attached to the walkway edge using 6" long L3x3 angles with three screws, show signs of surface rust, with some posts fully rusted. The structural member to which the railing system attaches to remains unclear and requires further investigation. Additional deficiencies include rusted railing posts at their base connections to the walkway edge support (e.g., near Rooms 233, 234, and 235), individual pickets that are rusted through and attached at only one end, and a top support railing that is rusted near the posts (e.g., near Room 214). The railing system is also out of plumb by as much as 6 inches in some locations.

Notably, more damage was observed on Level 2 compared to Level 3, likely due to higher usage frequency.

Recommendations:

Refer to the accompanying observation report for photographs detailing the specific conditions observed and the recommended actions.

1. Our understanding is that the original structural documents are available. To help with our understanding of the structure, we request a copy of those documents.
2. We recommend engaging a qualified contractor to expose the deck framing of the cantilevered walkway at a minimum of five locations around the building. This will allow our team to conduct a more comprehensive inspection to assess the full depth of the structural members' integrity, including any hidden deterioration or damage not visible during the initial visual assessment. A more detailed structural assessment of the guardrail attachment mechanism and the walkway framing should be conducted following the exposure of the deck framing. This will clarify the extent of repairs needed and confirm the adequacy of the current design under current state building code.
3. We recommend all welds on the guardrail system, particularly at the connections of the steel angles to the steel post bases, should be inspected by a certified inspector to evaluate their condition and ensure they meet safety and code standards.
4. We recommend steel posts, pickets, and rails that have fully or partially rusted through (e.g., pickets attached at only one end and severely corroded posts), and severely corroded bolted connections at the base of the railing posts, be removed and replaced with new steel members, coated with a corrosion-resistant layer, to restore structural integrity and safety.
5. We recommend the exposed wood framing and openings in the fire-rated assembly be evaluated and addressed by a qualified party to restore compliance with fire-rating requirements under code standards. This may include sealing gaps or replacing materials.

Limitations

ERA did not perform a structural review to verify the structural adequacy of the original design. The items noted are based on observed conditions at the time of the inspection.

Statement of Engineering Opinion

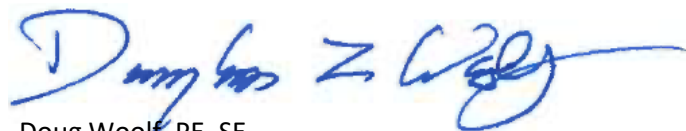
The exterior walkway and guardrail system at Motel 6 in Roseville, while not currently presenting an immediate life-safety hazard, exhibit significant signs of deterioration. These deficiencies compromise structural integrity, necessitating repairs and strengthening to minimize further deterioration and ensure compliance with the minimum load and fire-rating requirements of the Minnesota State Building Code. ERA practices in the field of structural engineering, and holds liability insurance in the State of Minnesota in an amount not less than \$250,000.

Should you, or the City of Roseville, have any questions, please feel free to reach out.

Signed,

A handwritten signature in black ink, appearing to read 'Tomas Miguieles', with a stylized, cursive script.

Tomas Miguieles, EIT
Graduate Structural Engineer
ERA Structural Engineering

A handwritten signature in blue ink, appearing to read 'Doug Woolf', with a stylized, cursive script.

Doug Woolf, PE, SE
Sr. Lead Structural Engineer
ERA Structural Engineering



Structural Site Observation Report

VISIT DETAILS	
Report Title:	Motel 6 Walkway & Railing Structural Observation
ERA Commission No:	2025-1078
Project Name:	Motel 6 Railings Roseville MN
Project Location:	2300 Cleveland Ave N, Roseville, MN 55113
Site Observation No:	1
Date of Observation:	2/20/2025
Date of Report:	2/21/2025
Report By:	Tomas Miguieles, EIT
Purpose of Observation:	Visual assessment of the structural integrity of the walkways and railings
CORRESPONDENCE	
Attendees:	Samuel Zamudio Ignacia Ferreira - Motel 6 Doug Woolf - ERA Tomas Miguieles - ERA
Recipients:	Cameron Taylor - Korat Companies Samuel Zamudio Ignacia Ferreira - Motel 6
GENERAL STATUS	
Status:	

Structural Site Observation Report

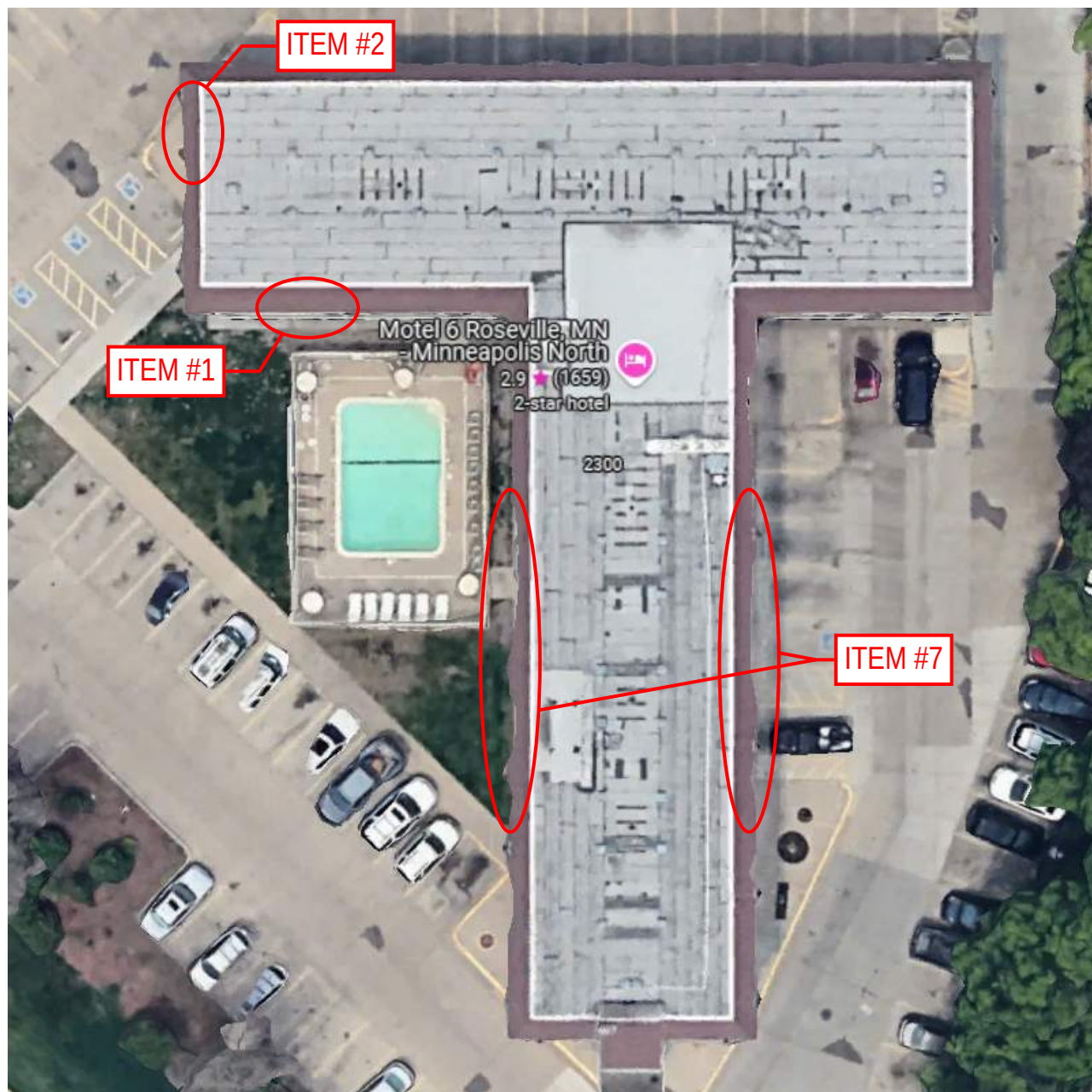
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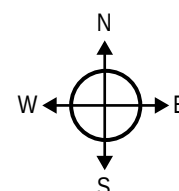
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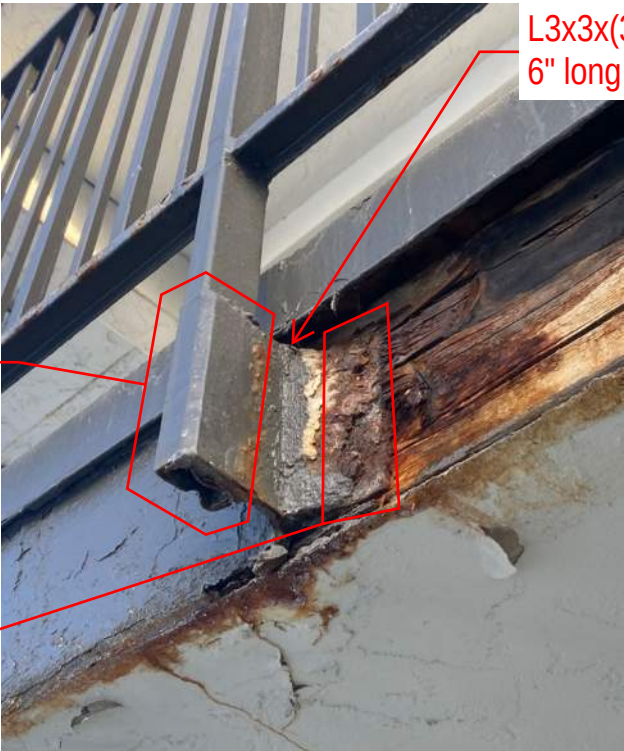
Structural Site Observation Report

CURRENT PHOTO**SATELLITE VIEW OF MOTEL 6****NOTES:**

1. ITEMS LISTED CORRESPOND TO UNIQUE CONDITIONS AT SPECIFIC LOCATIONS AROUND THE BUILDING.
2. IF AN ITEM NUMBER IS NOT LISTED, IT INDICATES THAT THE CONDITION EXISTS AT MULTIPLE LOCATIONS AROUND THE BUILDING, AND THE RECOMMENDATION SHALL APPLY TO ALL SIMILAR CONDITIONS AS IDENTIFIED.



Structural Site Observation Report

ITEM # 1	DECK EDGE FRAMING EXPOSED OUTSIDE UNIT 120
 Deck framing to be exposed to assess the full depth of the structural members' integrity Weld to be inspected to evaluate their condition. Typical at all similar locations where post connection shows sign of rust. Further assessment of screws' capacity once framing' integrity is determined  L3x3x(3/16" or 1/4") x 6" long w/ 3 - screws	
Comment:	The walkway rim member outside of unit 120, measured to be 2x8, is exposed and has rotten and steel angle conn to post has rusted.
Action:	See notes.

Structural Site Observation Report

ITEM # 2	EXPOSED UNDERSIDE OF WALKWAY FRAMING
 Deck framing to be exposed to assess the full depth of the structural members' integrity 	 
Comment:	Underside of walkway framing is exposed by the N-W stairs at the first level. Wood members show signs of decay.
Action:	See notes.

Structural Site Observation Report

ITEM # 3	FULLY RUSTED GUARDRAIL PICKETS
Comment:	Some guardrail pickets have fully rusted and experience complete loss of section.
Action:	Remove and replace affected members at all similar locations.

Structural Site Observation Report

ITEM # 4	PARTIALLY OR FULLY RUSTED TOP AND BOTTOM RAILS
	
Comment:	Some top and bottom rails have partially or fully rusted and experience partial or complete loss of section.
Action:	Remove and replace affected members at all similar locations.

Structural Site Observation Report

ITEM # 5	PARTIALLY RUSTED GUARDRAIL PICKETS
	
Comment:	Some guardrail pickets have partially rusted and experience partial loss of section.
Action:	Remove and replace affected members at all similar locations.

Structural Site Observation Report

ITEM # 6	PARTIALLY OR FULLY RUSTED GUARDRAIL POST BASES
	
Comment:	Some guardrail post bases have partially or fully rusted and experience partial or complete loss of section.
Action:	Remove and replace affected members at all similar locations.

Structural Site Observation Report

ITEM # 7	OUT OF PLUMB GUARDRAIL
 The reason for the misalignment is unclear. It appears to be a combination of floor sloping and guardrail deflection. The condition will be further evaluated once the floor framing is exposed, and a recommended course of action will be provided.	
Comment:	The east guardrail is approximately 6 inches out of plumb relative to the vertical exterior line of the building.
Action:	See notes.

Structural Site Observation Report

ITEM # 7 CONT'D		OUT OF PLUMB GUARDRAIL			
		The reason for the misalignment is unclear. It appears to be a combination of floor sloping and guardrail deflection. The condition will be further evaluated once the floor framing is exposed, and a recommended course of action will be provided.			
Comment:	The west guardrail is approximately 3 inches out of plumb relative to the vertical exterior line of the building.				
Action:	See notes.				

Structural Site Observation Report

ITEM # 8	DETERIORATED FIRE-RATED GYPSUM SOFFIT
	
Comment:	Deteriorated fire-rated gypsum assembly identified at various locations showing signs of cracks and wider openings.
Action:	The conditions to be further evaluated by qualified party to determine the recommended course of action.
ITEM # 9	DECK WATER-PROOFING ELEMENT
	
Comment:	No waterproofing element identified in the deck, allowing water seep into porous concrete and affect the wooden members below.
Action:	The presence of a waterproofing element will be determined once the underside of the deck is exposed, and a course of action will be provided.

Structural Site Observation Report

ITEM # 10	DECK METAL EDGE PIECE
	
Comment:	The metal edge piece of the deck, likely used as a form during the concrete pour, is misaligned, allowing water to pool, freeze, and expand.
Action:	Remove and replace or adjust to align with its original position, and clear any ice trapped inside.
ITEM #	Text
Comment:	Text
Action:	Text



Finance Department

Attachment 4

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: March 17, 2025
Re: Hotel License for the Motel 6

The Motel 6 does not have unpaid utility, taxes, or other city charges as of March 17, 2025.
The Finance Department does not object to the granting of the hotel license for the Motel 6.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Motel 6

The Roseville Police Department has responded to 167 calls for service at Motel 6 from January 1, 2024, to February 19, 2025. While this call volume is higher than the average for hotels in the city, the management of Motel 6 has consistently demonstrated cooperation with the Roseville Police Department during public safety responses and follow-up investigations.

In addition to their cooperation, Motel 6 has taken proactive measures to address crime and reduce calls for service. Notably, they have installed Flock cameras on the property, which have been instrumental in addressing auto-related crimes, including stolen vehicles, and have also aided in broader criminal investigations. Management continues to engage with law enforcement to improve safety and mitigate issues as they arise.

Based on their cooperation and ongoing efforts to enhance security, the Roseville Police Department does not object to the granting of a hotel license for Motel 6.

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR ROSEVILLE HOSPITALITY GROUP LLC DOING BUSINESS AS MOTEL 6
ROSEVILLE.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Roseville Hospitality Group LLC, doing business as Motel 6 Roseville (the “Applicant”), has applied for a license to operate a hotel at 2300 Cleveland Ave. in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes with the exception of the following:

- Railing on the 2nd and 3rd floor exterior walkways are not secured properly and/or missing. The railing is not code-compliant and poses a danger to the public.
- Potential structural deficiencies on exterior walkway system. While no imminent risk of catastrophic walkway failure was evident during the inspection by a third-party structural engineer, review of the structural elements were limited. A further detailed assessment of the structural elements needs to be conducted to verify the structure's capacity to safely carry the minimum loads required by the State of Minnesota Building Code.; and

WHEREAS, the Applicant has pulled a permit on March 20, 2025 to correct the noted violations;
and

WHEREAS, the Applicant has agreed to not allow occupancy of lodging rooms on the 2nd and 3rd Floors of the Premises and will barricade access to the 2nd and 3rd Floors until the work necessary to correct the noted violations are completed and inspected by the City by a date no later than May 30, 2025.; and

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager. While this call volume is higher than the average for hotels in the city, the management of Motel 6 has consistently demonstrated cooperation with the Roseville Police Department during public safety responses and follow-up investigations. Based on their cooperation and ongoing efforts to enhance security, the Roseville Police Department does not object to the granting of a hotel license for Motel 6

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application subject to the following conditions:

- 1) Corrections to the following items must be completed by the Applicant and approved by the City no later than May 30, 2025:
 - a. Replacement and repair of railings on 2nd and 3rd Floors of the Premises so as to be compliant with all relevant codes and ordinances

- b. Completion of detailed structural assessment of the walkways and supports on the 2nd and 3rd floors to ensure that the structures' capacity can safely carry the minimum loads required by the State of Minnesota Building Code.
 - c. If deficiencies are found in the structures and supports as a result of the structural assessment, all necessary repairs/replacement must be completed and approved by the City to ensure code compliance.
- 2) Only the ground floor rooms of the Premises may be used for lodging purposes.
- 3) All entrances to the 2nd and 3rd Floors of the Premises must be barricaded in a manner approved by the City.
- 4) No occupancy of any of the lodging rooms on the 2nd and 3rd Floors is allowed except for the Applicant's employees or contractors doing work to make the Premises code complaint and for routine maintenance.
- 5) Failure by the Applicant to comply with any of the above conditions will be considered a license violation and the Applicant will be subject to the penalties pursuant to City Code Chapter 317.05.
- 6) Certification by the Building Official that all necessary work to make the Premises code compliant will allow the Applicant the ability to rent out the lodging rooms on the 2nd and 3rd Floors.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Roseville Hospitality Group LLC, doing business as Motel 6 Roseville at 2300 Cleveland Ave., Roseville subject to the following conditions:

- 1) Corrections to the following items must be completed by the Applicant and approved by the City no later than May 30, 2025:
 - a. Replacement and repair of railings on 2nd and 3rd Floors of the Premises so as to be compliant with all relevant codes and ordinances
 - b. Completion of detailed structural assessment of the walkways and supports on the 2nd and 3rd floors to ensure that the structures' capacity can safely carry the minimum loads required by the State of Minnesota Building Code.
 - c. If deficiencies are found in the structures and supports as a result of the structural assessment, all necessary repairs/replacement must be completed and approved by the City to ensure code compliance.
- 2) Only the ground floor rooms of the Premises may be used for lodging purposes.
- 3) All entrances to the 2nd and 3rd Floors of the Premises must be barricaded in a manner approved by the City.
- 4) No occupancy of any of the lodging rooms on the 2nd and 3rd Floors is allowed except for the Applicants employees or contractors doing work to make the Premises code complaint and for routine maintenance.
- 5) Failure by the Applicant to comply with any of the above conditions will be considered a license violation and the Applicant will be subject to the penalties pursuant to City Code Chapter 317.05.

- 130 6) Certification by the Building Official that all necessary work to make the Premises code
131 compliant will allow the Applicant the ability to rent out the lodging rooms on the 2nd and
132 3rd Floors.

133
134
135 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
136 and upon a vote being taken thereon, the following voted in favor thereof: , ,
137 , and Mayor .
138 and the following voted against the same: .

139
140 WHEREUPON said resolution was declared duly passed and adopted.
141

WITNESS MY HAND officially as such Manager this 24th day of March, 2025

SEAL

Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.e.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Norwood Inn, 2401 Prior Ave.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Norwood Inn has applied for a hotel license. The original application was submitted by Milwaukee 45 Hospitality LLC, doing business as Norwood Inn. On March 18, 2025, it was discovered that the Norwood Inn is no longer owned by Milwaukee 45 Hospitality LLC. According to Ramsey County Property Records, the Norwood Inn located at 2401 Prior Ave. was sold to SMP Hospitality LLC on March 5, 2025. Staff has not received a new hotel license application from SMP Hospitality to operate the Norwood Inn.

In addition, an Interested Person as defined under the Roseville Hotel Licensing Ordinance and associated with the Norwood Inn (Ki Patlola) was not included in the Hotel License application submitted by Milwaukee 45 Hospitality LLC. Thus, no criminal background check was conducted on that individual.

The application from Milwaukee 45 Hospitality LLC is included as Attachment 1.

Norwood Inn was inspected by the City's Community Development and Fire Department on October 15, 2024 when numerous code violations were found. A follow-up inspection on March 3, 2025 found that corrections noted in October 2024 were not addressed. The inspection reports are included as exhibits to the resolution (Attachment 5). As a result of the continuing code violations, the Roseville Building Official issued a condemnation order for the Norwood Inn revoking its Certificate of Occupancy and requiring that the building and premises of the Norwood Inn must be vacated by 4:30 pm on March 24, 2025. A copy of the condemnation order is included as part of the resolution (Attachment 5).

Norwood Inn does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3). It should be noted that the City of Roseville certified \$44,959.47 of utility bills to Ramsey County to be collected as part of the property tax payments. If property taxes are paid by the Norwood Inn this year, the City will receive the payments for delinquent utilities on May 15 and October 15.

The Roseville Police Department has responded to 296 calls for service at the Norwood Inn from January 1, 2024, to February 19, 2025. This call volume is significantly higher than other hotels in the city. The Norwood Inn has also had 4 overdose deaths at their hotel. Given the continued high volume of calls for service, the lack of improvement in overall conditions, and the deteriorating state of the hotel, the Roseville Police Department does not recommend Norwood Inn be issued a license at this time. (Attachment 4).

Finally, City staff discovered a prior license suspension or revocation of a hotel by the State of Minnesota Department of Health for the owner of the Norwood Inn - Burnsville. The owner of Norwood Inn (Percy Pooniwala) is the same owner listed on the originally submitted application for a hotel license in Roseville. It is unclear whether Mr. Pooniwala is part of the new ownership group -SMP Hospitality LLC.

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Based on the following reasons, staff recommends denial of the hotel license for Norwood Inn:

- The applicant for a hotel license, Milwaukee 45 Hospitality LLC, no longer owns the Norwood Inn located at 2401 Prior Avenue
- The City conducted inspections on October 15, 2024 and March 3, 2025 and noted numerous code violations that have not been corrected to-date
- The City condemned the Norwood Inn on March 18, 2025 due to lack of correction of the noted code violations
- Norwood Inn Burnsville, owned by Percy Pooniwala, who is also the applicant for the Roseville Hotel License, was closed down by the State of Minnesota Health for various state code violations in December, 2018
- An Interested Person (Ki Patlola) as defined under the Roseville Hotel Licensing Ordinance, was not included in the Hotel License application and no criminal background check was conducted on that individual

- The Norwood Inn exceeded the threshold for repeat nuisance service call fees in three months since January 2024.

Requested Council Action

Motion to approve a resolution denying the hotel license for the Norwood Inn, 2401 Prior Ave., Roseville.

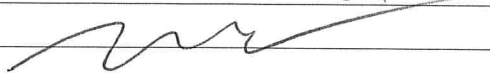
Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. Norwood Inn Application
 - 2. Certificate of Inspection 2025 Norwood Inn
 - 3. Finance Department Memo
 - 4. Police Department Memo
 - 5. Resolution
 - 6. 10.e Bench Handout Norwood



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: NORWOOD INN & SUITES			
Phone Number: 651-636-8888		# of Guest Rooms:	
Hotel/Motel Address: 2401 PRIOR AVE N			
City: ROSEVILLE		State: MN	ZIP Code: 55113
Minnesota Tax ID: 3070564		Federal Employer ID (FEIN): 88-0780529	
General Manager Name: PERCY POONIWALA		Phone: 651-636-8888	
Email: REDROOFROSEVILLE@GMAIL.COM			
CORPORATE INFORMATION			
Corporation/Owner Name: MILWAUKEE 45 HOSPITALITY LLC			
Contact Name: PERCY POONIWALA		Phone: 651-636-8888	
Contact Address: 2401 PRIOR AVEN		Contact E-mail: REDROOFROSEVILLE@GMAIL.COM	
City: ROSEVILLE		State: MN	ZIP Code: 55113
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): PERCY POONIWALA			
Address: 2401 PRIOR AVE N		Phone:	
City: ROSEVILLE		State: MN	ZIP Code: 55113
Email: PERCY POONIWALA@HOTMAIL.COM			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: PERCY POONIWALA			
Address: 2401 PRIOR AVE N		City: ROSEVILLE	State: MN
Title: PRESIDENT		ZIP code: 55113	
Phone: 952-212-1705		E-mail: PERCY POONIWALA@HOTMAIL.COM	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: PERCY POONIWALA			
Signature of applicant: 		Date: 10/30/2024	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☒ Operator ☐ On-Site Manager ☐ Other _____			
Name: PERCY POONIWALA			
Address: 2401 PRIOR AVE N		Phone: 952-212-1705	
City: ROSEVILLE	State: MN	ZIP Code: 55113	
Email: PERCY.POONIWALA@HOTMAIL.COM			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection - FAILED

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

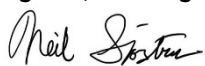
Norwood Inn & Suites

BUILDING ADDRESS: 2401 Prior AVE N
PIN: 092923320002
LICENSING PERIOD: 04/01/2025 – 03/31/2026
MANAGER/OPERATOR: Percy Pooniwala
OWNER: SMP Hospitality LLC
Number of guest rooms: 179



 David Englund, Building Official

 03/24/2025
 Date



 Fire Inspector

 03/24/2025
 Date

Initial Inspection Date: 10/18/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 03/03/2025

COMMENTS: Continued violations impacting public health, safety and welfare

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Finance Department

Attachment 3

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: March 17, 2025
Re: Hotel License for the Norwood Inn

The Norwood Inn does not have unpaid utility, taxes, or other city charges as of March 17, 2025. The Finance Department does not object to the granting of the hotel license for the Norwood Inn.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: March 19, 2025
Re: Hotel License for Norwood Inn

The Roseville Police Department has responded to 296 calls for service at the Norwood Inn from January 1, 2024, to February 19, 2025. This call volume is significantly higher than other hotels in the city.

In December 2022, the Norwood Inn entered into a Memorandum of Understanding (MOU) with the Roseville Police Department after multiple fines were imposed under the City's Repeat Nuisance Ordinance (City Code Section 511.03.B). While hotel management has continued to meet the obligations outlined in the MOU, the Roseville Police Department has not observed meaningful progress in improving overall conditions at the hotel. In 2024, there were three months in which Norwood had more than 10 nuisance related calls.

Additionally, there have been reports from customers that they were discouraged from calling the police at check-in and warned of potential fines if police services were requested during their stay. While there are no specific instances of management refusing to cooperate with the police, there is also no indication that ownership or management has taken any proactive steps beyond what was required by the MOU to address ongoing public safety concerns.

Given the continued high volume of calls for service, the lack of improvement in overall conditions, and the deteriorating state of the hotel, the Roseville Police Department cannot recommend Norwood Inn be issued a license at this time.

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

4
5 * * * * *

6
7 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
8 Roseville, County of Ramsey, Minnesota was duly held on the ____ day of _____ 202__, at
9 6:00 p.m.

10
11 The following members were present: , , , and Mayor .
12 and the following were absent: .

13
14 Member introduced the following resolution and moved its adoption:
15

16
17 **RESOLUTION No.**

18
19 A RESOLUTION DENYING THE APPLICATION FOR ISSUANCE OF A HOTEL LICENSE
20 FOR MILWAUKEE 45 HOSPITALITY LLC DOING BUSINESS AS NORWOOD INN.

21
22 WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating
23 within the boundaries of the city to have a valid license issued by the city; and
24

25 WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April
26 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and
27

28 WHEREAS, Milwaukee 45 Hospitality LLC, doing business as Norwood Inn (the “Applicant”),
29 has applied for a license to operate a hotel at 2401 Prior Ave. in the City of Roseville (the
30 “Premises”); and
31

32 WHEREAS, on March 18, 2025, it was discovered that the Norwood Inn located at 2401 Prior
33 Ave., Roseville is no longer owned by Milwaukee 45 Hospitality LLC. According to Ramsey
34 County Property Records, the Norwood Inn located at 2401 Prior Ave. was sold to SMP
35 Hospitality LLC on March 5, 2025 (Ramsey County Property Records – Exhibit 1); and
36

37 WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the
38 Hotel is located must comply with all relevant health and safety codes; and
39

40 WHEREAS, the City has conducted inspections of the Premises and has conducted inspections
41 and issued orders on the following dates, and the Premises is not in compliance with all relevant
42 health and safety codes; specifically:

- 43 • October 15, 2024 (Inspection Report - Exhibit 2)

- March 3, 2025 (Re-Inspection Report - Exhibit 3)

WHEREAS, on March 18, 2025, the City's Building Official condemned the Norwood Inn Building based on lack of correcting deficiencies and maintaining standards required with all relevant health and safety codes (Condemnation Notice- Exhibit 4);

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have a had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there has been 3 months since January 2024 when calls exceeded the threshold for repeat nuisance service call fees and as a result, given the lack of improvement in overall conditions at the Norwood Inn, the Roseville Police Department does not recommend a hotel license be granted to the Norwood Inn.; and

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have a have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has discovered a prior license suspension or revocation as follows:

- Norwood Inn Burnsville, owned by Percy Pooniwala, owner of the Roseville Norwood Inn as shown on the submitted application to Roseville, was ordered closed by the State of Minnesota Department of Health for various state code violations in December, 2018. (Burnsville Sun article dated December 21, 2018- Exhibit 5); and

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has revealed that an Interested Person as defined under the Hotel Licensing Ordinance did not submit their information as required and therefore a criminal background check was not completed for that individual (Ki Patlola); and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above City staff have recommended denial of the application for the following reasons:

- The applicant for a hotel license, Milwaukee 45 Hospitality LLC , no longer owns the Norwood Inn located at 2401 Prior Avenue
- The City conducted inspections on October 15, 2024 and March 3, 2025 and noted numerous code violations that have not been corrected to-date
- The City condemned the Norwood Inn on March 18, 2025 due to lack of correction of the noted code violations
- Norwood Inn Burnsville, owned by Percy Pooniwala, who is also the applicant for the Roseville Hotel License, was closed down by the State of Minnesota Health for various state code violations in December, 2018
- An Interested Person (Ki Patlola) as defined under the Roseville Hotel Licensing Ordinance was not included in the Hotel License application and no criminal background check was conducted on that individual
- The Norwood Inn exceeded the threshold for repeat nuisance service call fees in three months since January 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville denies the Hotel license for Milwaukee 45 Hospitality LLC, doing business as Norwood Inn, to operate a hotel at 2401 Prior Ave. in the City of Roseville, MN.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor . and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

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STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

Summary View

Parcel ID 092923320002
 Parcel Status Active
 Property Address 2401 PRIOR AVE N
 ROSEVILLE MN 55113-2714
 Sec/Twp/Rng 09/29/23
 Brief Tax Description SECTION 9 TOWN 29 RANGE 23 W 144.1 FT OF E 471.42 FT OF S 118.13 FT ...& ESMTS) IN SEC 9 TN 29 RN 23
 (Note: Not to be used on legal documents)
 Parcel Area 3
 Parcel Width 0 Feet
 Parcel Depth 0 Feet
 (Note: Width and Depth represent buildable area of lot in the case of irregularly shaped lots)
 Tax Classification 3A COMMERCIAL LAND AND BUILDING;
 Homestead Status Non homestead
 Roll Type Real Property
 Municipality ROSEVILLE
 District Code 7937
 For homestead vs non-homestead tax calc - use District code above - [click here](#)
 School District ISD #623
 Watershed RICE CREEK W/S
 TIF District
 Land Use Code 410 MOTEL & TOURIST CABIN
 * The Tax Classification is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
 * Please contact the zoning authority for information regarding zoning.
 * To determine whether your property is Abstract or Torrens, call 651-266-2050

Taxpayers

Please refer to disclaimer at bottom of this page

Type	Name	Address
Owner	Smp Hospitality Llc	2401 Prior Ave N Roseville MN 55113-2714

Current Tax Year

*Information listed is as of yesterday. For specific payoff information contact [Property Tax Info](#) at 651-266-2000
 See Tax Transaction History for payment and/or adjustment information.

First Half Due 05-15-2025		Second Half Due 10-15-2025	
Amount Due	\$81,809.00	Amount Due	\$81,809.00
Penalty & Fees Due (thru current month)	\$0.00	Penalty & Fees Due (thru current month)	\$0.00
Balance Due	\$81,809.00	Balance Due	\$81,809.00

Total Due \$163,618.00

Tax Summary

For payment history, please see Tax Transaction History

	2024 Payable	2023 Payable	2022 Payable	2021 Payable	2020 Payable
Estimated Market Value	\$3,545,600	\$3,283,500	\$3,300,000	\$3,600,000	\$4,108,100
Taxable Market Value	\$3,545,600	\$3,283,500	\$3,300,000	\$3,600,000	\$4,108,100
Net Tax Amount	\$111,734.98	\$106,922.00	\$114,764.13	\$123,048.00	\$148,816.00
+ Special Assessments	\$67,511.02	\$0.00	\$10,373.87	\$0.00	\$0.00
= Total Taxes	\$179,246.00	\$106,922.00	\$125,138.00	\$123,048.00	\$148,816.00
+ Penalty	\$9,698.15	\$10,565.25	\$0.00	\$2,878.61	\$0.00
+ Interest	\$0.00	\$4,581.93	\$0.00	\$0.00	\$0.00
+ Fees	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00
- Amount Paid	\$188,944.15	\$122,094.18	\$125,138.00	\$125,926.61	\$148,816.00
= Outstanding Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Special Assessments

Note: + sign indicates a multiple year assessment. Click on the + to view additional years.

Assess #	Year	Description	Initial Amount	Principal	Interest	Installment Amount	Remaining Balance	Deferred
S79250035C	2025	S79250035C Q3 DEL UTILITY	\$44,959.47	\$0.00	\$0.00	\$44,959.47	\$0.00	No

Note: Installment amount is the amount that will be included in the property tax total for the referenced payable year.

Remaining Balance is the amount eligible for prepayment. Prepayment must be paid in full by November 15th of the current year.

Please call the City of Saint Paul General Assessment line for payoff amounts or additional information concerning any Saint Paul assessment. You can reach them at 651-266-8858 or go to [Assessment Lookup](#).

Suburban property owners should call 651-266-2000 for detailed assessment information.

Tax Transaction History

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2025	3/1/2025	3/1/2025	Original	\$118,658.52	\$44,959.48	\$0.00	\$0.00	\$0.00	\$0.00	\$163,618.00
2024	10/3/2024	10/2/2024	Payment	(\$458.68)	(\$277.17)	\$0.00	\$0.00	\$0.00	\$0.00	(\$735.85)
2024	9/12/2024	9/12/2024	Payment	(\$101,279.04)	(\$61,193.41)	(\$735.85)	\$0.00	\$0.00	\$0.00	(\$163,208.30)
2024	8/27/2024	8/27/2024	Payment	(\$6,233.61)	(\$3,766.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	8/20/2024	8/20/2024	Payment	(\$3,763.65)	(\$2,274.05)	(\$3,962.30)	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	8/7/2024	7/30/2024	Payment Reversal	\$3,116.81	\$1,883.19	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2024	8/7/2024	7/30/2024	Payment Reversal	\$3,740.17	\$2,259.83	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
2024	8/7/2024	7/30/2024	Payment Reversal	\$2,094.99	\$1,265.77	\$0.00	\$0.00	\$0.00	\$0.00	\$3,360.76
2024	8/7/2024	7/30/2024	Payment Reversal	\$3,116.80	\$1,883.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2024	8/7/2024	7/30/2024	Payment Reversal	\$1,870.09	\$1,129.91	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
2024	8/7/2024	7/29/2024	Payment Reversal	\$3,116.83	\$1,883.17	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2024	8/7/2024	7/26/2024	Payment Reversal	\$5,879.59	\$3,552.49	\$567.92	\$0.00	\$0.00	\$0.00	\$10,000.00
2024	8/7/2024	7/26/2024	Payment Reversal	\$6,233.60	\$3,766.40	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
2024	8/7/2024	7/26/2024	Payment Reversal	\$6,233.59	\$3,766.41	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
2024	8/7/2024	6/25/2024	Payment Reversal	\$11,114.63	\$6,715.53	\$7,169.84	\$0.00	\$0.00	\$0.00	\$25,000.00
2024	8/7/2024	6/25/2024	Payment Reversal	\$6,233.59	\$3,766.41	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
2024	8/7/2024	6/25/2024	Payment Reversal	\$3,116.80	\$1,883.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2024	7/30/2024	7/30/2024	Payment	(\$3,116.80)	(\$1,883.20)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2024	7/30/2024	7/30/2024	Payment	(\$3,740.17)	(\$2,259.83)	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,000.00)
2024	7/30/2024	7/30/2024	Payment	(\$2,094.99)	(\$1,265.77)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,360.76)
2024	7/30/2024	7/30/2024	Payment	(\$1,870.09)	(\$1,129.91)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)
2024	7/30/2024	7/30/2024	Payment	(\$3,116.81)	(\$1,883.19)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2024	7/29/2024	7/29/2024	Payment	(\$3,116.83)	(\$1,883.17)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2024	7/26/2024	7/26/2024	Payment	(\$6,233.59)	(\$3,766.41)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	7/26/2024	7/26/2024	Payment	(\$6,233.60)	(\$3,766.40)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	7/26/2024	7/26/2024	Payment	(\$5,879.59)	(\$3,552.49)	(\$567.92)	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	7/22/2024	6/25/2024	Payment	(\$6,233.59)	(\$3,766.41)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2024	7/22/2024	6/25/2024	Payment	(\$11,114.63)	(\$6,715.53)	(\$7,169.84)	\$0.00	\$0.00	\$0.00	(\$25,000.00)
2024	7/22/2024	6/25/2024	Payment	(\$3,116.80)	(\$1,883.20)	\$0.00	\$0.00	\$25.00	\$0.00	(\$5,000.00)
2024	3/1/2024	3/1/2024	Original	\$111,734.98	\$67,511.02	\$0.00	\$0.00	\$0.00	\$0.00	\$179,246.00
2023	8/9/2024	8/9/2024	Payment	(\$4,702.07)	\$0.00	\$0.00	(\$31.35)	\$0.00	\$0.00	(\$4,733.42)
2023	8/7/2024	7/30/2024	Payment	(\$3,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)
2023	8/7/2024	7/30/2024	Payment	(\$3,360.76)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,360.76)
2023	8/7/2024	7/30/2024	Payment	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2023	8/7/2024	7/30/2024	Payment	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2023	8/7/2024	7/30/2024	Payment	(\$6,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,000.00)
2023	8/7/2024	7/29/2024	Payment	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2023	8/7/2024	7/26/2024	Payment	(\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2023	8/7/2024	7/26/2024	Payment	(\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,000.00)
2023	8/7/2024	7/25/2024	Payment	(\$24,859.17)	\$0.00	\$0.00	(\$115.83)	(\$25.00)	\$0.00	(\$25,000.00)
2023	7/22/2024	7/11/2024	Payment Reversal	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2023	7/22/2024	7/2/2024	Payment Reversal	\$9,490.58	\$0.00	\$0.00	\$509.42	\$0.00	\$0.00	\$10,000.00
2023	7/22/2024	6/25/2024	Payment Reversal	\$10,509.26	\$0.00	\$10,565.25	\$3,900.49	\$25.00	\$0.00	\$25,000.00
2023	7/11/2024	7/11/2024	Payment	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)
2023	7/2/2024	7/2/2024	Payment	(\$9,490.58)	\$0.00	\$0.00	(\$509.42)	\$0.00	\$0.00	(\$10,000.00)
2023	6/25/2024	6/25/2024	Payment	(\$10,509.26)	\$0.00	(\$10,565.25)	(\$3,900.49)	(\$25.00)	\$0.00	(\$25,000.00)
2023	1/1/2024	1/1/2024	Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
2023	3/14/2023	12/7/2022	Payment	(\$20,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)
2023	3/1/2023	3/1/2023	Original	\$106,922.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,922.00

Sales

Date	eCRV #	Sale Price	State Study Recommendation	State Study Reject Reason	Cnty Stdy Rec
3/1/1994	-	\$2,725,000	N		N
8/14/2007	-	\$3,300,000	Y		Y
8/30/2022	-	\$0			
3/6/2025	-	\$0			

Statements and Notices

2025

[Proposed Tax Statement](#)

2024

[Value Notice](#)[Tax Statement](#)[Payment Stubs](#)[Proposed Tax Statement](#)

2023

[Value Notice](#)[Tax Statement](#)[Payment Stubs](#)[Proposed Tax Statement](#)

2022

[Value Notice](#)[Tax Statement](#)[Payment Stubs](#)[Proposed Tax Statement](#)

2021

[Value Notice](#)[Tax Statement](#)[Payment Stubs](#)[Proposed Tax Statement](#)

2020

[Value Notice](#)[Tax Statement](#)[Payment Stubs](#)[Proposed Tax Statement](#)

State of Minnesota

The Property Tax Refund Program is administered by the State of Minnesota. For information regarding the program, please call 651-296-3781.

[Form M1PR\(Property Tax Refund\)](#)

Photos



27123-092923320002

No data available for the following modules: Pay Property Tax, Multi-Parcel Link, Delinquent Taxes.

Exhibit 1

The information in this web site represents current data from a working file which is updated daily (see Last Data Upload at bottom of page for the timing of the last update). Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, expressed or implied, is provided for the data herein, or its use.
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[Contact Us](#)





Community Development Department
2660 Civic Center Drive Roseville, Minnesota 55113, 651-792-7013

2025 Hotel License Program

BUILDING AND COMMON AREAS INSPECTION CHECKLIST

This inspection checklist is intended as a guide to assist inspection personnel in identifying general fire and life safety hazards. PLEASE BE ADVISED that other code requirements may apply and require timely compliance.

Red and Green items may require immediate correction.

PROPERTY OWNER INFORMATION	RENTAL PROPERTY INFORMATION
Owner name: Milwaukee 45 Hospitality LLC	Rental Address: 2401 Prior Avenue N
Mailing address: 2401 Prior Ave. N, ROseville	Property Name: Norwood Inn & Suites
Property Manager:	Property ID: 092923320002
Email:	Email:

GENERAL INFORMATION
Number of Units:
Present: ☒ Swimming Pool ☒ Hot Tub/Spa ☐ Sauna ☐ Commercial Kitchen

DOCUMENTATION FROM OTHER AGENCIES

Fire Marshall Inspections	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Date of Last Fire Sprinkler Inspection:	Vent Hood Cleaning Permits? ☐ Yes ☐ No
Date of Last Alarm Inspection:	
Does Building have formal CO Monitoring Agreement? ☐ Yes ☐ No	
Comments:	
Health Department	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	
Building Department	
Open Permits? ☒ Yes ☐ No	Work Without Permits Observed/Suspected: ☒ Yes ☐ No
Police Department	
Repeat Nuisance? ☐ Yes ☐ No	
Other Concerns:	
Elevator	
State:	
Date of Last Inspection:	Documentation Received? ☐ Yes ☐ No
Comments:	

A**EXTERIOR PROPERTY AND STRUCTURE: BMPA Unless Noted Otherwise, Green items reference MSFC:**

	BMPA		P	F	N/A		BMPA		P	F	N/A
A.1	906.05	Clean, safe & sanitary / no uncontained debris / litter	☐	☐	☐	A.18	906.05	Junk vehicles/under repair outside garage	☒	☐	☐
A.2	906.05	Standing water or erosion	☒	☐	☐	A.19	906.05	Free from graffiti	☐	☒	☐
A.3	906.05	Sidewalks/driveways free of hazards	☐	☒	☐	A.20	906.05	Approved garbage containers with tight fitting lids - In enclosure (if required) – out of public view	☒	☐	☐
A.4	906.05	Weeds/grasses in excess of 8 inches	☒	☐	☐	A.21	906.05	Site Lighting (5 foot candles for general parking/pedestrian, 50 foot candles @ entry/exit) IBC 1011.01	☒	☐	☐
A.5	906.05	Evidence of rodent harborage / vermin / insect infestation	☒	☐	☐	A.22	906.05	Ground Cover/Landscape elements in place – no bare ground (20 sq. ft.)	☒	☐	☐
A.6	906.05	Accessory structures in good repair	☐	☐	☒	A.23	906.05	Surfaces in good repair	☐	☒	☐
A.7	906.05	Address numbers 4" tall & visible from street	☒	☐	☐	A.24	906.05	Foundation walls in good repair	☒	☐	☐
A.8	906.05	Structural members in good repair	☐	☐	☐	A.25	906.05	Exterior walls in good repair	☐	☒	☐
A.9	906.05	Exterior walls in good repair	☐	☒	☐	A.26	906.05	Stairways, decks, porches, balconies in good repair	☐	☒	☐
A.10	906.05	Chimneys and towers in good repair	☐	☐	☐	A.27	906.05	Handrails and guardrails firmly fastened	☒	☐	☐
A.11	906.05	Roof and drainage in good repair	☐	☐	☐	A.28	906.05	Overhang extensions in good repair	☒	☐	☐
A.12	906.05	Decorative features in good repair	☐	☐	☐	A.29	506F.D	Key box present/maintained	☒	☐	☐
A.13	503.3, 503.4	Fire lanes marked/ unobstructed	☒	☐	☐	A.30	912F.D	Connections Visible/maintained	☒	☐	☐
A.14	507	Fire hydrants/ water supply accessible	☒	☐	☐	A.31	312 603.9	Gas meter / piping protected against impact	☒	☐	☐
A.15	304.2, 315.4	Combustible accumulations/storage acceptable	☒	☐	☐	A.32	304.3.3	Dumpsters are outside and 5 ft. or more from combustible walls, openings, or combustible roof eave lines	☒	☐	☐
A.16	701	Fire rated construction present/maintained	☐	☒	☐	A.33	1103.4	Vertical openings protected	☐	☐	☐
A.17	1105.3	Incidental use areas separated/sprinklered	☐	☐	☐				☐	☐	☐

P = Pass F = Fail, Needs Correction

B**COMMON AREAS**

	BMPA		P	F	N/A		BMPA		P	F	N/A
B.1	906.05	Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch	☐	☐	☐	B.7	906.05	Dining Area (Common)	☐	☐	☐
B.2	906.05	Windows and frames in good repair, operable condition	☐	☒	☐	B.8	906.03	Fire-rated assemblies maintained	☐	☐	☐
B.3	906.05	Floor surface covering in good repair sanitary clean	☐	☒	☐	B.9	906.05	Handrails and guardrails firmly fastened	☐	☐	☐
B.4	906.08	Lighting fixtures as required	☐	☒	☐	B.10	906.08	Electrical system hazards found	☐	☒	☐
B.5	906.05	Wall surface in good repair	☐	☐	☐	B.11	906.05	Dining Area (Common)	☐	☐	☐
B.6	906.05	Fire doors operate properly, latch, etc	☐	☒	☐				☐	☐	☐

C**COMMON AREA BATHROOM**

	BMPA		P	F	N/A		BMPA		P	F	N/A
C.1	906.07	Separate bathroom with toilet, sink, & tub or shower	☐	☐	☐	C.7	906.06	Door for privacy, in good repair, securely attached	☐	☐	☐
C.2	906.05	Wall surface in good repair	☐	☐	☐	C.8	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
C.3	906.05	Windows and frames in good repair, operable condition	☐	☐	☐	C.9	906.07	Hot and/or cold water to all fixtures	☐	☐	☐

C.4	906.05	Floor surface in good repair	☐	☐	☐	C.10	906.08	Has at least one electrical receptacle	☐	☐	☐
C.5	906.06	Bathroom & toilet room properly ventilated (Operable window or functional mechanical fan)	☐	☐	☐	C.11	906	GFCI if within 6 ft of a water source	☐	☐	☐
C.6	906.08	Electrical system hazards found	☐	☒	☐	C.12	906.07	Plumbing system hazards found	☐	☒	☐

D LAUNDRY AND UTILITY / MECHANICAL ROOMS / ELECTRICAL

	BMPA		P	F	N/A		BMPA		P	F	N/A
D.1	906.07	Plumbing system hazards found	☐	☒	☐	D.13	906.06	Clothes dryer exhaust vented properly to exterior	☐	☐	☐
D.2	906.08	Mechanical equipment properly installed & maintained	☐	☒	☐	D.14	906.08	Laundry area - one grounded-type receptacle or GFCI	☐	☐	☐
D.3	906.08	Combustion air supply is adequate for fuel-burning equip	☐	☐	☐	D.15	906.07	Visible mold, signs of moisture or leaks	☐	☐	☐
D.4	906.08	Electrical system hazards found	☐	☒	☐	D.16	906.07	Water heater correctly installed	☐	☒	☐
D.5	906.08	Furnaces, boilers correctly installed	☐	☐	☐	D.17	906	Carbon Monoxide Alarms installed in rooms or spaces with gas-burning appliances	☐	☐	☐
D.6	603.1	Shut off valves present on gas appliances	☐	☐	☐	D.18	315.3.3, 603.5.3	Adequate clearance between combustibles and appliances	☐	☒	☐
D.7	603.1.2	Approved piping, connections, & appliances used	☐	☒	☐	D.19	607.3.3	Commercial kitchen hood ducts/filters are clean	☐	☐	☐
D.8	603.1	Combustion air supply/ venting present	☐	☒	☐	D.20	604.5	Extension cords not substituted for fixed wiring	☐	☒	☐
D.9	604.1 604.6	No electrical hazards	☐	☒	☐	D.21	604.4.1	Power strips properly used	☐	☒	☐
D.10	604.7	Appliances/ fixtures in good condition	☐	☒	☐	D.22	604.3	Access/clearance to electrical panels	☐	☒	☐
D.11	604.1	Overcurrent protection present	☐	☐	☐	D.23	604.3.1	Electrical rooms labeled	☒	☐	☐
D.12	604.4	Multi-plug adapters per NFPA 70	☐	☐	☐				☐	☐	☐

E SWIMMING POOL / HOT TUB / SPA

	BMPA		P	F	N/A		BMPA		P	F	N/A
E.1	303	Exterior: surrounded by fence or barrier min. 48" high OR ASTM F1346 safety cover	☐	☒	☐	E.3	605	Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	☐	☐	☐
E.2	303	Gate is self-closing, self-latching	☐	☐	☒	E.4	605	Backflow	☐	☒	☐

F STORAGE AREAS

	BMPA		P	F	N/A		BMPA		P	F	N/A
F.1	906.05	Wall surface in good repair	☐	☒	☐	F.7	906.05	Floor surface/covering in good repair/sanitary/clean	☐	☒	☐
F.2	906.07	Visible mold, signs of moisture or leaks	☒	☐	☐	F.8	906.08	LIGHTING FIXTURES AS REQUIRED	☐	☒	☐
F.3	315.3	Storage Neat and orderly	☐	☒	☐	F.9	315.3.1	Storage maintained 2' below ceiling in unsprinklered, 18" sprinklered	☐	☐	☐
F.4	315.3.3	Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms	☐	☒	☐	F.10	304.3.1	Rubbish waste subject to spontaneous ignition shall be disposed of daily and in listed container	☐	☐	☐
F.5	315.3.4	Attic storage	☐	☐	☒				☐	☐	☐
F.6	906.05	Wall surface in good repair	☐	☒	☐				☐	☐	☐

	BMPA		P	F	N/A		BMPA		P	F	N/A
G.1	906.09	Safe, continuous, unobstructed path of travel	☐	☒	☐	G.25	906.09	SMOKE DETECTORS REQUIRED: on each story	☐	☒	☐
G.2	906.09	Doors, bars, grilles, grates over emergency escape openings are readily operable from inside, without keys or special knowledge	☐	☒	☐	G.26	906.09	SMOKE DETECTORS REQUIRED Inside each sleeping room/space or area	☐	☒	☐
G.3	906.09	Adequate emergency egress from all habitable spaces	☐	☒	☐	G.27	906.09	SMOKE DETECTORS REQUIRED Outside of each sleeping area (in vicinity of sleeping room/space or area)	☐	☐	☐
G.4	906.09	Fire doors not blocked, obstructed or inoperable	☐	☒	☐	G.28	299F.50	Carbon Monoxide Detectors Required within 10 feet of each sleeping area	☐	☐	☐
G.5	1004.2 1006	Adequate number of exits	☒	☐	☐	G.29	1013, 1104.3	Exit signs present and operational	☒	☐	☐
G.6	1030 1104.26	Second means of egress from sleeping rooms	☐	☒	☐	G.30	1108 1104.5	Emergency lighting present and operational	☒	☐	☐
G.7	1031	Exits, aisles, & corridors free of obstructions	☐	☒	☐	G.31	8804	Interior finish acceptable	☐	☒	☐
G.8	1010	Exit doors open from inside	☒	☐	☐	G.32	1020.1 1103.4	Exit corridors rated	☐	☒	☐
G.9	901.6 901.7	Control panel/annunciator panel in normal condition (no trouble or alarm conditions)	☐	☐	☐	G.33	907 1103.7.4	Detectors properly installed	☒	☐	☐
G.10	907.8	Fire Alarm & Detection Systems; Tested / inspected at least annually	☐	☐	☐	G.34	907.2.10	Single station smoke detectors present in each sleeping room	☐	☐	☐
G.11	907.2.8 1103	Fire alarm system installed where required	☐	☐	☐	G.35	905 1103.6	Standpipes needed	☐	☐	☐
G.12	905.2	Standpipes/ hoses in good condition	☐	☐	☐	G.36	904.12.2	Hood system fuel shut off present (other fire protection systems)	☐	☐	☒
G.13	905.2	Adequate coverage (Other fire protection systems)	☐	☐	☐	G.37	607.3 904.12.5	Hood system properly maintained/serviced (other fire protection systems)	☐	☐	☒
G.14	5705	Flammable/combustible liquids; Safety containers if used	☐	☐	☐	G.38	906.5	Fire Extinguishers readily accessible	☒	☐	☐
G.15	5704	Flammable/combustible liquids; Not stored/ kept near exits	☐	☐	☐	G.39	906.1 906.3	Fire Extinguishers; travel distance not exceeded	☒	☐	☐
G.16	5704	Flammable/combustible liquids; No sources of ignition	☐	☐	☐	G.40	901.6.1	Fire Extinguishers; tested/inspected at least annually	☐	☒	☐
G.17	5704.3. 4.4	Flammable/combustible liquids; Quantities > 10 gals in cabinet	☐	☐	☐	G.41	5303.5	Compressed gas cylinders secured	☐	☐	☐
G.18	5704	Flammable/combustible liquids; No basement storage unless sprinklered	☐	☐	☐	G.42	5003.5	Hazardous materials rooms/areas properly labeled	☐	☐	☐
G.19	5705.3. 7.5.1	Flammable/combustible liquids; Adequate ventilation	☐	☐	☐	G.43	5003.1.1	Hazardous materials; Acceptable quantities	☐	☐	☐
G.20	903.3.1	Sprinkler system; coverage is adequate	☐	☐	☐	G.44	5003.9.8	Hazardous materials; Separation of incompatible materials	☐	☐	☐
G.21	509.2	Sprinkler system; controls are readily accessible	☐	☐	☐	G.45	903.4	Sprinkler system; system & valves supervised (. 6 sprinklers new, ≥ 100 existing)	☐	☐	☐
G.22	903.4..4	Sprinkler system; Valves locked open	☐	☐	☐	G.46	903.3.1	Sprinkler system; wrench/ spare sprinklers are present	☐	☐	☐
G.23	903.3.1	Sprinkler heads in good condition	☐	☒	☐	G.47	901.6.1	Sprinkler system; tested/inspected at least annually	☐	☐	☐
G.24	509.1	Sprinkler system; Riser / pump rooms labeled	☐	☐	☐				☐	☐	☐

COMMON AREAS – CORRECTIONS REQUIRED

NOTES:

See attached Inspection Report

Units Inspected – Corrections Required

Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
101	102	103	104	105	106	107	108
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	
110	112	113	115	116	117		119:
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
120	121	122	124	125	127	129	131
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
133	135	140	141	142	143	144	145
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
146	147	148	149	151	152	153	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
157	159	163	165	167	169	170	
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
171	172	174	201		203	204	205
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
206	207	208	210	211	212	213	214
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
220	222	224	225	226	228	229	230
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
231	232	233	234	235	236	238	241
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
242	243	244	245	246	247	250	251
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
253	254	256	258	260	262	266	268
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
269	270	271	272	273	301	302	303
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
304	305	306	307	308	310	311	312
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
313	314	316	317	318	319	321	322
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
324	326	329	330	331	333	334	335
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
336	337	340	342	343	345	347	352
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
353	354	355	356	357	360	362	364
Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:	Unit #:
366	348	349	369	371	373	372	

October 18, 2024

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. The fire sprinkler system
 - b. The fire alarm system
 - c. Fire hydrants,
 - d. Backflow preventers – plumbing and fire sprinkler.
 - e. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - f. Ramsey County Environmental Health.
2. South side, exterior of building, electrical socket without a cover.
3. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
4. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
5. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
6. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
7. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
- 8. Provide a report from a certified Fire Engineer addressing the following issues:
 - a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
- 9. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. A sprinkler permit may be necessary, depending on scope of repair.
- 10. Provide a report that all dryer exhaust ducts are free of combustible debris.
- 11. Provide backflow test tags or reports for Sprinkler System. None observed on site.
- 12. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.

- d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
13. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
14. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be completed under issued permits from the City.
15. Electrical work has been done without permits throughout the building. Electrical hazards observed.

16. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
17. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
18. Expired fire extinguisher 2nd mechanical room in pool area.
19. Uncovered electrical socket near door to pool heater room.
20. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
21. Common area laundries all three floors have fasteners that protrude into exhaust piping in dryer vents.
22. Laundry room exhibited an accumulation of dust/lint throughout.
23. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
24. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
25. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
26. Storage 7 - Hole in fire-rated ceiling.
27. Storage 8 - Hole in fire-rated ceiling by smoke detector.
28. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
29. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
30. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.

31. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. Observed unpermitted alterations to electrical system.
32. Storage room 111 –
 - a. No path of egress.
 - b. Missing escutcheon on sprinkler heads.
33. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.
34. Wires from electrical panels penetrate fire-rated ceiling without fire stop.
35. Washing machine pump controls are hanging by wires.
36. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.
37. Exit door in South stairwell does not close or latch.
38. 2nd floor common area laundry has broken escutcheon on sprinkler head.
39. 3rd floor employee room –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Cooking appliance has been installed, no hood/exhaust provided. Electrical connection completed without permit.
 - c. Walls and stove are grease laden.
 - d. Windows are inoperable.
 - e. Fire extinguisher expired, not mounted.
40. Improper plumbing connections on all ice machines.
41. Roseville Room:
 - a. Sink trap penetrates fire-rated wall without a proper firestop.
 - b. Extension cords used as permanent wiring.

- c. Multiple holes in fire-rated assemblies.
- 42. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.
- 43. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

- 1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard. Accessible entrance at front entry has surface difference in excess of ½”.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.
- 9. Wall in disrepair near door to pool heater room.
- 10. Loose escutcheon on shower head, common area bathroom.
- 11. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
- 12. Storage Room 11 - missing floor tiles.

13. Storage Room 13 - missing floor tiles.
14. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
15. Storage Room 14 – missing floor tiles.
16. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
17. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
18. An inspection was never scheduled for two water heaters installed on permit P18-0202
19. Laundry chute is laden with lint.
20. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.

5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.

26. 145 – Inoperable phone, loose electrical plates, inoperable window.
27. 146 – No phone.
28. 148 - Holes in fire-rated wall in bathroom.
29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
34. 170 – Inoperable window, loose cable escutcheon, no phone.
35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
36. 174 Holes in fire-rated walls, no phone.
37. 201- Damaged electrical outlet in bathroom.
38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
41. 206- Loose escutcheon on sprinkler head.
42. 207 - No phone.
43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
44. 211 –Inoperable phone.
45. 210 – Open electrical socket.
46. 213 – No phone.
47. 215– No phone.
48. 216 – Missing windowpanes, cable cover plate broken.

49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
51. 222 – Inoperable smoke detector.
52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
54. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
58. 235 –Holes in fire-rated wall, missing electrical plate.
59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
60. 242 –Door does not latch or close.
61. 242 – Used for storage, needs signage.
62. 243 – Hole in fire-rated floor behind dresser near window.
63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – Open electrical socket, missing windowpane.
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.

73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
89. 332 - Door doesn't latch
90. 333- Electrical outlet painted over.
91. 334- Inoperable phone.
92. 335 Toilet lid broken, jagged edge. Inoperable phone.
93. 337 - Unit door does not latch. No clothes storage rack.
94. 340 - No phone.
95. 342 - Window doesn't latch
96. 343 - Damaged electrical plate in bathroom.
97. 347 - Window doesn't latch.
98. 352- No phone.
99. 353 - Inoperable phone. No lock between attached rooms.
100. 354 - Door does not latch.

- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
Signage must reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.
- 9. 146 – Bathroom door in disrepair and does not close.
- 10. 201 Graffiti under sink, inoperable bath fan.
- 11. 204 – Tub faucet is damaged, used for storage.
- 12. 207 - Damaged window screen, peeling caulk at base of toilet.
- 13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 14. 210 – Ceiling in disrepair, used for storage.
- 15. 216 – Shower escutcheon loose.
- 16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 17. 222 – Apparent water damage.
- 18. 223- Escutcheon loose at grab bars.
- 19. 225- Used for storage, needs signage.
- 20. 230 – Multiple lights burned out in bathroom.

21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.
39. 312 - Window screen in disrepair, carpet in disrepair.
40. 316 - Window screen in disrepair.
41. 317- Used for storage, bath enclosure in disrepair.
42. 318- Exposed screws on base of toilet.
43. 321- Window screen in disrepair.
44. 326 –Note: small amount of mildew bathroom ceiling.
45. 330 - Wall damaged behind door, subfloor in disrepair.
46. 331 –Bathroom door in disrepair.
47. 332 - Missing caulk base of toilet. Minor leak tub.
48. 333- Used for storage.
49. 334 -Inoperable bath fan.
50. 337 - Bathroom door latch and knob inoperable.

- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.



Roseville Inspection Report

Demographics

Name: NORWOOD INN and SUITES [2401]**Address:** 2401 Prior Avenue North Roseville,
MN 55113

General

Inspection Type: Inspection - Lodging**Passed?:** No**Date Completed:** 10/15/2024**Inspector:** DuBay, Chris**Inspection Number:** INSP20241015-0574

Violations

See Inspector Notes for Violation description

Inspector Notes

Notes: The Roseville Fire Department conducted an annual inspection of the Norwood Inn and Suites on 10/15/2024. The inspection was conducted in conjunction with the Roseville Hotel License Ordinance. Separate reports are prepared by City staff and will be sent to property. The following violations were noted by the Fire Department:

Pool Area:

- 1) Mechanical room - Fire extinguisher expired
- 2) Mechanical room - Maintain 36" clear space around appliances, remove storage accumulation

Common and Employees Areas:

- 3) Room 109/111 (Maintenance Shop) - Missing escutcheon rings on sprinkler assemblies X 2
- 4) 3rd Floor Employee Break Room - Fire extinguisher not mounted and expired
- 5) Laundry room exhibited an accumulation of dust/lint throughout
- 6) Provide all inspection, testing and maintenance records for the fire sprinkler, fire alarm and fire hydrants

First Floor:

- 7) #106 - Multi-plug adapter in use
- 8) #107 - Smoke detector did not operate ****CORRECTED****
- 9) #121 - Smoke detector did not operate ****CORRECTED****

Second Floor:

- 10) Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements
- 11) #230 - Smoke detector hanging, repair or replace mounting plate

Third Floor:

- 12) #324 - Smoke detector missing
- 13) #357 - Egress blocked, Accumulation, Update room labeling to reflect employee room/storage
- 14) #360 - Missing escutcheon ring/bell on fire sprinkler assembly

Signatures

Signature Graphic

Name

A handwritten signature in blue ink, appearing to read 'CDuBay', is enclosed within a black rectangular border.

Chris DuBay
Inspector

Inspections Phone: 651- 792 - 7340

Email: fireinspections@cityofroseville.com

Thank you for attending the Hotel Licensing re-inspection for 2401 Prior Avenue on March 3, 2025. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. Backflow preventers – plumbing and fire sprinkler. **Backflow reports not received, not testing tags observed on site.**
2. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.” **No carbon monoxide detectors have been installed since initial inspection. Manager acknowledged the State Statute and requested an approximate 3-6 month extension for installation of required detectors.**
3. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.” **Management requests that one staff member be permitted to live on site.**
4. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.
 - b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.

This has not been done, management requested more time, as this is “too burdensome” (in their opinion) to complete at this time.

5. Provide a report from a certified Fire Engineer addressing the following issues:

- a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
- b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
- c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.

This has not been done, management requested more time, as this is “too burdensome” to complete at this time.

- 6. Provide a report that all dryer exhaust ducts are free of combustible debris. Not received.
- 7. Provide backflow test tags or reports for Sprinkler System. None observed on site. Not received.
- 8. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. Not corrected.
- 9. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
 - a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.
 - e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

- f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.

No mechanical permits have been submitted with the City.

10. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:

- a. Improper plumbing connections on pool and spa equipment.
- b. No record of annual backflow testing on pool equipment.
- c. Improper installation of trap on 3-compartment sink in dining area. Not required as no food service currently at location.
- d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. Initial report stated, "Correct Immediately" not corrected at reinspection.
- e. Improper plumbing connections on all ice machines. Machines removed from service but still connected to water supply.
- f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
- g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.

No plumbing permits have been submitted to the City.

11. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from

level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.

No permits have been submitted to the City. Management stated they have patched fire-rated assemblies without permits.

12. Electrical work has been done without permits throughout the building. Electrical hazards observed. No electrical permits have been submitted. Hazardous conditions remain on site.
13. Provide documentation that spa luminaires are under 15 V or have GFCI protection.
14. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches. Not received by City.
15. Expired fire extinguisher 2nd mechanical room in pool area. No corrections observed.
16. Common area laundries all three floors have screws in dryer vents. No corrections observed.
17. Storage Room 3 – power strip and extension cord used in place of permanent wiring. No corrections observed.
18. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
19. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling. No corrections observed.
20. Storage 7 - Hole in fire-rated ceiling. No corrections observed.
21. Storage 8 - Hole in fire-rated ceiling by smoke detector. No corrections observed.
22. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels. No corrections observed.

23. Storage room behind 3rd floor vending machine -

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Plywood wall behind electrical panels.

No corrections observed.

24. Storage Room 14 –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Electrical hazards observed.
- c. Electrical work without permit observed.

No corrections observed.

25. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. No corrections observed.

26. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

No corrections observed.

27. Improper firestop of penetration in fire-rated ceiling in elevator equipment room. No corrections observed.

28. Wires from electrical panels penetrate fire-rated ceiling without fire stop. No corrections observed.

29. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls. No corrections observed.

30. 2nd floor common area laundry has broken escutcheon on sprinkler head.

31. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

No corrections observed.

32. Improper plumbing connections on all ice machines. No corrections observed.

33. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

No corrections observed.

34. Units that are used for storage and not available for guests need door signage indicating storage use. Some units have had signs added, but not all have proper signage.

Provide a plan of corrective action, in writing, within 30 days:

- 1. Soffits in disrepair on south and west side of building.
- 2. Numerous and widespread potholes in parking lot.
- 3. Downspouts detached from structure.
- 4. Sidewalks in disrepair, tripping hazard.
- 5. South side exterior steps in disrepair
- 6. Graffiti on signpost SW side of parking lot
- 7. Main entry doors do not have locks, there are open holes where locks were.
- 8. Fluorescent lights missing covers throughout building.

9. Loose escutcheon on shower head, common area bathroom.

Written plan of corrective action not submitted. No corrections observed to items 1 – 9 above.

10. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system. No corrections observed.

11. Storage Room 11 - missing floor tiles. No corrections observed.

12. Storage Room 13 - missing floor tiles. No corrections observed.

13. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
No corrections observed.

14. Storage Room 14 – missing floor tiles. No corrections observed.

15. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair. No corrections
observed.

16. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on
sprinkler assemblies. No corrections observed.

17. An inspection was never scheduled for two water heaters installed on permit P18-0202 No
corrections observed.

18. Laundry chute is laden with lint. Section at first floor has been cleaned.

19. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-
rated assembly. No permits have been submitted.

Unit violations that must be corrected within 5 days:

Unit repairs listed below. Minimal corrections observed at re-inspection. No phones have been added. No trap wrap has been added. No carbon monoxide detectors have been added. Rooms with fire and water damage have had work done without permits, including patches to fire-rated assemblies.

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
3. 105- Window inoperable, phone inoperable, door does not close or latch.
4. 106 – Multi-plug adapter in use.
5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
6. 110 – No phone.
7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.
8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
11. 117 - Lock is inoperable.
12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
14. 121 – Inoperable smoke detector.
15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
17. 125 – Inoperable window.
18. 127 - Holes in fire-rated wall in bathroom.
19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
20. 131 - Holes in fire-rated wall in bathroom.
21. 133- Used for storage, open electrical sockets in bathroom and living room.
22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
23. 141 - Holes in fire-rated wall in bathroom.
24. 142 - Holes in fire-rated wall in bathroom.
25. 143 – Hinge broken on unit door.
26. 145 – Inoperable phone, loose electrical plates, inoperable window.
27. 146 – No phone.
28. 148 - Holes in fire-rated wall in bathroom.
29. 151 – Carpet in disrepair at threshold, no clothes rack provided.
30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
34. 170 – Inoperable window, loose cable escutcheon, no phone.
35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
36. 174 Holes in fire-rated walls, no phone.
37. 201- Damaged electrical outlet in bathroom.
38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).

39. 204 –Damaged electrical outlet in bathroom, inoperable lock.
40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
41. 206- Loose escutcheon on sprinkler head.
42. 207 - No phone.
43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
44. 211 –Inoperable phone.
45. 210 – Open electrical socket.
46. 213 – No phone.
47. 215– No phone.
48. 216 – Missing windowpanes, cable cover plate broken.
49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable phone.
50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
51. ~~222 – Inoperable smoke detector.~~
52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
54. 230 – ~~Smoke detector inoperable and hanging by wires, inoperable phone.~~
55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
58. 235 –Holes in fire-rated wall, missing electrical plate.
59. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
60. 242 –~~Door does not latch or close.~~ Does not self-close as required
61. 242 – Used for storage, needs signage.
62. 243 – Hole in fire-rated floor behind dresser near window.

63. 246 - Hole in fire-rated wall in bathroom, no phone.
64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
65. 248 – Electrical outlet cover damaged, inoperable phone.
66. 251 – ~~Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.~~ **Used for storage, needs sign**
67. 253 – Electrical outlets are painted and missing covers, inoperable phone.
68. 254 – Exposed screws on toilet base, inoperable lock.
69. 256 – ~~Open electrical socket, missing windowpane.~~ **Used for storage, needs sign**
70. 262 – Electrical sockets open and missing plates.
71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
72. 266 – No phone.
73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
74. 270 – No clear path of travel, missing windowpanes.
75. 271 – Hole in fire-rated wall in bathroom.
76. 301 and 303 – units are fire damaged.
77. 302 – No phone, inoperable window
78. 305- Cord to phone is taped on and phone is inoperable.
79. 308 – Inoperable window.
80. 314 – Inoperable phone, door does not close or latch.
81. 319 – Loose sprinkler head escutcheon in bathroom.
82. No phone, door does not latch.
83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Inoperable lock.
84. 322 – Broken electrical cover in bathroom, window does not latch.
85. 324 – No smoke detector.
86. 326 – Door does not latch.
87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower.
88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.

- 89. 332 - Door doesn't latch
- 90. 333- Electrical outlet painted over.
- 91. 334- Inoperable phone.
- 92. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 93. 337 - Unit door does not latch. No clothes storage rack.
- 94. 340 - No phone.
- 95. 342 - Window doesn't latch
- 96. 343 - Damaged electrical plate in bathroom.
- 97. 347 - Window doesn't latch.
- 98. 352- No phone.
- 99. 353 - Inoperable phone. No lock between attached rooms.
- 100. 354 - Door does not latch.
- 101. 355 - Inoperable phone
- 102. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.
Signage reflect employee lounge/storage.
- 103. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler
escutcheon. Hole around sprinkler head in ceiling.
- 104. 366 – Inoperable phone, inoperable lock on door.
- 105. 369 – PTAC heater scorch mark on top.
- 106. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 1. 101- Loose escutcheon.
- 2. 110 –Peeling paint back of door.
- 3. 112 - Bathroom wall in disrepair.
- 4. 125 – Peeling paint on bath fan.
- 5. 127 - Window screen in disrepair.
- 6. 129 - Bath fan needs maintenance.
- 7. 140 - Screws exposed on toilet base, inoperable fan in office.
- 8. 144 – Used for storage, shower control removed.

9. 146 – Bathroom door in disrepair and does not close.
10. 201 Graffiti under sink, inoperable bath fan.
11. 204 – Tub faucet is damaged, used for storage.
12. 207 - Damaged window screen, peeling caulk at base of toilet.
13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
14. 210 – Ceiling in disrepair, used for storage.
15. 216 – Shower escutcheon loose.
16. 217 – Carpet in disrepair at threshold, window screen in disrepair.
17. 222 – Apparent water damage.
18. 223- Escutcheon loose at grab bars.
19. 225- Used for storage, needs signage.
20. 230 – Multiple lights burned out in bathroom.
21. 232 - Threshold transition strip missing at bathroom, no bath fan.
22. 233- No bath fan.
23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
24. 238 – Loose escutcheon.
25. 246 - Subfloor in disrepair.
26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
27. 250 – Subfloor in disrepair, hole in wall.
28. 254 – Exposed screws on toilet base.
29. 256 – Exposed screws on toilet base.
30. 260 – Bathroom door in disrepair.
31. 262 –Bathroom door doesn't latch.
32. 264 – Bath fan needs maintenance.
33. 270 – Used for storage, no bath fan.
34. 271 –Missing caulk at base of toilet.
35. 304- Wall in disrepair, inoperable bath fan.
36. 307- Window screen in disrepair.
37. 308 – Bathroom door in disrepair.
38. 310 - Window screen in disrepair.

- 39. 312 - Window screen in disrepair, carpet in disrepair.
- 40. 316 - Window screen in disrepair.
- 41. 317- Used for storage, bath enclosure in disrepair.
- 42. 318- Exposed screws on base of toilet.
- 43. 321- Window screen in disrepair.
- 44. 326 –Note: small amount of mildew bathroom ceiling.
- 45. 330 - Wall damaged behind door, subfloor in disrepair.
- 46. 331 –Bathroom door in disrepair.
- 47. 332 - Missing caulk base of toilet. Minor leak tub.
- 48. 333- Used for storage.
- 49. 334 -Inoperable bath fan.
- 50. 337 - Bathroom door latch and knob inoperable.
- 51. 340 - Leaking bathtub faucet, water-stained tub.
- 52. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 53. 346 - No caulk base of toilet.
- 54. 347 - Bath fan needs maintenance.
- 55. 348 - Window screen in disrepair.
- 56. 349 - Window screen in disrepair.
- 57. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 58. Room 356 - Window latch is loose
- 59. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 60. 364 – Unit out of service, uncapped plumbing pipe.
- 61. 371- Inoperable bath fan.
- 62. 373- Bath fan needs maintenance.

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

35. Provide all testing, inspection, and maintenance records for:
 - b. The fire sprinkler system
 - c. The fire alarm system
 - d. Fire hydrants,
 - e. Backflow preventers – plumbing and fire sprinkler.
 - f. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - g. Ramsey County Environmental Health.
36. South side, exterior of building, electrical socket without a cover.
37. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. “Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes.”
38. City Code Section 317.04A #10 states, “No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.”
39. City Code Section 317.04A 12 g states that, “Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter” shall be provided.
40. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act
41. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:
 - a. Widespread electrical work throughout the building without permits.

- b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,
 - c. Plywood and combustible materials in close proximity to electrical panels.
 - d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.
42. Provide a report from a certified Fire Engineer addressing the following issues:
- a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.
 - b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.
 - c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.
43. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements.
44. Provide a report that all dryer exhaust ducts are free of combustible debris.
45. Provide backflow test tags or reports for Sprinkler System. None observed on site.
46. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:
- a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.
 - b. Address combustion air, fresh air, open/uncapped gas lines.
 - c. Permanent disconnect required on spa heater.
 - d. Properly cap or reconnect the vent in storage room 8.

- e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.
 - f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.
47. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:
- a. Improper plumbing connections on pool and spa equipment.
 - b. No record of annual backflow testing on pool equipment.
 - c. Improper installation of trap on 3-compartment sink in dining area.
 - d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. **Correct immediately.**
 - e. Improper plumbing connections on all ice machines.
 - f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.
 - g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.
48. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be complete under issued permits from the City.
49. Electrical work has been done without permits throughout the building. Electrical hazards observed.
50. Provide documentation that spa luminaires are under 15 V or have GFCI protection.

51. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.
52. Expired fire extinguisher 2nd mechanical room in pool area.
53. Uncovered electrical socket near door to pool heater room.
54. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.
55. Common area laundries all three floors have screws in dryer vents.
56. Laundry room exhibited an accumulation of dust/lint throughout.
57. Storage Room 3 – power strip and extension cord used in place of permanent wiring.
58. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.
59. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.
60. Storage 7 - Hole in fire-rated ceiling.
61. Storage 8 - Hole in fire-rated ceiling by smoke detector.
62. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.
63. Storage room behind 3rd floor vending machine -
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Plywood wall behind electrical panels.
64. Storage Room 14 –
 - a. Improper firestop of penetration in fire-rated ceiling.
 - b. Electrical hazards observed.
 - c. Electrical work without permit observed.
65. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box.

66. Storage room 111 –

- a. No path of egress.
- b. Missing escutcheon on sprinkler heads.

67. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.

68. Wires from electrical panels penetrate fire-rated ceiling without fire stop.

69. Washing machine pump controls are hanging by wires.

70. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.

71. Exit door in South stairwell does not close or latch.

72. 2nd floor common area laundry has broken escutcheon on sprinkler head.

73. 3rd floor employee room –

- a. Improper firestop of penetration in fire-rated ceiling.
- b. Cooking appliance has been installed, no hood/exhaust provided.
- c. Walls and stove are grease laden.
- d. Windows are inoperable.
- e. Fire extinguisher expired, not mounted.

74. Improper plumbing connections on all ice machines.

75. Roseville Room:

- a. Sink trap penetrates fire-rated wall without a proper firestop.
- b. Extension cords used as permanent wiring.
- c. Multiple holes in fire-rated assemblies.

76. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.

77. Units that are used for storage and not available for guests need door signage indicating storage use.

Correct the following items within 10 days:

1. Remove mattresses by dumpster.

Provide a plan of corrective action, in writing, within 30 days:

20. Soffits in disrepair on south and west side of building.
21. Numerous and widespread potholes in parking lot.
22. Downspouts detached from structure.
23. Sidewalks in disrepair, tripping hazard.
24. South side exterior steps in disrepair
25. Graffiti on signpost SW side of parking lot
26. Main entry doors do not have locks, there are open holes where locks were.
27. Fluorescent lights missing covers throughout building.
28. Wall in disrepair near door to pool heater room.
29. Loose escutcheon on shower head, common area bathroom.
30. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.
31. Storage Room 11 - missing floor tiles.
32. Storage Room 13 - missing floor tiles.
33. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.
34. Storage Room 14 – missing floor tiles.

- 35. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.
- 36. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.
- 37. An inspection was never scheduled for two water heaters installed on permit P18-0202
- 38. Laundry chute is laden with lint.
- 39. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

- 107. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.
- 108. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.
- 109. 105- Window inoperable, phone inoperable, door does not close or latch.
- 110. 106 – Multi-plug adapter in use.
- 111. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.
- 112. 110 – No phone.
- 113. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.

- 114. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.
- 115. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.
- 116. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.
- 117. 117 - Lock is inoperable.
- 118. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower.
- 119. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom
- 120. 121 – Inoperable smoke detector.
- 121. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.
- 122. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.
- 123. 125 – Inoperable window.
- 124. 127 - Holes in fire-rated wall in bathroom.
- 125. 129 - Holes in fire-rated wall in bathroom, inoperable phone.
- 126. 131 - Holes in fire-rated wall in bathroom.
- 127. 133- Used for storage, open electrical sockets in bathroom and living room.
- 128. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.
- 129. 141 - Holes in fire-rated wall in bathroom.
- 130. 142 - Holes in fire-rated wall in bathroom.
- 131. 143 – Hinge broken on unit door.
- 132. 145 – Inoperable phone, loose electrical plates, inoperable window.
- 133. 146 – No phone.
- 134. 148 - Holes in fire-rated wall in bathroom.
- 135. 151 – Carpet in disrepair at threshold, no clothes rack provided.
- 136. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

- 137. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.
- 138. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.
- 139. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.
- 140. 170 – Inoperable window, loose cable escutcheon, no phone.
- 141. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.
- 142. 174 Holes in fire-rated walls, no phone.
- 143. 201- Damaged electrical outlet in bathroom.
- 144. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior).
- 145. 204 –Damaged electrical outlet in bathroom, inoperable lock.
- 146. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.
- 147. 206- Loose escutcheon on sprinkler head.
- 148. 207 - No phone.
- 149. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.
- 150. 211 –Inoperable phone.
- 151. 210 – Open electrical socket.
- 152. 213 – No phone.
- 153. 215– No phone.
- 154. 216 – Missing windowpanes, cable cover plate broken.
- 155. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable phone.
- 156. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.
- 157. 222 – Inoperable smoke detector.

158. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.
Provide bench in tub/shower. Escutcheon loose at grab bars.
159. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.
160. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.
161. 232 - Improper firestop by bathroom sink drain in fire-rated wall.
162. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.
163. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.
164. 235 –Holes in fire-rated wall, missing electrical plate.
165. 238 – Hole in fire-rated wall in bathroom, inoperable phone.
166. 242 –Door does not latch or close.
167. 242 – Used for storage, needs signage.
168. 243 – Hole in fire-rated floor behind dresser near window.
169. 246 - Hole in fire-rated wall in bathroom, no phone.
170. 247- Inoperable lock, Hole in fire-rated wall in bathroom.
171. 248 – Electrical outlet cover damaged, inoperable phone.
172. 251 – Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.
173. 253 – Electrical outlets are painted and missing covers, inoperable phone.
174. 254 – Exposed screws on toilet base, inoperable lock.
175. 256 – Open electrical socket, missing windowpane.
176. 262 – Electrical sockets open and missing plates.
177. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.
178. 266 – No phone.
179. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.
180. 270 – No clear path of travel, missing windowpanes.

- 181. 271 – Hole in fire-rated wall in bathroom.
- 182. 301 and 303 – units are fire damaged.
- 183. 302 – No phone, inoperable window
- 184. 305- Cord to phone is taped on and phone is inoperable.
- 185. 308 – Inoperable window.
- 186. 314 – Inoperable phone, door does not close or latch.
- 187. 319 – Loose sprinkler head escutcheon in bathroom.
- 188. No phone, door does not latch.
- 189. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower. Inoperable lock.

- 190. 322 – Broken electrical cover in bathroom, window does not latch.
- 191. 324 – No smoke detector.
- 192. 326 – Door does not latch.
- 193. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower.

- 194. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.
- 195. 332 - Door doesn't latch
- 196. 333- Electrical outlet painted over.
- 197. 334- Inoperable phone.
- 198. 335 Toilet lid broken, jagged edge. Inoperable phone.
- 199. 337 - Unit door does not latch. No clothes storage rack.
- 200. 340 - No phone.
- 201. 342 - Window doesn't latch
- 202. 343 - Damaged electrical plate in bathroom.
- 203. 347 - Window doesn't latch.
- 204. 352- No phone.
- 205. 353 - Inoperable phone. No lock between attached rooms.
- 206. 354 - Door does not latch.
- 207. 355 - Inoperable phone
- 208. 357 - No clear path of egress travel. Egress blocked. Accumulated storage.

Signage reflect employee lounge/storage.

- 209. 360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.
- 210. 366 – Inoperable phone, inoperable lock on door.
- 211. 369 – PTAC heater scorch mark on top.
- 212. 372 – Door does is not self-closing, self-latching.

Unit Violations that must be corrected in 30 days:

- 63. 101- Loose escutcheon.
- 64. 110 –Peeling paint back of door.
- 65. 112 - Bathroom wall in disrepair.
- 66. 125 – Peeling paint on bath fan.
- 67. 127 - Window screen in disrepair.
- 68. 129 - Bath fan needs maintenance.
- 69. 140 - Screws exposed on toilet base, inoperable fan in office.
- 70. 144 – Used for storage, shower control removed.
- 71. 146 – Bathroom door in disrepair and does not close.
- 72. 201 Graffiti under sink, inoperable bath fan.
- 73. 204 – Tub faucet is damaged, used for storage.
- 74. 207 - Damaged window screen, peeling caulk at base of toilet.
- 75. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.
- 76. 210 – Ceiling in disrepair, used for storage.
- 77. 216 – Shower escutcheon loose.
- 78. 217 – Carpet in disrepair at threshold, window screen in disrepair.
- 79. 222 – Apparent water damage.
- 80. 223- Escutcheon loose at grab bars.
- 81. 225- Used for storage, needs signage.
- 82. 230 – Multiple lights burned out in bathroom.
- 83. 232 - Threshold transition strip missing at bathroom, no bath fan.
- 84. 233- No bath fan.

- 85. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.
- 86. 238 – Loose escutcheon.
- 87. 246 - Subfloor in disrepair.
- 88. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.
- 89. 250 – Subfloor in disrepair, hole in wall.
- 90. 254 – Exposed screws on toilet base.
- 91. 256 – Exposed screws on toilet base.
- 92. 260 – Bathroom door in disrepair.
- 93. 262 –Bathroom door doesn't latch.
- 94. 264 – Bath fan needs maintenance.
- 95. 270 – Used for storage, no bath fan.
- 96. 271 –Missing caulk at base of toilet.
- 97. 304- Wall in disrepair, inoperable bath fan.
- 98. 307- Window screen in disrepair.
- 99. 308 – Bathroom door in disrepair.
- 100. 310 - Window screen in disrepair.
- 101. 312 - Window screen in disrepair, carpet in disrepair.
- 102. 316 - Window screen in disrepair.
- 103. 317- Used for storage, bath enclosure in disrepair.
- 104. 318- Exposed screws on base of toilet.
- 105. 321- Window screen in disrepair.
- 106. 326 –Note: small amount of mildew bathroom ceiling.
- 107. 330 - Wall damaged behind door, subfloor in disrepair.
- 108. 331 –Bathroom door in disrepair.
- 109. 332 - Missing caulk base of toilet. Minor leak tub.
- 110. 333- Used for storage.
- 111. 334 -Inoperable bath fan.
- 112. 337 - Bathroom door latch and knob inoperable.
- 113. 340 - Leaking bathtub faucet, water-stained tub.

- 114. 343 - Loose sprinkler escutcheon, inoperable bath fan. Window screen in disrepair.
- 115. 346 - No caulk base of toilet.
- 116. 347 - Bath fan needs maintenance.
- 117. 348 - Window screen in disrepair.
- 118. 349 - Window screen in disrepair.
- 119. 352 - Missing caulk at toilet base. Floor uneven - gypcrete failing.
- 120. Room 356 - Window latch is loose
- 121. 357 - Storage needs signage other than room number. Light in disrepair. Ceiling in disrepair.
- 122. 364 – Unit out of service, uncapped plumbing pipe.
- 123. 371- Inoperable bath fan.
- 124. 373- Bath fan needs maintenance.



Community Development Department
 2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7080 ❖ ❖ www.cityofroseville.com

March 18, 2025

SMP Hospitality LLC
 2401 Prior Ave. N.
 Roseville, MN 55113-2724

Norwood Inn & Suites
 2401 Prior Ave. N.
 Roseville, MN 55113

RE: Condemnation /Prohibited Occupancy at 2401 Prior Avenue North, Roseville, MN 55113

Dear Property Owner and Management:

The undersigned City of Roseville Building Official and the Roseville Fire Marshal have determined the building at the above-listed address to be an unsafe building per Minnesota State Rules 1300.0180, Minnesota State Fire Code 110.1 & 110.1.1., and Roseville City Code 906.03.H.

On October 15, 2024, the structure and property was inspected by the City of Roseville. An inspection report dated October 18, 2024, was delivered to the property. A re-inspection occurred on March 3, 2025. Both reports are enclosed. No substantive corrections were observed to have been completed on March 3, 2025, including the damage to the units and fire rated assembly from the fire that occurred on or about March 3, 2024. The City has provided ample opportunity and time to remedy all discovered code compliance deficiencies and to date, no substantive corrections or improvements have occurred.

Therefore, the Building Official hereby revokes the Certificate of Occupancy and condemns the building and premises at 2401 Prior Ave N., Roseville, MN 55113, as of 4:30 p.m., March 18, 2025. Enclosed please find the Condemnation placard that was posted on the building today and a copy of the revocation notice.

The building and premises are ordered to be vacated no later than 4:30 p.m., March 24, 2025.

Pursuant to City Code Section 906.03.K, a decision of the Building Official may be appealed to the City Council. An appeal application is enclosed. The appeal application must be submitted to the City Manager prior to the deadline to vacate on March 24, 2025.

Relocation assistance and other resources are available to hotel occupants through Ramsey County programs. Contact the HouseCalls program at 651-266-1290 to access these programs. City staff has been in contact with Ramsey County personnel and informed them of the need for services for your occupants.

If you have any questions regarding this matter, please contact me at 651-792-7087

Sincerely,

David Englund
 Building Official, City of Roseville
david.englund@cityofroseville.com

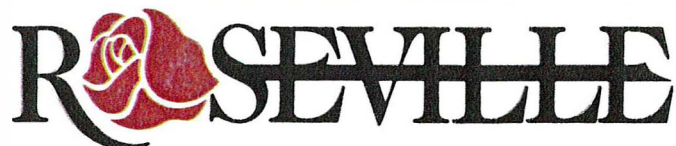
Cc: Janice Gundlach, Roseville Community Development Director

David Brosnahan, Roseville Fire Chief

Neil Sjostrom, Roseville Fire Marshal

Pat Trudgeon, Roseville City Manager

Rachel Tierney, City Attorney



CITY OF ROSEVILLE

REVOCATION OF CERTIFICATE OF OCCUPANCY

Building Address: **2401 Prior Avenue North
Roseville, Minnesota 55113**

Property Owner: **SMP Hospitality LLC
2401 Prior Ave N
Roseville, MN 55113-2714**

PIN: **092923320002**

Construction Type: **Type V-N Automatic Sprinkler System**

Occupancy Type: **R-1 (U.B.C)**

REVOCATION OF CERTIFICATE OF OCCUPANCY

In accordance with Minnesota State Building Code Section 1300.0180 and Roseville Building Maintenance and Preservation Code Section 906.03.H. the building, premises and structure located at 2401 Prior Ave N., Roseville, MN 55113 is hereby declared unsafe for human occupancy and condemned due to: VIOLATIONS OF MINNESOTA STATE BUILDING, FIRE, PLUMBING, ELECTRICAL, MECHANICAL AND ROSEVILLE CITY CODES. This building and premises shall be vacated by March 24, 2025.

David Englund, Building Official

Date

Neil Sjostrom, Fire Marshal

Date

CITY OF ROSEVILLE, 2660 CIVIC CENTER DRIVE, ROSEVILLE, MINNESOTA 55113



Community Development Department

2660 Civic Center Dr.

Roseville, MN 55113

651-792-7080

Placard of Condemnation

In accordance with Minnesota State Building Code 1300.0180 and
Roseville Building Maintenance and Preservation Code Section 906.03.H.
the building, premises and structure located at:

**2401 Prior Ave. N.,
Roseville, MN 55113**

Is hereby declared unsafe and its occupancy has been prohibited by the
Code Official and is hereby condemned due to:

**Structure unfit for occupancy
UNSAFE STRUCTURE (MN Stat. 463.15 to 463.26; 906.03.H.3.a)
PROHIBITED OCCUPANCY (906.03.H)**

**THESE PREMISES AND BUILDING SHALL BE
VACATED NO LATER THAN 4:30 P.M. March
24, 2025**

Date Placard Posted: March 18, 2025

A handwritten signature in black ink, appearing to read "David E. Englund".

Authorized By: _____

David E. Englund / Building Official



Community Development Department

1300.0180

UNSAFE BUILDINGS OR STRUCTURES

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official shall order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The building official shall have the authority to order, disconnection of utility services to the building, structure, or system, regulated by the code, in case of an emergency to eliminate a hazard to life or property. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, Sections 463.15 to 463.26.

906.03.H.

Unsafe Structures and Equipment

1. General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

3. Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

a. Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

906.03.H.6.a

a. Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.



Community Development Department

906.03.H.7

Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

906.03.F.3-5

F. Violations

3. Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 906.03.G. shall be deemed guilty of a misdemeanor, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

4. Violation penalties. Any person, firm or corporation who shall violate any provision of this code shall be guilty of a misdemeanor and upon conviction thereof, shall be punished as a misdemeanor offense. Each day upon which a violation continues shall be deemed a separate offense.

5. Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

K. Means of Appeal

1. Means of Appeal. Any person shall have the right to appeal to the Roseville City Council or its designee, a decision of the Building Codes Official or a notice or order issued under this code. An application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or the requirements of this code are adequately satisfied by other means.

https://www.hometownsource.com/sun_thisweek/community/burnsville/update-state-orders-norwood-inn-to-close/article_127bb192-0575-11e9-9a2e-efd5bbd5a473.html

FEATURED

UPDATE: State orders Norwood Inn to close



The Norwood Inn and Suites on Aldrich Avenue in Burnsville has had its license revoked by the Minnesota Department of Health. (Photo by John Gessner)

The Norwood Inn and Suites, considered by city officials the problem child among Burnsville's nine hotel properties, has been ordered to close by the Minnesota Department of Health.

The department revoked the Norwood's hotel license after the property failed a Dec. 18 health and safety inspection, said Mark Peloquin, enforcement coordinator for the department's food, pools and lodging services section.

Under department scrutiny since a routine inspection in May, the 84-room hotel at 12920 Aldrich Ave. S. had in November been given 20 days to fix violations of the state lodging code or lose its license, Peloquin said.

Twelve of 13 violations remained on the scheduled inspection date of Dec. 18, he said Dec. 21.

The hotel, owned by Burnsville Hospitality LLC, must close and be emptied, Peloquin said. Officials will return this week to follow up, he said.

A reporter's phone calls to the business went unanswered Monday, Dec. 24. The parking lot was nearly empty, and a small barrier had been placed in front of the guest parking spaces.

The closing removed some long-term renters who called the Norwood home. Peloquin said he's not sure how many long-term renters there are, but about half the rooms weren't in service when inspectors visited on Dec. 18.

“We understand the plight, and we do understand the time of year that we’re dealing with here as well,” Peloquin said.

He said it’s the health department’s only hotel closure this year. The department has jurisdiction over lodging properties in about half the state’s counties, with the rest delegated to counties and cities.

“It’s not very frequent that we actually have to pull a license,” Peloquin said. “We do engage in enforcement actions on occasion.”

Most of the Norwood’s violations related to cleanliness and maintenance, he said. They included dirty and damaged box springs, mattresses and bedding, Peloquin said, calling the problems “fairly widespread.”

Other problems included nonworking smoke detectors and damaged carpet, furniture and fixtures, Peloquin said.

An outdoor walkway connecting the top floor of the hotel’s pair of two-story buildings had been unsafe, along with its wooden railings, but the problems were fixed by Dec. 18, he said.

Burnsville’s City Council, long frustrated by Norwood-generated complaints and police calls, has considered city licensing of hotels to try to get a handle on problems.

But that’s too big a stick to wield for all Burnsville hotels when just one is dragging down the city’s lodging reputation, council members decided in May.

Half the Norwood's rooms were out of service on Dec. 18 because work was being done — too late — to try to fix the state code violations, Peloquin said.

“Christmastime is not a great time to do this, but that’s kind of the time frame that was picked by them, and not by us,” he said.

Burnsville pressed its own code-enforcement action against the Norwood this year for violations of the city’s exterior building code. The violations, including trash violations and some broken windows, were relatively minor, said Chris Forslund, Burnsville’s licensing and code enforcement coordinator.

“But compared to the other hotels around town, it was a pretty extensive list,” Forslund said. The problems were fixed and the city closed its case against the hotel on Nov. 1.

But Forslund has also gotten complaints about the hotel’s interior, which is regulated by the state code.

“All I could do was act as a conduit to the Department of Health with any complaints that came in,” he said.

The state’s initial May inspection was part of the normal two-year inspection cycle for properties such as the Norwood that don’t prepare food or have swimming pools, Peloquin said.

Problems identified hadn’t been fixed when inspectors returned for a follow-up. The health department charged the Norwood a \$1,000 fine for life-safety violations, such as nonworking smoke detectors and the unsafe railings, and added a \$9,000 penalty that would be forgiven if remaining problems were fixed, Peloquin said.

Under an agreement, the repairs were due Oct. 31, he said. A subsequent notice of pending license revocation was dated Nov. 20 and gave the hotel 20 days to fix the violations, he said.

The hotel may be able to reopen in sections or in whole if the repairs are made, Peloquin said.

“We may be willing to, depending on how they make their corrections, issue a conditional license, which would allow them to open either parts of the building or all of the building if they maintain compliance,” he said.

The Norwood led Burnsville hotels in police calls in 2017 with 232 per hundred units, according to the city. Along with the Norwood, three other hotels clustered west of Interstate 35W near Burnsville Parkway had the most police calls among the city’s nine lodging properties.

The Prime Rate had 203 calls per hundred units, America’s Best Value Inn had 163 and Livinn Suites had 133.

The business is owned and managed by Percy Pooniwala and Dinaz Pooniwala, according to a profile at the Better Business Bureau website.

Records with the Minnesota secretary of state’s office identify the manager of Burnsville Hospitality LLC as Eric Kota.

jgessner

January	2024	6 calls	Includes 1 medical
February	2024	5 calls	includes 2 police came looking for person not in hotel
March	2024	15 calls	includes 2 medical, 1 false fire alarm, 1 police came looking for a person not in the hotel
April	2024	10 calls	includes 1 police come and drop of a guest to check in
May	2024	6 calls	
June	2024	8 calls	includes 1 medical
July	2024	9 calls	includes 1 police come and drop a guest to check in
August	2024	9 calls	
September	2024	15 calls	includes 1 false fire alarm, 1 police come looking for person not in hotel
October	2024	7 calls	
November	2024	7 calls	
December	2024	15 calls	includes 1 police come in for video footage
January	2025	14 calls	includes 2 medical, 1 police checking car in parking lot, 1 police inquiring about little girl not in the hotel
February	2025	10 calls	includes 2 police calls checking about a car and person not in the hotel
March	2025	1 call	
	2024	112 calls	
	2025	25 calls	

Community Development Department · 2660 Civic Center Drive · Roseville, MN 55113

October 18, 2024

Thank you for attending the Hotel Licensing inspection for 2401 Prior Avenue on October 15, 2024. The following report documents the inspection results and items that require correction.

Correct the following items within 5 days:

1. Provide all testing, inspection, and maintenance records for:
 - a. The fire sprinkler system –
 - b. The fire alarm system
 - c. Fire hydrants,
 - d. Backflow preventers – plumbing and fire sprinkler.
 - e. Elevator (reports on site indicate the elevator has not been inspected since 2022).
 - f. Ramsey County Environmental Health.

ACTION: All reports except Backflow preventers report were emailed to the inspector on November 30th 2024. The manager was confused about the Backflow preventer report since it was not asked in the past. The report was later provided by Paul Banyan Plumbing on March 21 2025 and submitted to the inspector.

2. South side, exterior of building, electrical socket without a cover.

ACTION: 2. South side exterior of building, an outlet cover has been installed on the electrical socket and observed by building inspector – Done

3. Provide documentation that Carbon Monoxide Detectors are installed per MN Statute 299F.51 Subd. 1 b. "Every guest room in a hotel or lodging house must have an approved and operation carbon monoxide alarm installed in each room lawfully used for sleeping purposes."

ACTION: We have past reports from City Of Roseville which states "Install carbon monoxide detectors in any room with a fuel fired appliance, i.e. laundry, and boiler room(s)." There are currently Carbon monoxide smoke detectors in those rooms which satisfies MN Statute 288F.51. We would like to request if that would suffice for this violation. In the future we plan to install Carbon monoxide smoke detectors in all rooms. They have been ordered but awaiting delivery.

4. City Code Section 317.04A #10 states, "No Interested Person, employee, manager, or Contractor performing services of any kind may reside in a Guestroom at the Hotel."

ACTION: We had informed the inspector about one person being on the site so as he can assist in any emergency situation. The employee name was Ricky Wunderlich. The inspector mentioned that he will confirm later.

5. City Code Section 317.04A 12 g states that, "Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter" shall be provided.

ACTION: 5. Clothes Rack has been provided in rooms 116, 151 and 337 as mentioned in the report.

6. Provide smoking signs inside of each entrance in compliance with the MN Clean Indoor Air Act

ACTION: No smoking Sign has been provided interior of each exit doors.

7. Provide a report from a MN-Licensed Electrical Engineer addressing the following issues:

a. Widespread electrical work throughout the building without permits.

ACTION: Wiring in the staff kitchen on third floor has been capped by electrician John from Early Bird Electrical to certify it or redo it.

b. Electrical hazards observed throughout building, including but not limited to, open sockets, unrated electrical boxes in fire-rated assemblies, wires penetrating fire-rated assemblies,

ACTION : b. All sealant on the walls and ceilings were used in the past more than six years ago and were done with Loctite Fire Block foam to fill the holes in the fire rated walls and ceilings. We were told by the Building Inspector that we cannot use this as it needs to be a 4 hour rated fire stop. As per the building inspector's suggestion, we have redone using 3M Fire Barrier Sealant which is a 4 hour rated sealant.

ACTION: Rooms with open electrical sockets have been fixed including room numbers 104, 133, 210, 220 and cable outlet 262. Also the outlets that have paint have been removed and installed new ones including room numbers 215 and cable outlet 256. We are not sure where these unrated electrical boxes are located.

c. Plywood and combustible materials in close proximity to electrical panels.

ACTION: We have asked John from Early Bird Electrical to paint the wooden panel. He has obtained permit for the same.

d. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit.

ACTION : Room 226 -- John from Early Bird Electrical will redo the outlet.

8. Provide a report from a certified Fire Engineer addressing the following issues:

a. Low voltage wires zip tied to ceiling throughout building and penetrating fire-rated assemblies. Address whether the quantity of cables exceeds the allowable combustible load in egress corridors.

ACTION: These low voltage wires zip tied to the ceiling throughout the building have been in this position for more than 20 years, since before the change of current ownership. Jason from Fire Protection Equipment Company is scheduled to come on Tuesday March 25th, 2025 at 10:00AM to address all the low voltage wiring throughout the building and also check on the penetrations through the fire rated assemblies. His contact is 1-800-450-2885 and email is jason@fpemn.com. We have an email confirmation from Jason which has been shared with the Building inspector..

b. Numerous penetrations of fire-rated assemblies throughout building. Detailed locations are noted in the report.

ACTION: These fire-rated assemblies were done more than six years ago. Most of them have Loctite fire foam covering the hole, this was not acceptable to the inspector and hence we have removed and redone as per the inspector's suggestion, using the 3M brand 4 hour rated fire.

Locations – storage 3, 6, - improper fire stop, 7, 8 – hole in ceiling – storage 10 and storage behind 3rd floor vending machine – hole in ceiling – storage 14 – improper fire stop – storage 16 – improper fire stop from wires of electrical stuff. Electrical equipment – improper fire stop.

c. Verify that exit signs and emergency lights in stairwells meet code for both location and operability.

ACTION: Jason from Fire Protection Equipment Company is scheduled to come on Tuesday March 25th, 2025 at 10:00AM to address all the exit signs and emergency lights. His contact is 1-800-450-2885 and email is jason@fpemn.com. We have an email confirmation from Jason which has been shared with the Building inspector.

9. Multiple sprinkler heads show signs of rust and corrosion, sprinkler technician shall check for necessary replacements. A sprinkler permit may be necessary, depending on scope of repair.

ACTION: Jason from Fire Protection Equipment Company is scheduled to come on Tuesday March 25th, 2025 at 10:00AM to address all the sprinkler heads. We have an email confirmation from Jason and we have shared it with the Building inspector. No rooms have been individually mentioned.

10. Provide a report that all dryer exhaust ducts are free of combustible debris.

ACTION: We had cleaned the dryer exhaust ducts earlier but later on we got Coit Cleaning Company to clean the exhaust ducts and provide a report – Report provided by the cleaning company.

11. Provide backflow test tags or reports for Sprinkler System. None observed on site.

ACTION: This item is same as explained in 1d

12. A MN- licensed mechanical contractor must obtain a Commercial Mechanical Permit from the City of Roseville to address the following:

a. Pool heater is vented improperly – duct tape, plastic bag covering uncapped portion of vent.

ACTION: Contractor will provide the certificate.

b. Address combustion air, fresh air, open/uncapped gas lines.

c. Permanent disconnect required on spa heater.

ACTION: Spa heater is in service and inspector saw it on his visit on March 3rd, 2025

d. Properly cap or reconnect the vent in storage room 8.

ACTION: The vent in storage room 8 has been properly capped off –

e. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

ACTION: Early Bird Electrical will do the bath fans in 203,232,247 and 270

f. Verify PTAC heater in room 369 is in operable condition. Scorch mark on top of unit observed.

ACTION: The PTAC in room 369 is working properly; the cover of the PTAC had a scorch mark, which was removed and installed a different cover.

13. A MN- licensed plumbing contractor must obtain a Commercial Plumbing Permit from the City of Roseville to address the following:

a. Improper plumbing connections on pool and spa equipment.

ACTION: This was done in the past years ago. a. A permit will be pulled by Paul Bunyan plumbing has fixed it and written a report which was submitted to the inspector.

b. No record of annual backflow testing on pool equipment.

ACTION: Annual backflow testing has been done on the swimming pool by Paul Bunyan plumbing. Report has been shared with Building inspector.

c. Improper installation of trap on 3-compartment sink in dining area.

ACTION: The 3-compartment sink was installed in 2008 by a contractor. The building inspector mentioned this is not in violation since we are not serving hot breakfast.

d. Eyewash in laundry area is not installed per MN plumbing code or ISEA Z358.1 with tempered water. Correct immediately.

ACTION: The eyewash in laundry was installed by Ecolab. The eyewash has been in same position for past 20 years before the current ownership took over. Eyewash station in laundry area will be corrected by Marcus from Garrett construction.

e. Improper plumbing connections on all ice machines.

ACTION: Paul Banyan plumbing has corrected the plumbing connections and spoken to inspector about it. A detail report was done by him related to the work and submitted to the inspector.

f. All disconnected plumbing fixtures must be properly capped or replaced by a licensed plumber.

ACTION: This item is related to Room 364 -- Sink drain has been capped off.

g. Fire damaged plumbing pipes to be replaced by a licensed plumber. Open pipes currently vent sewer gas into the structure.

ACTION: Paul Banyan Plumbing has pulled a work permit and is currently fixing open pipes.

14. Licensed professional contractors to obtain City permits for work related to the fire-damaged units including – Building, Mechanical, Electrical, Plumbing, Sprinkler, Fire Alarm permits. Building permit to address the breach in the required fire separation from level 2 through attic. All alterations and repairs must be done in a workmanlike manner and must be completed under issued permits from the City.

ACTION: Marcus from Garrett construction has pulled the permit and is overseeing the work currently.

15. Electrical work has been done without permits throughout the building. Electrical hazards observed.

ACTION: This has been addressed in item no. 7.

16. Provide documentation that spa luminaires are under 15 V or have GFCI protection.

ACTION: Early Bird Electrical has talked with inspector and will take care of this item.

17. Public spa must be filled or surrounded with a guard complying with IBC 1015. Spa is currently out of service with a depth greater than 30 inches.

ACTION: Before there were benches covering the spa which were less than 48 inches – now we put braces 48 inches wide.

18. Expired fire extinguisher 2nd mechanical room in pool area.

ACTION: This fire extinguisher was missed by the Fire Equipment Company in the last inspection, since it was in the mechanical room of the pool area. As discussed with Building inspector, We are scheduled for an annual inspection of Fire alarm and fire extinguishers in March 2025, the tagging will be completed on March 25 – Total fire extinguishers on the property 14.

19. Uncovered electrical socket near door to pool heater room.

ACTION: Electrical socket near door to pool heater room has been fixed -- Building inspector has seen it.

20. Inadequate clearance between appliances and combustible storage 2nd mechanical room in pool area. Maintain 36" clear space around appliances. Remove storage accumulation.

ACTION: This item has been fixed and seen by the building inspector.

21. Common area laundries all three floors have fasteners that protrude into exhaust piping in dryer vents.

ACTION: These dryers belong to Coinmach vending company and they have been in operations for more than 20 years before the current ownership took over. The Coit Cleaning company mentioned the screws are needed to hold the vent in position due to vibration and so the coit cleaning put a tape on it. Said it is public dryers and cannot remove the screws.

22. Laundry room exhibited an accumulation of dust/lint throughout.

ACTION: We have cleaned the lint and accumulation in the laundry room

23. Storage Room 3 – power strip and extension cord used in place of permanent wiring.

ACTION: Removed the power strip and extension cord -- Observed by building inspector it was removed but written no correction observed. The electrician will pull permit for this.

24. Storage Room 3 - Improper firestop of penetration in fire-rated ceiling.

ACTION: The hole was covered with Loctite fire block foam and as suggested by building inspector, we will have redone with 3m fire sealant to close the penetration in fire rated ceiling.

25. Storage Room 6 - Improper firestop of penetration in fire-rated ceiling.

ACTION: The hole was covered with Loctite fire block foam and as suggested by building inspector, we will have redone with 3m fire sealant to close the penetration in fire rated ceiling.

26. Storage 7 - Hole in fire-rated ceiling.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling

27. Storage 8 - Hole in fire-rated ceiling by smoke detector.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling

28. Storage 10 - Holes in fire-rated ceiling, plywood behind electrical panels.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling.

ACTION – Plywood behind the electrical panel is being painted by Early Bird Electrical as per the inspectors instructions.

29. Storage room behind 3rd floor vending machine -

a. Improper firestop of penetration in fire-rated ceiling.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling.

b. Plywood wall behind electrical panels.

ACTION – Plywood behind the electrical panel is being painted by Early Bird Electrical as per the inspectors instructions..

30. Storage Room 14 –

a. Improper firestop of penetration in fire-rated ceiling.

ACTION: The hole was covered with Loctite fire block foam and as suggested by building inspector, we will have redone with 3m fire sealant to close the penetration in fire rated ceiling.

b. Electrical hazards observed.

ACTION: Early Bird Electrical will recertify the wirings.

c. Electrical work without permit observed.

ACTION: We have asked Early Bird electrician to do this item and they are working on it today.

31. Storage 16 - Dry Sprinkler System Access room - Improper firestop of wires from electrical box. Observed unpermitted alterations to electrical system.

ACTION: The hole was covered with Loctite fire block foam and as suggested by building inspector, we will have redone with 3m fire sealant to close the penetration in fire rated ceiling.

ACTION: We have asked Early Bird electrician to do this item and they are working on it today.

32. Storage room 111 –

a. No path of egress.

ACTION: Egress path has been made.

b. Missing escutcheon on sprinkler heads.

ACTION: Escutcheon on sprinkler head has been installed.

33. Improper firestop of penetration in fire-rated ceiling in elevator equipment room.

ACTION: The hole was covered with Loctite fire block foam and as suggested by building inspector, we will have redone with 3m fire sealant to close the penetration in fire rated ceiling.

34. Wires from electrical panels penetrate fire-rated ceiling without fire stop.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling.

35. Washing machine pump controls are hanging by wires.

ACTION: The Ecolab equipment was installed by Ecolab and is maintained by Ecolab. We have fixed the wires and it was observed by the Building inspector.

36. Stair towers throughout building have holes in fire-rated assemblies and appear to have unrated electrical boxes installed in fire-rated walls.

ACTION: We have found two holes in the east side stairwell and one hole in the middle stairway. As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling.

ACTION: The wiring on the east stairway is related to the camera and it was installed before the current ownership took over 15 years ago.

37. Exit door in South stairwell does not close or latch.

ACTION: Door has been fixed to self-close and latch and has been observed by the inspector

38. 2nd floor common area laundry has broken escutcheon on sprinkler head.

ACTION: The broken escutcheon has been fixed.

39. 3rd floor employee room –

a. Improper firestop of penetration in fire-rated ceiling.

ACTION: This is pre-existing from the past ownership. We have asked Early Bird Electrician to complete this item and they are currently working on it.

b. Cooking appliance has been installed, no hood/exhaust provided. Electrical connection completed without permit.

ACTION: This was done in the past decades ago. We have asked Early Bird Electrician to complete this item and they are currently working on it.

c. Walls and stove are grease laden.

ACTION: all the grease has been cleaned

d. Windows are inoperable.

ACTION: Window is locked with channel lock.

e. Fire extinguisher expired, not mounted.

ACTION: This was an old fire extinguisher stored in the room. We have removed the fire extinguisher.

40. Improper plumbing connections on all ice machines.

ACTION: Same as item no. 13. This item is addressed in item number 13 E.

41. Roseville Room:

a. Sink trap penetrates fire-rated wall without a proper firestop.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling

b. Extension cords used as permanent wiring.

ACTION: As observed by building inspector on March 3rd, 2025, inspector was fine with UL certified surge protector extension cords – removed non-complaint extension cord.

c. Multiple holes in fire-rated assemblies.

ACTION: As suggested by building inspector, we have used 3m fire sealant to close the penetration in fire rated ceiling

42. Electrical socket in hallway near unit 208 has a broken prong stuck in the outlet.

ACTION: We have removed the broken prong from the outlet.

43. Units that are used for storage and not available for guests need door signage indicating storage use.

ACTION: All the storage rooms have been labeled as storage rooms/employees only

Correct the following items within 10 days:

1. Remove mattresses by dumpster.

ACTION: The mattresses have been removed.

Provide a plan of corrective action, in writing, within 30 days:

1. Soffits in disrepair on south and west side of building.

ACTION: The Soffits will be done by May 1st weather permitting.

2. Numerous and widespread potholes in parking lot.

ACTION: Any holes that may be in the parking lot will be done by summer as weather improves. It should be done before July 15

3. Downspouts detached from structure.

ACTION: Any detached down spouts will be done by May 1st weather permitting.

4. Sidewalks in disrepair, tripping hazard. Accessible entrance at front entry has surface difference in excess of ½".

ACTION: We will level the sidewalks during the summer time and should be done before labor day weekend

5. South side exterior steps in disrepair

ACTION: The South side exterior steps will be done by May 1st weather permitting.

6. Graffiti on signpost SW side of parking lot

ACTION: The signpost had been repainted in October and currently there are no graffiti on it.

7. Main entry doors do not have locks, there are open holes where locks were.

8. Fluorescent lights missing covers throughout building.

ACTION: There were three lights missing covers and they have been replaced.

9. Wall in disrepair near door to pool heater room.

ACTION: The wall has been fixed as observed by the inspector.

10. Loose escutcheon on shower head, common area bathroom.

ACTION: Loose escutcheon on shower head was fixed in November.

11. Storage 8 – vent to exterior has been removed, provide a proper cap or connect to mechanical system.

ACTION: Storage vent has been capped off.

12. Storage Room 11 - missing floor tiles.

ACTION: Missing floor tiles have been replaced.

13. Storage Room 13 - missing floor tiles.

ACTION: Missing floor tiles have been replaced.

14. Storage room behind 3rd floor vending machine – ceiling in disrepair. Provide proper signage.

ACTION: Proper signage has been provided and the ceiling will be fixed today.

15. Storage Room 14 – missing floor tiles.

ACTION: Missing floor tiles have been replaced.

16. Storage 16 - Dry Sprinkler System Access room -Ceiling in disrepair.

ACTION: The ceiling has been fixed.

17. Storage room 109/111 Storage - Missing covers fluorescent lights. Missing escutcheons on sprinkler assemblies.

ACTION: Missing covers on fluorescent light has been replaced. Missing escutcheons on sprinkler assemblies has been replaced.

18. An inspection was never scheduled for two water heaters installed on permit P18-0202

ACTION: The water heater were installed by Cities1Plumbing. They had pulled the

19. Laundry chute is laden with lint.

ACTION: Coit Cleaning has cleaned the laundry chute and we have a report for the same.

20. Bath fan replacements require a mechanical permit and must be fire-rated fans/maintain fire-rated assembly.

ACTION: We have asked Early Bird Electrician to look into this.

The following units were occupied and no access was provided for inspection:

102, 103, 108, 122, 135, 147, 149, 152, 157, 167, 172, 212, 228, 229, 272, 306, 311, 336, 345, 362, 370,

Unit violations that must be corrected within 5 days:

1. 101- Hole in fire-rated wall by bathroom sink trap, loose escutcheon, window inoperable, phone inoperable.

ACTION: The hole in fire-rated wall bathroom has been redone and esutcheon is not loose anymore. Window is latching.

2. 104 - Window inoperable, phone inoperable, faucet leaking, missing electrical covers, open electrical sockets.

ACTION: This is a storage room the window is operable, the leaking faucet has been fixed and missing electrical covers and open electrical sockets have been fixed.

3. 105- Window inoperable, phone inoperable, door does not close or latch.

ACTION: Window and door is latching in this room.

4. 106 – Multi-plug adapter in use.

ACTION – Multi-plug adapter has been removed. It belonged to a customer.

5. 107 – Improper firestop in fire-rated wall by bathroom sink trap, inoperable smoke detector, heater is missing control knob, door lock is inoperable.

ACTION: All of the above items are done.

6. 110 – No phone.

7. 112 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable window, no phone, transition strip missing at bathroom threshold.

ACTION: Holes in fire-rated wall in bathroom has been fixed and window is fixed. We are currently installing transition strip.

8. 113- Improper firestop in fire-rated wall by bathroom sink trap, holes in fire-rated wall, inoperable window, loose electrical cover plates.

ACTION: Loose electrical cover plates have been fixed and improper firestop has been fixed.

9. 115 -Improper firestop by bathroom sink drain in fire-rated wall, no phone, lock is inoperable.

ACTION: Improper firestop by bathroom has been fixed and lock in operable.

10. 116 – Escutcheon loose in bathroom, clothing rack not secured to wall, missing electrical cover plates, inoperable phone.

ACTION: Cloth rack fixed, escutcheon in bathroom is fixed. Clothing rack is secured to the wall and missing electrical cover plates have been replced.

11. 117 - Lock is inoperable.

ACTION: Done

12. 119 – Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower.

ACTION: Bench is provided, sink trap is currently being done.

13. 120 – Used for storage, window doesn't latch, apparent water damage on ceiling, Holes in fire-rated wall in bathroom

ACTION: Windows have 4 inch stopper and holes in fire-rated wall has been fixed.

14. 121 – Inoperable smoke detector.

ACTION: Smoke detector is fixed.

15. 124 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

ACTION:

16. 121 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable smoke detector, window off track and does not latch.

ACTION: Currently we are installing knee/toe protection on sink trap. Smoke detector has been fixed. Window has stopper installed.

17. 125 – Inoperable window.

ACTION: The window is now latching with the stopper.

18. 127 - Holes in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

19. 129 - Holes in fire-rated wall in bathroom, inoperable phone.

ACTION: We have patched under the sink.

20. 131 - Holes in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

21. 133- Used for storage, open electrical sockets in bathroom and living room.

ACTION: We have fixed the open electrical sockets.

22. 140 - Holes in fire-rated wall in bathroom, used as storage and office space, door does not lock.

ACTION: We have patched under the sink and the door is locking.

23. 141 - Holes in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

24. 142 - Holes in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

25. 143 – Hinge broken on unit door.

ACTION: We have fixed the Hinge.

26. 145 – Inoperable phone, loose electrical plates, inoperable window.

ACTION: The window is latching and electrical plates have been fixed.

27. 146 – No phone.

28. 148 - Holes in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

29. 151 – Carpet in disrepair at threshold, no clothes rack provided.

ACTION: We have cloth rack and are currently working on stretching the carpet.

30. 153 - Improper firestop by bathroom sink drain in fire-rated wall, no phone.

ACTION: We have patched under the sink.

31. 163 – Bathroom sink runs continuously, hole in fire-rated wall in bathroom, no phone, carpet in disrepair at threshold.

ACTION: We have patched under the sink. Bathroom sink faucet is fixed and we are currently working on carpet stretching.

32. 165 - Holes in fire-rated wall in bathroom, bathroom wall in disrepair, inoperable phone, multiple burnt-out lights in bathroom.

ACTION: We have patched under the sink. There are no more burnt out lights and we have fixed the bathroom wall.

33. 169 - Holes in fire-rated wall in bathroom, no phone, inoperable window, loose electrical plates.

ACTION: We have patched under the sink. The window is now latching and the loose electrical plates have been fixed.

34. 170 – Inoperable window, loose cable escutcheon, no phone.

ACTION: Cable escutcheon has been fixed and currently we are working on the window latch.

35. 171 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable windows, inoperable phone, mirrors in hazardous locations adjacent to hot tub.

ACTION: We have patched under the sink, the window is now latching. The mirror which covers half of the hot tub has been in same position for many years and we would like to ask for a waiver.

36. 174 Holes in fire-rated walls, no phone.

ACTION: We have patched under the sink.

37. 201- Damaged electrical outlet in bathroom.

ACTION: We have fixed the damage electrical outlet in the bathroom.

38. 203 – Unit is fire damaged. Plumbing vent is venting sewer gas into the structure (not properly vented to the exterior). Bathroom fan will be installed by Early Bird Electricals.

ACTION: The plumbing vent was corrected by Paul Banyan plumbing company.

39. 204 –Damaged electrical outlet in bathroom, inoperable lock.

ACTION: We have fixed the electrical outlet and the lock is working.

40. 205 – Fire-rated ceiling assembly has been removed in its entirety in the bathroom, missing windowpanes, no sink.

ACTION: We have redone the ceiling in the bathroom and we are currently working on the window pane and sink.

41. 206- Loose escutcheon on sprinkler head.

ACTION: We have fixed the loose esutcheon.

42. 207 - No phone.

43. 208 – Electrical outlets have been painted and missing covers, bathroom fixtures removed. Used for storage. Wiring going out of metal window frame to exterior.

ACTION: The electrical outlets have been removed off of paint and the missing cover are replaced. We are currently working on bathroom fixtures. The wiring for camera which is going through the window will be removed today.

44. 211 –Inoperable phone.

45. 210 – Open electrical socket.

ACTION: The bulb in the open electrical socket has been fixed.

46. 213 – No phone.

47. 215– No phone.

48. 216 – Missing windowpanes, cable cover plate broken.

ACTION: The cable cover plate is fixed and currently we are working on missing window panes.

49. 219 - Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower. Inoperable phone.

ACTION: The bench has been installed in tub / shower and the trap wrap are currently being installed.

50. 220 – Used for storage. Multiple open electrical sockets, hole in fire-rated wall in bathroom.

ACTION: We have patched under the sink. Open electrical outlets have been fixed.

51. 222 – Inoperable smoke detector.

ACTION: We have fixed the inoperable smoke detector.

52. 223- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap.

Provide bench in tub/shower. Escutcheon loose at grab bars.

ACTION: The bench in tub/shower is provided, currently we are installing knee protection on sink trap. Escutcheon at grab bars has been fixed.

53. 226 - Wall discolored by electrical outlet, possible scorch mark. New electrical outlet, suspected work without electrical permit. Improper firestop in rated wall in bathroom.

ACTION: The electrical permit has been pulled by early bird electrical and currently they are doing the work of replacing the GFCI. We have fixed the improper firestop in the wall in bathroom.

54. 230 – Smoke detector inoperable and hanging by wires, inoperable phone.

ACTION: We have fixed the smoke detector in 230.

55. 232 - Improper firestop by bathroom sink drain in fire-rated wall.

ACTION: We have patched under the sink.

56. 234 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone.

ACTION: We have patched under the sink.

57. 236 - Improper firestop by bathroom sink drain in fire-rated wall, inoperable phone, no lock on window, door lock is broken.

ACTION: We have patched under the sink. The door lock is operating and the window is now latching with channel lock.

58. 235 - Holes in fire-rated wall, missing electrical plate.

ACTION: We have patched under the sink. The missing electrical plate has been fixed.

59. 238 - Hole in fire-rated wall in bathroom, inoperable phone.

ACTION: We have patched under the sink.

60. 242 - Door does not latch or close.

ACTION: Door is now latching in room 242.

61. 242 - Used for storage, needs signage.

ACTION: we have put the signange.

62. 243 - Hole in fire-rated floor behind dresser near window.

ACTION: The hole behind the dresser has been fixed.

63. 246 - Hole in fire-rated wall in bathroom, no phone.

ACTION: We have patched under the sink.

64. 247- Inoperable lock, Hole in fire-rated wall in bathroom.

ACTION: We have patched under the sink. The lock is fixed.

65. 248 - Electrical outlet cover damaged, inoperable phone.

ACTION: We have fixed the outlet cover.

66. 251 - Door does not close or latch, inoperable window, painted electrical outlets, cable cover plate is disconnected, open sockets.

ACTION: The paint on electrical outlet has been removed, cable cover plate is fixed and open socket has bulb replaced. Currently we are working on the window and should be done today.

67. 253 - Electrical outlets are painted and missing covers, inoperable phone.

ACTION: The paint has been removed from electrical outlet and missing cover has been replaced.

68. 254 – Exposed screws on toilet base, inoperable lock.

ACTION: The lock has been fixed and toilet base screws have been fixed.

69. 256 – Open electrical socket, missing windowpane.

ACTION: We have fixed the electrical socket and the missing window pane.

70. 262 – Electrical sockets open and missing plates.

ACTION: The electrical socket and missing plates have been fixed on the cable outlet.

71. 264 –Open electrical outlets, window has broken pane, wire penetrating fire-rated wall without firestop, warped cover on light switch.

ACTION: All the above items have been fixed.

72. 266 – No phone.

73. 269- Hole in fire-rated wall in bathroom, no phone, cable plate detached, approximately 3-inch diameter hole in fire-rated wall, inoperable lock.

ACTION: ACTION: We have patched under the sink. We have patched the three inch diameter hole. The lock is fixed. Cable plate has been fixed.

74. 270 – No clear path of travel, missing windowpanes.

ACTION: We have fixed the path and currently are working on the windowpanes.

75. 271 – Hole in fire-rated wall in bathroom.

ACTION: We have patched under the sink.

76. 301 and 303 – units are fire damaged.

ACTION: Garrett construction has pulled the permit and installed the bath tubs and will be done today. The ceiling will be done by today as well.

77. 302 – No phone, inoperable window

ACTION: We are currently working on this item.

78. 305- Cord to phone is taped on and phone is inoperable.

79. 308 – Inoperable window.

ACTION: The window has been locking with channel lock.

80. 314 – Inoperable phone, door does not close or latch.

ACTION: The door is now latching in 314.

81. 319 – Loose sprinkler head escutcheon in bathroom.

ACTION: This item has been fixed.

82. No phone, door does not latch.

83. 321- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower. Inoperable lock.

ACTION: The bench is in tub / shower now and the lock is functioning. The Trap wrap is currently being installed.

84. 322 – Broken electrical cover in bathroom, window does not latch.

ACTION: The electrical cover in bathroom has been done and window has channel lock.

85. 324 – No smoke detector.

ACTION: There is smoke detector in 324.

86. 326 – Door does not latch.

ACTION: The door now latches in 326.

87. 329- Accessible unit, add trap wrap or equivalent knee/toe protection on sink trap. Provide bench in tub/shower.

ACTION: : The bench is in tub / shower now and the lock is functioning. The Trap wrap is currently being installed.

88. 331 – No egress access, furniture blocking window. No phone. Door doesn't latch.

ACTION: The furniture has been removed. The door is now latching.

89. 332 - Door doesn't latch

ACTION: The door is now latching.

90. 333- Electrical outlet painted over.

ACTION: We have removed the paint from electrical outlet.

91. 334- Inoperable phone.

92. 335 Toilet lid broken, jagged edge. Inoperable phone.

ACTION: Toilet lid is fixed.

93. 337 - Unit door does not latch. No clothes storage rack.

ACTION: The door is latching and the cloth rack has been provided.

94. 340 - No phone.

95. 342 - Window doesn't latch

ACTION: Window has channel lock.

96. 343 - Damaged electrical plate in bathroom.

ACTION: Damaged electrical plate has been replaced.

97. 347 - Window doesn't latch.

ACTION: We have channel lock on the window

98. 352- No phone.

99. 353 - Inoperable phone. No lock between attached rooms.

ACTION: We have lock between the attached rooms..

100.354 - Door does not latch.

ACTION: The door is now latching in 354.

101.

102.

355 - Inoperable phone

357 - No clear path of egress travel. Egress blocked. Accumulated storage.

Signage must reflect employee lounge/storage.

ACTION: All the above items are done, we have cleared path and installed signage.

103.

360- Accumulated debris and waste. Inoperable window. Loose sprinkler escutcheon. Hole around sprinkler head in ceiling.

ACTION: The debris and waste have been removed the window has been fixed and loose sprinkler escutcheon has been fixed. Currently we are fixing the sprinkler head in ceiling.

104.

366 – Inoperable phone, inoperable lock on door.

ACTION: The lock is fixed

369 – PTAC heater scorch mark on top.

ACTION: We have replaced the unit.

105.

106.

372 – Door does is not self-closing, self-latching.

ACTION: The door is now self-latching.

Unit Violations that must be corrected in 30 days:

1. 101- Loose escutcheon.

ACTION: This item is done. .

2. 110 –Peeling paint back of door.

ACTION: We are currently doing this item.

3. 112 - Bathroom wall in disrepair.

ACTION: We are currently doing this item.

4. 125 – Peeling paint on bath fan.

ACTION: This item is done.

5. 127 - Window screen in disrepair.

ACTION: Window screen is fixed.

6. 129 - Bath fan needs maintenance.

ACTION: The bath fan is fixed.

7. 140 - Screws exposed on toilet base, inoperable fan in office.

ACTION: We are currently doing this item.

8. 144 – Used for storage, shower control removed.

ACTION: We are currently doing this item.

9. 146 – Bathroom door in disrepair and does not close.

ACTION: This item is done.

10. 201 Graffiti under sink, inoperable bath fan.

ACTION: The graffiti is fixed and the bath fan is working.

11. 204 – Tub faucet is damaged, used for storage.

ACTION: We are still using as storage. It will be cleared soon.

12. 207 - Damaged window screen, peeling caulk at base of toilet.

ACTION: Window screen is fixed and the caulk at base of toilet has been fixed.

13. 211 – Bathroom subfloor in disrepair, wall in disrepair, hole in window screen.

ACTION: Wall has been fixed and window screen has been fixed. We are currently working on the Bathroom subfloor.

14. 210 – Ceiling in disrepair, used for storage.

ACTION: We are still using for storage but will be cleaning up the storage items soon.

15. 216 – Shower escutcheon loose.

ACTION: Shower escutcheon has been fixed.

16. 217 – Carpet in disrepair at threshold, window screen in disrepair.

ACTION: The carpet has been stretched and the window screen is fixed.

17. 222 – Apparent water damage.

ACTION: We are currently doing this item.

18. 223- Escutcheon loose at grab bars.

ACTION: We have fixed escutcheon at grab bars.

19. 225- Used for storage, needs signage.

ACTION: We have signage on 225

20. 230 – Multiple lights burned out in bathroom.

ACTION: The lights have been fixed

21. 232 - Threshold transition strip missing at bathroom, no bath fan.

ACTION: We are currently doing this item.

22. 233- No bath fan.

ACTION: We are currently doing this item.

23. 235 – Used for storage, needs signage. Note: charcoal briquettes stored in room. Indoor use of charcoal as fuel is prohibited.

ACTION: Charcoal has been removed and signage has been provided

24. 238 – Loose escutcheon.

ACTION: This item has been done.

25. 246 - Subfloor in disrepair.

ACTION: We are currently doing this item.

26. 247- Used for storage, needs signage. Plumbing fixtures and bath fan removed.

ACTION: The storage room signage has been put in. Early Bird Electrical is installing Bathroom fan.

27. 250 – Subfloor in disrepair, hole in wall.

ACTION: Hole in the wall is fixed and we did not find any disrepair in the subfloor

28. 254 – Exposed screws on toilet base.

ACTION: The toilet base exposed screws has been fixed.

29. 256 – Exposed screws on toilet base.

ACTION: The toilet base exposed screws has been fixed.

30. 260 – Bathroom door in disrepair.

ACTION: The Bathroom door is fixed.

31. 262 –Bathroom door doesn't latch.

ACTION: The bathroom door is now latching

32. 264 – Bath fan needs maintenance.

ACTION: We have cleaned the bath fan.

33. 270 – Used for storage, no bath fan.

ACTION: We are still using this room for storage. Early Bird Electrical is installing bathroom fan.

34. 271 –Missing caulk at base of toilet.

ACTION: The caulk at base of toilet has been fixed.

35. 304- Wall in disrepair, inoperable bath fan.

ACTION: This items have been fixed.

36. 307- Window screen in disrepair.

ACTION: The window screen has been fixed.

37. 308 – Bathroom door in disrepair.

ACTION: We are painting the bathroom door currently

38. 310 - Window screen in disrepair.

ACTION: This item has been done.

39. 312 - Window screen in disrepair, carpet in disrepair.

ACTION: Window screen is fixed and carpet is going to be changed in coming days.

40. 316 - Window screen in disrepair.

ACTION: Window screen is fixed.

41. 317- Used for storage, bath enclosure in disrepair.

ACTION: Bath enclosure has been fixed.

42. 318- Exposed screws on base of toilet.

ACTION: The toilet base exposed screws has been fixed.

43. 321- Window screen in disrepair.

ACTION: Window screen has been fixed.

44. 326 –Note: small amount of mildew bathroom ceiling.

ACTION: This item is fixed.

45. 330 - Wall damaged behind door, subfloor in disrepair.

ACTION: The wall damage has been fixed. We did not find any disrepair in the subfloor.

46. 331 –Bathroom door in disrepair.

ACTION: This item has been done.

47. 332 - Missing caulk base of toilet. Minor leak tub.

ACTION: The leak has been fixed, the missing caulk base at toilet has been redone

48. 333- Used for storage.

49. 334 -Inoperable bath fan.

ACTION: This item has been fixed.

50. 337 - Bathroom door latch and knob inoperable.

ACTION: This item has been fixed.

54

3.24 2401 Prior Avenue North

Report Number:

Barium Chloride

Commercial Electrical

011-1640-92-7080

Date/Invod:

3/24/2025

PERMIT

Address: 2401 Ruff Ave N

Project ID**Owner Name:**

Owner Phone Home Cell Work

Rough-In Required

Final Inspection

Work Valuation: \$6,900.00

Description of Work:	Replace plywood behind load center to fire resistance rated material
----------------------	--

Applicant	Fee Description	Fee Amount
2. VALMYRIB, ELECTRIC HEATING AND AIR	Commercial Electric Permit Fee	\$15475
2.372 Northland Dr.	State Surcharge (Valuation)	\$344
Minnetonka, MN 55320	State Electrician License Verification Fee	\$300
Phone: 952-777-783	Processing Fee	\$270
E-Form: EA0071b		\$16590
AGREEMENT AND SWORN STATEMENT The work for which this permit is issued shall be performed according to (1) the conditions of this permit, (2) the approved plans and specifications, (3) the applicable City approvals, Ordinances and Code, and (4) the State Building Code. This permit is for only the work described and does not include any other work, additional or related work that requires separate permits. The permittee, his/her predecessor and his/her authorized contractor shall commence work within 180 days of construction is supervised for a period of 180 days and any late start work has commenced. The applicant is responsible for assuring all required inspections are requested in compliance with the State Building Code.		

For general information, call Tolle Inspection at 783-390-9255 or visit <http://www.tolle.com>

INSPECTIONS

Importeur	Import	Export	Exporteur
1990			
1991			
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This card must be posted and visible at all times until work is complete.

ASSE INTERNATIONAL Reduced Pressure Principle Backflow Preventer (RP) ASSE Standard #1013 Field Test Report

Invoice #
819861

Owner of Property K. Patola
Address 2401 Pine Ave N.
City Roseville State MN Zip Code 55113
Occupant of Property (if different from owner) _____
Occupant Address _____
City _____ State _____ Zip Code _____
Manufacturer of Assembly: Watts Model #: 009 m2
Size of Assembly: 1" Serial #: 091499
Location of Assembly and Equipment or System Application: Pool mechanical room
Protests pool & hot tub

Test Equipment
Manufacturer: Midwest Model #: 845-3 Serial #: 01190332
Calibration Date: 9-9-25
Date test was performed: 3-20-25 Time test was performed: 11:30am Static Line Pressure: 65 psi

	Check Valve #2	Shutoff valve #2	Check Valve #1	Pressure Differential Relief Valve
Initial Test	Leaking () Closed Tight (X)	Leaking () Closed Tight (X)	Leaking () Closed Tight (X) Pressure Drop Across Check Valve #1 8.4 psid	Opened at 36 psid
Describe parts and repairs when needed				
Final Test	Leaking () Closed Tight ()	Leaking () Closed Tight ()	Leaking () Closed Tight () Pressure Drop Across Check Valve #1 _____ psid	Opened at _____ psid

Certified Tester (name) Todd Mostad
Address 5718 International Parkway
City New Hope State MN Zip 55428
Phone # 612-977-3051
License # PM004166 Certification # BE064466
Signature _____ Date 3-20-25
Assembly Final Test Performance
Pass ☒ Fail ☐

Comments or Recommendations (continue to other side, if needed):



Paul Bunyan Plumbing & Drains
5720 International Pkwy, New Hope, MN 55428
(612) 822-5275
Lic # PC643703

BILL TO

Ki Patlola General manager
2401 prior ave N
roseville , MN 55113 USA

PROJECT
966581289

INVOICE DATE
Mar 20, 2025

JOB ADDRESS

Ki Patlola
2401 Prior Avenue North
Roseville, MN 55113 USA

Estimate number(s) 966408419, 966432952
Completed Date:

DESCRIPTION OF WORK

03/20/25 TM AND CJ were called to job for RPZ testing. The RPZ obviously failed the test immediately. Gave customer options on rebuilding RPZ and customer opted to rebuild. When taking check valves out, we noticed the o rings were beyond disintegration and check valves were filled with sediment. We flushed all the sediment out of the RPZ and rebuilt it. RPZ passed. 1" WATTS ser# 091499 mod# 009M2, check #1- 8.4, relief opened- 3.6, shut off and check#2- C/T. Passed. Work completed.

Customer also had inspection notes from city stating eye wash station was installed incorrectly. Giving customer options on bringing eye wash station up to code.

TASK	DESCRIPTION	QTY
E189	Commercial & Rental Properties Appointment Window	1.00
PNLP-030-650	PNLP-030-650- rebuild and certify RPZ	1.00

PAID ON	TYPE	MEMO	AMOUNT
3/20/2025	MasterCard		\$1,702.00

POTENTIAL SAVINGS	\$226.95
SUB-TOTAL	\$1,702.00
TAX	\$0.00
TOTAL DUE	\$1,702.00
PAYMENT	\$1,702.00
BALANCE DUE	\$0.00

Thank you for choosing Paul Bunyan Plumbing & Drains

CUSTOMER AUTHORIZATION

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

Sign here



Date 3/20/2025

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Paul Bunyan Plumbing & Drains has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

All repair warranties are 2 years parts and labor unless otherwise specified on the invoice.

Sign here



Date 3/20/2025



Paul Bunyan Plumbing & Drains
5720 International Pkwy, New Hope, MN 55428
(612) 822-5275
Lic # PC643703

BILL TO

Ki Patlola General manager
2401 prior ave N
roseville , MN 55113 USA

PROJECT
966581289

INVOICE DATE
Mar 21, 2025

JOB ADDRESS

Ki Patlola
2401 Prior Avenue North
Roseville, MN 55113 USA

Estimate number(s) 966408419, 966432952,
967245606, 967246460

Completed Date: 3/20/2025

DESCRIPTION OF WORK

3-21-25 TM and CJ Returned today to take care of fire damaged PVC venting in unit #303 and #203 for the toilet and lavatory only. Permit pulled. Also capped open ice maker water line on floor one and capped water shut off valve for ice maker on second floor. ~~Observed main water line in pool room meets code.~~ Left estimate for eyewash in laundry room. Tested fine work completed.

03/20/25 TM AND CJ were called to job for RPZ testing. The RPZ obviously failed the test immediately. Gave customer options on rebuilding RPZ and customer opted to rebuild. When taking check valves out, we noticed the o rings were beyond disintegration and check valves were filled with sediment. We flushed all the sediment out of the RPZ and rebuilt it. RPZ passed. 1" WATTS ser# 091499 mod# 009M2, check #1- 8.4, relief opened- 3.6, shut off and check#2- C/T. Passed. Work completed.

Customer also had inspection notes from city stating eye wash station was installed incorrectly. Giving customer options on bringing eye wash station up to code.

TASK	DESCRIPTION	QTY
E189	Commercial & Rental Properties Appointment Window	1.00
PNLP-030-650	PNLP-030-650- rebuild and certify RPZ	1.00

R020-025-013	Misc Branch 2	1.00
R050-075-016	Misc Branch 4- venting repair	1.00
permit100	\$100 Permit used for \$1595 Water Heater Special	1.00

PAID ON	TYPE	MEMO	AMOUNT
3/20/2025	MasterCard		\$1,702.00
3/21/2025	MasterCard		\$1,655.00

POTENTIAL SAVINGS	\$460.20
SUB-TOTAL	\$3,357.00
TAX	\$0.00
TOTAL DUE	\$3,357.00
PAYMENT	\$3,357.00
BALANCE DUE	\$0.00

Thank you for choosing Paul Bunyan Plumbing & Drains

CUSTOMER AUTHORIZATION

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

Sign here



Date 3/20/2025

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Paul Bunyan Plumbing & Drains has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

All repair warranties are 2 years parts and labor unless otherwise specified on the invoice.

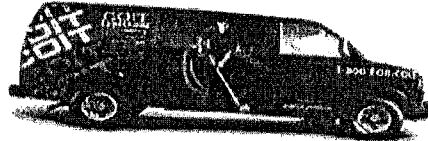
Sign here



Date 3/20/2025

COIT

CLEANING & RESTORATION



COMMERCIAL CLEANING & 24 HOUR EMERGENCY RESTORATION SERVICES
 7138 Shady Oak Road Eden Prairie MN 55344 USA www.coit.com

Address		Northwood Inn 2401 Prior Avenue N Roseville, MN 55113	
Bill To:		Northwood Inn 2401 Prior Avenue N Roseville, MN 55113	

Scheduled Date: Friday March 21, 2025	Start Time: Noon - 2:00 PM (Call if earlier arrival)
Invoice # MIN - C - 887480	

Prepared by: Jeff Patterson 612-716-2029		Jeff.patterson@coit.com	
Date	Contact Name	Direct Phone #	e mail address
3/20/25	KI (Key)	612-876-0603	redroofinrose@gmail.com
On Site Contact ▶		Contact Number ▶	

Description of Services	Price
Interior Dryer Vent Cleaning	
Reverse Air Whip Cleaning System with Vacuum Clean Up	
Inside to Outside Vent Cleaning for total source removal	
5 Dryer Vents	\$550.00
1 Linen Stack Vent	\$200.00
portable air compressor may be needed ~ 3 Floors	

THANK YOU !

Service Charge	\$35.00
Sub Total	\$785.00
Tax (8.38%)	\$65.78
TOTAL	\$850.78

The quotation for services described above is valid for 90 days (unless noted otherwise) and is subject to the conditions noted below:
 COIT will use appropriate spot/stain removal techniques and cleaning equipment, however we cannot guarantee 100% removal.
 COIT Commercial Services offer all customers an industry leading 100% Satisfaction Guarantee!

COIT trains and certifies each individual technician to set a high standard and assure quality results. COIT is not responsible for goods held over 90 days. All terms are COD unless noted otherwise. There will be a \$35 Service Charge on returned checks. Accounts over thirty (30) days past due will be assessed finance charges of 1.5% per month.
 *Service Charge is related to costs associated with equipment setup, handling, sanitary disposal, & fuel, if applicable. This is not a government imposed tax or fee.

For Internal Use:
 Number of techs required _____ Extra Hoses Needed _____ Parking Restrictions _____ Water Location _____ Special Equipment _____

Signature: KI PATROLA TO ACCEPT THIS PROPOSAL PLEASE SIGN & RETURN
 Date: 03/21/25 PO #: _____

Print Name: KI PATROLA Title: _____

- Additional Service Offerings:**
- | | | |
|---|---------------------------------------|---|
| HVAC / Air Ducts: Cleaning | Dryer Vent Cleaning | Carpet, Upholstery, Area Rug Cleaning |
| Tile & Grout Maintain, Restore, Enhance | LVT & VCT Clean, Wax | Hardwood Floor Surface Cleaning Care |
| Natural Stone Maintain Restore Enhance | Flame Retardant & State Certificates | Work Station Partition Fabric Cleaning |
| Drapery, Blind, & Shade Cleaning | NEW Custom Draperies, Blinds & Shades | COIT Fresh Odor Counteractant & Eliminate |
| 24-Hour Emergency Services for Water, Fire, and Smoke | | |
| www.coit.com | | |

[Home](#) [Submit Application](#) [Search Records](#)Logged in as [Garrett Construction](#) Collections (0) [Cart \(0\)](#) Reports (5) [Account Management](#) [Logout](#)
[Announcements](#)[records](#)1. [Select item to pay](#)2. [Payment
Information](#)3. [Receipt/Record
Issuance](#)**Step 3: Receipt/Record Issuance****Receipt**

Your application has been successfully submitted, please reference the permit number below.

- If PAYMENT was submitted prior to application submittal, permit will be emailed.
- If PAYMENT was NOT submitted/requested prior to application submittal, further instructions will be emailed.

Work cannot begin until permit is issued and approved plans (if any) are on site.

2401 Prior Ave

625-0240

2023

DATE	Time	STAGE	SHIFT	comment
12/23/23	7am/3pm 11pm to 7am	RW	2	No Police Seen
12/23/23	7am	Harry	4	No police seen
12/24	7am/4pm	RW	2	No Police Seen
12/24	11P-9A	Danny	4	No police seen
12/25	9AM-5:30PM	Minnie	2	No police seen
12/26	10:00AM	Danny	2	Police drive through
12/26	12:56AM	Danny	4	Police drive through
12/27	7AM	Minnie	2	No police seen
12/27	3P-11P	Danny	3	No police seen
12/28	7AM	Minnie	2	No police seen
12/28	3p to 11p	Brad	3	4:03 Police Drive Thru 7:50 Police Drive Thru
12/28	11pm to 7am	Harry	4	No police drive through
12/29	7am/3pm	RW	2	No Police Seen
12/29	3p to 11p	Brad	3	7:47pm Police Drive Thru
12/29	11p to 7a	Pete	4	No police seen
12/30	7am/3pm	RW	2	No Police Seen
12/30	3p to 11p	Brad	3	No Police Seen
12/30	11p to 7a	Pete	4	No police seen
12/31/23	7A to 3p	Ricky	2	No Police Seen
12/31/23	3p to 11p	Brad	3	No Police Seen
12/31/23	11p to 7a	Harry	4	@6:00 Police and Ambulance Came to motel to
1/1/24	7AM	Minnie	2	Police drive through
1/1/24	3p to 11p	Brad	3	
1/1/24	11P-7A	Danny	4	No police seen

DATE	Time	SHR	STAFF
1/2/24	9:40	2	RW
1/2/24	3PM	3	Minnie
1/2/24	11P-3A	4	Danny
1/3/24	7AM	2	Minnie
1/3/24	3P-11P	3	Danny
1/4/24	7AM	2	Minnie
1/4/24	3p till	3	Brad
1/4/24	7:40	4	Danny
1/5/24	7:30am	2	RW
1/5/24	3p till	3	Brad
1/5/24	11P-3A	4	Danny
1/6/24	7A-1P	2	RW
1/6	3p till	3	Brad
1/6	10:30-7	4	pete
1/7	7A-3P	2	RW
1/7	3p till	3	Brad
1/7	11p till	4	harry
1/8	7AM	2	Minnie

Comments

Police Drive Thru

No police seen.

No police seen

No police seen

No police seen

No police seen

3:47pm Police came and talked to Guest from 213 in Entry ways. Ambulance came also or EMT took Guest in Ambulance.

Police drive thru.

No Police seen

No police seen

No Police seen

7:57 police came in and went to 343 Someone called and said 4 Squads Female left with Police. Serial no one in trouble both just very Drunk.

No police seen

No Police seen

No police drive through

No Police seen

No police seen

Date	Time	Shift	Staff	Comments
1/8/24	3p to 10p	3	Brad	No police drive through
9/9/24	10p to 7A	4	harry	No police drive through
1/9/24	3PM	2	Minnie	No police seen.
1/9/24	11P-7A	4	Danny	No police seen
1/10/24	7AM	2	Minnie	No police seen
1/10/24	1:30am	4	pete	police drive through
1/11/24	7AM	2	Minnie	No police seen
1/12/24	3p to 11p	3	Brad	10:35 pm Police, Ent & Ambulance came Female needed Medical Attention.
1/11/24	11p to 7a 11:30pm	4	pete	poli police drive through
1/12/24	7am-3pm	2	Rw	No Police seen
1/12/24	3p to 11p	3	Brad	4:45 unmarked Police car Drives Th
1/13/24	11p to 7am	4	harry	
1/13/24		2	Ruby	No police seen
1/13/24	3p to 11p	3	Brad	No Police seen
1/13/24	11p to 7a	4	pete	no police seen
1/14/24	7am/3pm	2	Rw	No Police seen
1/14/24	3p to 11p	3	Brad	No Police seen
1/15/24	7AM	2	Minnie	No police seen.
1/15/24	3p to 10p	3	Brad	
1/15/24	4:12AM	4	Danny	304 called cops because of fighting with a woman inside the bloom. Cops came & took him as they had to be separated. Th. said the lady. with checks out.

DATE	Time	Shift	Staff	Comment
1/16/24	10:30	2	RW	Police in Lot
1/16/24	3PM	3	Minnie	Police drive through.
1/16/24	11P-7A	4	Danny	No police seen
1/17/24	2AM	2	Minnie	Guest from #253 called police to complain on assault case that was attempted on him ^{on} 1/14/24. Ricky helped the officer with the proof of assault videos.
1/17/24	3:43 PM	3	Danny	Police drive through.
1/18/24	2AM	2	Minnie	No police seen.
1/18/24	3p to 6p	3	Brad	No police seen
1/19/24	hurry	4	hurry	
1/19/24	3p to 6p	2	RW	No Police Seen
1/19/24	3p to 6p	3	Brad	No Police Seen
1/19/24	11p to 7a	4	pete	no police seen
1/20/24	11:30 am	2	RW	Police DRIVE THRU
1/20/24	3P-11P	3	Danny	no police seen
2/1/24	8:05am	2	RW	Police Drive THRU
12/21/24	3p to 11pm	3	Brad	No Police Seen
12/21/24	11P-7A	4	Danny	No police seen
1/22/24	7AM	2	Minnie	No police seen
1/22/24	3p to 10p	3	Brad	8:02pm Police Drive THRU
1/22/24	10p to 7a	4	pete	6:40am police drive through
1/23/24	7:02/3pm	2	RW	No Police Seen
1/23/24	3PM	3	Minnie	No police seen
1/23/24	11:30pm	4	pete	Seen police drive through
1/24/24	2AM	2	Minnie	No police seen
1/24/24	3P-11P	3	Danny	No police seen

Date	Time	Shift	Staff	comment
1/24/24	1:30am	pete 4	pete	Seen police drive through
1/25/24	7AM	2	Hinnie	No police seen
1/25/24	3p to 11p	3	Brad	No Police Seen
1/25/24	11P-7A	4	Danny	No police seen
1/26/24	7am 3pm	2	Rw	No Police Seen
1/26/24	3p to 11p	3	Brad	No Police Seen
1/26/24	11p to 7a	4	harry	No Police Seen
1/27/24	9:50am	2	Rw	Police Drive THRU
1/27/24	1:20PM	2	Rw	Police Drive THRU
1/27/24	3p to 11p	3	Brad	10:28 Police Drive Thru.
1/28/24	7:25am	2	Rw	Police Drive THRU
1/28/24	3p to 11p	3	Brad	9:10pm 2 Police Officers come in and ask about 352 Someone Called And Said Someone isn't Feeling well, 9:20 Ambulance Arrives And takes Guest.
1/28/24	11P-7A	4	Danny	No police seen
1/29/24	7am	2	Hinnie	8:45 police drive through.
1/29/24	3p to 10p	3	Brad	8:25pm unmarked car Drives Thru
1/30/24	10:30p to 7a	4	harry	No police drive through.
1/31/24	7AM	2	Hinnie	No police seen
1/31/24	3P-11P	3	Danny	No police seen
1/31/24	11p-7a	4	pete	No police seen
2/1/24	7AM	2	Hinnie	No police seen
2/1/24	3p to 11p	3	Brad	No Police Seen
2/1/24	11:57 PM	4	Danny	Police drive thru

JAN - 6

Date	Time	Shift	Staff	Comments
2/2/24	7am/3p	2	Rw	No Police Seen
2/2/24	3p to 11p	3	Brad	No Police Seen
2/3/24	7am/3p	2	Rw	No Police Seen
2/3/24	3p to 11p	3	Brad	6:34p Police Drive Thru.
2/4/24	7am/3p	2	Rw	No Police Seen
2/4/24	3p to 11p	3	Brad	3:55 police Drive Thru.
2/4/24	11P-7A	4	Danny	No police seen
1/5/24	7AM	2	Minnie	No police seen.
2/5/24	3p to 11p	3	Brad	No Police Seen
2/6/24	10:10am	2	Rw	Police Drive THRU
2/6/24	3PM	3	Minnie	No Police Seen
2/6/24	11P-7A	4	Danny	No police seen
2/7/24	7AM	2	Minnie	No police seen
2/7/24	3P-11P	3	Danny	No police seen
2/7/24	3:30am	4	Pete	Police and ambulance is here for guest.
2/8/24	7AM	2	Minnie	1:25 p Police drive thru 2:20 p
1/28/24	3p to 11pm	3	Brad	9:12 police Drive Thru
2/8/24	12:10 AM	4	Danny	Police came and asked if a Terence Walker came in a room. I said no one saw.
2/9/24	7am/3pm	2	Rw	No Police Seen
2/9/24	3p to 11p	3	Brad	No Police Seen
2/10/24		2	Rw	No Police Seen
2/10/24	3p to 11p	3	BS	No Police Seen

Date	Time	Shift	Staff	
2/11/24	10:20 am	2	Rw	Police Drive THRU UN
2/11/24	10:25 am	2	Rw	Police Drive THRU UN
2/11/24	3p to 11p	3	Brad	7:58 Police Drive Thru. 8:06 Police Come IN to show picture of the Two
2/12/24	7 AM	2	Minnie	No police seen.
2/12/24	3p to 11p	3	Brad	5:00 or so Police Drive IN + Drop off a Guest who had a res. with us, she went to motel 6 she had no Dep
2/12/24	10 pm - 2 am	4	harvey	no police drive through
2/13/24	7:00 am	2	Rw	POLICE Drive THRU
2/13/24	3 PM	3	Minnie	No police seen
2/14/24	7 AM	2	Minnie	no police seen
2/14/24	3pm - 11pm	3	harvey	No police drive through
2/14/24	11pm - 7am	4	Pete	No police seen
2/15/24	7 AM	2	Minnie	No police seen
2/15	3p to 11p	3	Brad	NO Police Seen
2/15	11P - 7A	4	Danny	No police seen
2/16/24	7 AM / 3 PM	2	Rw	NO Police Seen
2/16/24	3p to 11p	3	Brad	9:00pm unmarked Car Drives The
2/16/24	11p to 7a	4	Pete	NO police seen
2/17/24	7 AM / 3 PM	2	Rw	No Police Seen
2/17/24	3p to 11p	3	Brad	NO Police Seen

Date	Time	Shift	Staff	Comments
2/18	7A/3P	2	RW	NO POLICE SEEN
2/18	3p to 11p	3	Brad	NO POLICE SEEN
2/18	11P-7A	4	Danny	NO police seen
2/19	7AM	2	Minnie	8:20 AM - Police drive through
2/19	3p to 11p	3	Brad	NO POLICE SEEN
2/19	1p to 2a	4	Harry	NO police seen
2/20	7:20am	2	RW	POLICE DRIVE THRU
2/20	3PM	3	Minnie	Police drive thru
2/20	11P-7A	4	Danny	No police seen
2/21	7AM	2	Minnie	Police drive through.
2/21	3P-11P	3	Danny	NO police seen
2/21	11:30pm	4	Pete	police drive through
2/22	7AM	2	Minnie	Police came for guest in #121
2/22	3p to 11p	3	Brad	NO POLICE SEEN
2/22	11P-7A	4	Danny	No police seen
2/23	7A/3P	2	RW	NO POLICE SEEN
2/23	3p to 11p	3	Brad	NO POLICE SEEN
2/24	3A/3P	2	RW	NO POLICE SEEN
2/24	3p to 11p	3	Brad	10:45p Police Drive Thru
2/23	7:10am	2	RW	POLICE DRIVE THRU
2/25	3p to 11p	3	Brad	NO POLICE SEEN
2/25	11P-7A	4	Danny	NO police seen
2/26	7AM	2	Minnie	7:10AM Police drive through
2/26	3p to 11p	3	Brad	5:18pm Police Drives Thru
2/26	1p to 2am	4	Harry	NO police drive through

FEB 5

DATE	TIME	STREET	STAGE	Comments
2/27	7am/3pm	2	Rw	No Police Seen
2/27	3PM	3	Minnie	No police seen
2/27	11pm to 2am	4	harry	No police seen
2/28	7AM	2	Minnie	No police seen
2/28	3p-11A	3	Danny	No police seen
2/28	11p-3a	4	pete	No police seen
2/29	7AM	2	Minnie	No police seen
2/29	3p to 11pm	3	Brad	No Police Seen
2/29	11p-7A	4	Danny	No police seen
3/1	7am-3pm	2	Rw	No Police Seen
3/1	3p to 11p	3	Brad	No Police Seen
3/1	11pm to 7am	4	pete	No 11pm seen police
3/2	7A/3P	2	Rw	No Police Seen
3/2	3p to 11p	3	Brad	after 3pm uber driver calls Police on Guest for non-payment, he got Pd
3/2	11p to 7a	4	pete	No police seen
3/3	8:15am	2	Rw	Police Drive THRU Slowly
3/3	3p to 11p	3	Brad	Fire in #203. Police & fire service came in @ 10:45 PM
3/3	11P-7A	4	Danny	No police seen
3/4	7AM	2	Minnie	Police came for #238. Looks like arrested
3/4	3p to 10p	3	Brad	No Police Seen
3/4	10p to 7a	4	harry	No police seen
3/5	10:15am	2	Rw	Police Drive THRU
3/5	3PM	3	Minnie	No police seen
3/5	11P-7AM	4	Danny	No police seen
3/6	7AM	2	Minnie	No police seen

Date	Time	Shift	Staff	Comments
3/7	7AM	2	Minnie	No police seen
3/7	3ptollp	3	Brad	NO Police Seen
3/7	5:30pm	4	Danny	Cops came in and said they received a call of a break in from the backside window. Got a call from Ramsey Court office, I didn't see anyone in the camera.
3/8	7A/30	2	Rw	NO Police Seen
3/8	3ptollp	3	Brad	NO Police Seen
3/9		4	Pete	
3/9	7:35am	2	Rw	POLICE DRIVE THRU
3/9	7:45am	2	Rw	POLICE DRIVE THRU STOP THREE AT ONCE
3/9	10:50am	2	Rw	POLICE DRIVE THRU
3/9	3ptollp	3	Brad	NO Police Seen.
3/9	11pt07a	4	Pete	NO police seen.
3/10	7:37a	2	Rw	POLICE DRIVE THRU
3/10	11:40am	2	Rw	POLICE DRIVE THRU
3/10	3ptollp	3	Brad	2:39 Police Drive Thru.
3/10	11pt07a	4	Wendy	1:30am police come to file a car about the #236 guest Laris back and shield broken by someone. She called police and combine about that and she left motel.
3/11	7AM	2	Minn	NO police seen

Date	Time	Shift	Staff	Comments
3/4/24	3p to 11p	3	Brad	4:20pm Police Drive Thru
3/11/24	12:15am to 7a	4	hobby	9:33pm Police Drive Thru A False alarm was triggered I silenced it. At @ 12:00am police along with fire department and Ambulance reached motel.
3/12/24	7-3PM	3	Minnie	No police seen
3/12/24	11P-7A	4	Danny	No police seen
3/13/24	7AM	2	Minnie	Ambulance came for a guest in #112. Guest is old and he is not well. They took him to hospital @ 8:45am
3/13/24	11P-7A	4	Pete	no police seen
3/14/24	7AM	2	Minnie	No police seen
3/14/24	3P to 11P	3	Brad	No Police Seen
3/15/24			hobby	
3/15/24	7A to 3P	2	RW	No Police Seen
3/15/24	3p to 11p	3	Brad	7:45pm Police
3/15/24	11p to 7a	4	Pete	no police seen
3/15/24	7A to 3P	2	Ricky	
3/16/24	3p to 11p	3	Brad	no Police Seen
3/16/24	11p to 7a	4	Pete	11:20pm drive through with 3 vehicles.
3/21/24	2:10pm	2	RW	Police Drive Thru
3/21/24	3p to 11p	3	Brad	3:21p Police Drive Thru
3/21/24	11P-7A	4	hobby	also police drive thru

Date	Time	Shift	Staff	Comments
3/18/24	7AM	2	Minnie	No police seen
3/18	3p to 11p	3	Brad	4:00pm Police Drive thru 5:10pm 2 police officer came Escort a Guy out KS called
3/18	10:00-7AM	4	HARRI (SAI)	No Police Seen
3/19	7a/3p	2	RW	No Police Seen
3/19	3PM	2	Minnie	3:24 - Police drive thru
3/19	11P-7A	4	Danny	No police seen
3/20	7AM	2	Minnie	one of the person (not guest) got lost right in the lobby. Police came and enquired on the case details.
3/20	9:30 PM	3	Danny	Police came because 35 called and filed a complaint against her brother.
3/20	12:30am	4	Pete	police helped me to send an homeless person from motel
3/21	2:21 AM	2	Minnie	Police came to escort a lady from 240 to mental health welfare assoc.
3/21	3p to 11p	3	Brad	No Police Seen
3/21	11:30 PM	4	Danny	Police drive thru
3/22	7a/3p	2	RW	NO Police Seen
3/22	3p to 11p	3	Brad	No Police Seen
3/22	11p to 7a	4	Pete	11:05pm seen police drive
3/23	11PM to 7am	4	Pete	11:53PM seen Police drive

Date	Time	Shift	Staff	Comments
3/23	3p to 11p	3 rd	Brad	No Police Seen
3/23	11pm to 7AM	4th	PETE	11:53 seen Police drive thru
3/24	10:40 on	2	Rw	Police Drive Thru
3/24	3p to 11p	3	Brad	No Police Seen
3/24	11P-7A	4	Danny	No police seen
3/25	7AM	2	Minnie	No police seen
3/25	3pm to 11p	3	Brad	No Police Seen
3/25	10AM-67AM	4	HARRY (SAP)	No Police Seen
3/26	9:50 on	2	Rw	Police Drive Thru
3/26	3PM	3	Minnie	No police seen
3/26	12:15 AM	4	Danny	Police advise then
3/27	7AM	2	Minnie	Police came to enquire about a guest details.
3/27	8PM-11P	3	Danny	→ No police seen
3/27	11pm-7am	4	Pete	No police seen
3/28	7AM	2	Minnie	No police seen
3/28	3p to 11p	3	Brad	9:00 pm Police Drive Thru. Came In Said there was a 911 call hang-up? 9:23p Police Drive Thru 9:33p Police Drive Thru No police seen Police / EMS for R1142 7:40 Police Drive Thru 7:50 Police Drive Thru
3/28	11P-7AM	4	Danny	
3/29	10:30 on	2	Rw	
3/29	3p to 11p	3	Brad	

MARCH - 15

Date	Time	Shift	Staff	Comments
3/30	7a/3p	Rw 2	Rw	No Police seen
3/30	3p to 11p	2 3	Brad	10:30p police Drive Thru.
3/30	11pm to 7am	4	PETE(SAT)	NO Police seen
3/31	7:15 on	2	Rw	POLICE DRIVE THRU
3/31	3p to 11p	3	Brad	NO Police Seen
3/31	11P-7A	4	Danny	No police seen
4/1	7AM	2	Minnie	8:25 AM Police drive through
4/1	3p to 10pm	3	Brad	2:28 PM Rm 254 called Police 3:12 PM or so and said someone was going thru her car at first she called me I told her to call police
4/1	10:07 AM	4	HARRY(SAT)	
4/2	7a/3p	2	Rw	NO Police seen
4/2	3PM	3	Minnie	No police seen
4/2	11P-7A	4	Danny	No police seen
4/3	7AM	2	Minnie	no police seen
4/3	3pm			
4/3	11P-7A	4	Danny	No police seen
4/4	7AM	2	Minnie	NO police seen
4/4	3p to 11p	3	Brad	NO Police Seen
4/4	11:25 PM	4	Danny	Police drive through
4/4	11:00 PM	4	Danny	Police came in and asked if anyone called 911 as they received a call trace from this area. I said I was not aware

Date	Time	Shots	Emp	Comments
4/5/24	7A/3pm	2	Ru	No Police Seen
4/5	3p to 11p	3	Brad	No Police Seen
4/6	7:25 am	2	Ru	Police DRIVE THRU
4/6	3p to 11p	3	Brad	4:50pm Police come in And goes up to 313 family called for Welfare check 9:37pm Police Drive Thru
4/6	11p to 7a	4	peter	NO police seen
4/7	7:00AM	2	Ru	Police come in
4/7	3p to 11p	3	Brad	Police NOT Seen
4/7	11P-7A	4	Danny	No police seen
4/8	7AM	2	Minnie	12:50 - police drive through
4/8	3p to 10p	3	Brad	4:50pm Police Drive thru
4/8	10p to 7a	4	peter	9:43pm Police Drive Thru
4/9/24	7a/3p	2	Ru	6:58am police drive thru
4/9/24	3PM	3	Minnie	No Police Seen
4/9/24	11P-7A	4	Danny	No police seen
4/10/24	7AM	2	Minnie	No police seen
4/10/24	11P-7A	4	Danny	No police seen
4/11/24	2AM	2	Minnie	9:39 - Police drive thru
4/11/24	3p to 11p	3	Brad	NO Police Seen
4/11/24	12:15A	4	Danny	4 cop cars came chasing a car into the parking lot.

Date	Time	Shift	Staff	Comments
4/12	3p to 4p	3	Brad	No Police Seen
4/12	11p to 7a	4	Pete	NO police seen
4/13	3p to 4p	3	Brad	4:50pm Police stop by and Drop Guest in 121 off.
4/13	11P to 7AM	4	DANNY (SAI)	3:30 Police came to check ReParking lot with a person sleeps on car & they sent.
4/13	11P to 7AM	4	DANNY (SAI)	Police came & said they got call from 300 300 floor & they went 300 floor & checked the every thing 300 floor
4/14	10:35am	2	RW	Police Drive THRU
4/14	1:30	2	RW	Police Drive THRU
4/14	3:00pm	2	RW	Police Drive THRU
4/14	3p to 4p	3	Brad	8:50pm Police Drive Thru
4/14	11P-7A	4	DANNY	No police ^{drive} seen Attn @ 6:50 AM
4/15	7AM	2	Minnie	No police seen
4/15	3p to 4p	3	Brad	4:15pm Police Dr. Thru
4/15	10 to 7a	4	Pete	12:06am police drive thru

Date	Time	Shift	Staff	Comments
4/16/24	9:08 AM	2	RW	Police Drive Thru
4/16/24	1:30 PM	2	RW	Police Drive Thru
4/16/24	3 AM	3	Minnie	5:54 Police Drive Thru
4/16/24	10 PM to 7a	4	pete	No police seen
4/17/24	7 AM	2	Minnie	12:20 - police helped to escort #121 & #202 out from the hotel.
4/17/24	3P-11P	3	Danny	No police seen
4/18/24	7 AM	2	Minnie	No police seen
4/18/24	3p to 11p	3	Brad	6:12 pm Police Dr. Thru
4/18/24	2 AM	4		10:13 pm Police Dr Thru.
4/18/24	2 AM	4	Danny	Police drive thru
4/19/24	7a to 3p	2	RW	No police seen
4/19/24	3p to 11p	3	Brad	7:25 pm Police Drive Thru
4/19/24	11p to 7a	4	pete	No police seen
4/20/24	3p to 11p	3	Brad	2:40 police Dr. Thru
4/20/24	7a to 3p	2	RW	No police seen
4/20/24	3p to 11p	3	Brad	
4/20/24	11p to 7a	4	pete	No police seen
4/21/24	3p to 11p	3	Brad	5:20 Police come in and shows me a picture on his phone to see if Lemay have come into hotel, he did not
4/21/24	11P-7a	4	Danny	No police seen
4/22/24	7 AM	2	Minnie	No police seen

Date	Time	Shift	Staff	Comments
4/22	3p to 10p	3	Brad	No Police Seen
4/22	10p to 7a	4	pete	No police seen
4/23	7AM	2	Minnie	10:20 - Police drive thru
4/23	3pm to 11p	3	pete	6:10pm police drive thru
				6:20pm " " "
4/23	HP-7A	4	Danny	No police seen
4/24	7AM	2	Minnie	10:40 - police drive thru
4/24	3p to 11p	3	pete	4:30pm police drive thru
				7:30pm " " "
				10:20pm " " "
4/24	HP-7A	4	Danny	No police seen
4/25	7AM	2	Minnie	No police seen
4/25	3p to 11p	3	Brad	No Police Seen
4/25	5:05A	4	Danny	Police drive thru
4/26	7A/3P	2	RW	NO Police seen
4/26	3p to 11p	3	Brad	7:10p Police Dr. Thru
				8:50 police Drive Thru
4/26	11p to 7a	4	pete	No police seen
4/27	2pm	2	RW	Police Drive Thru
4/27	3p to 11p	3	Brad	7:32p Police Drive Thru
4/28	7A/3P	2	RW	NO Police seen
4/28	3p to 11p	3	Brad	10:17pm Police Drive thru
4/28	7AM	4	Danny	Police drive thru!
				K-9 had sniffer dog sniff
				Some cars
4/29	7AM	2	Minnie	No police seen

APRIL 10

Date	Time	Shift	Staff	Comments
1/29	3p to 10p	3	Brad	No police seen
1/29	10p to 7a	4	Pete	No police seen
1/30	7a to 3p	2	Rw	No Police Seen
1/30	3pm	3	Minnie	No police seen.
4/30	11PM-7A	4	Danny	No police seen
5/1	7AM	2	Minnie	No police seen
5/1	3p-11p	3	Pete	
5/1	2:30AM	4	Danny	Police idenve throu'
5/2	7AM	2	Minnie	Guest argued about 100\$ cash deposit which was in someone's name. Cops came (#211)
5/2	3p to 11p	3	Brad	9:55p Police Drive Thru
5/2	11p-7A	4	Danny	No police seen
5/3	7a to 3p	2	Rw	No Police Seen
5/3	3p to 11p	3	Brad	5:56pm Police Dr. Thru
5/3	11p to 7am	1		6:16pm Police Dr Thru
				9:00pm Police Dr. Thru.
5/3	11p to 7am	4	Pete	1:28am police drive thru
5/4	7A to 3P	2	Rw	No Police Seen
5/4	3p to 11p	3	Brad	No Police Seen
5/5	7am 3pm	2	Rw	No Police Seen
5/5	3p to 11p	3	Brad	No Police Seen
5/5	11p-7A	4	Danny	No police seen
5/6	7AM	2	Minnie	No police seen.
5/6	3p to 10p	3	Brad	No Police Seen

Date	Time	Shift	Staff	Comment
5/7/24	7a/4p	2	RW	NO POLICE SEEN
5/7/24	3PM	3	Minnie	No police seen
5/7/24	11p - 7A	4	Danny	No police seen
5/8/24	7AM	2	Minnie	No police seen
5/8/24	3p to 1p	3	Pete	4:00pm police drive through 10:20pm " " "
5/8/24	11:05 PM	4	Danny	Police drive thru
5/9/24	7AM	2	Minnie	No police seen
5/9	3p to 1p	3	Brad	6:58pm Police Drive Thru.
5/9	11p to 7a	4	harry	7:38pm Police Drive Thru. 11:50pm police drive through
5/10	7AM/3pm	2	RW	NO POLICE SEEN
5/10	3p to 1p	3	Brad	Police Drive Thru 6:14pm 10:42pm Police Drive thru.
5/10	11p to 7a	4	Pete	11:40pm police drive thru 12:10am " " " 4:00am " " "
5/11/24		2	RW	NO POLICE SEEN
5/11/24	3p to 1p	3	Brad	8:00pm Police Drive Thru.
5/11/24	11p to 7am	4	Pete	12:00am police drive thru
5/11/24	7:20a	2	RW	Police Drive Thru
5/12	3p to 1p	3	Brad	NO police SEEN
5/12	4:00 A	4	Danny	Cops were called by a woman who claimed that people in 169 has her house deep. Cops came and took her stuff down 169 and took her out

Date	Time	Shift	Staff	Comments
5/13/24	7AM	2	Minnie	No police seen
5/13/24	3p to 10p	3	Brad	No Police Seen
5/13/24	10p to 7A	4	Harry	→ Around 10:45pm police called to front desk and said that "the people (couple) who are staying #209 are arguing each other, so don't give keys to anyone except the PD person, even to the women". → 11:30pm Police came to motel to look after the lady #209. → 1:42AM police drive through
5/14/24	9:30A	2	Rw	Police Drive Thru And Stop At Blue Mustang
5/14/24	3PM	3	Minnie	No police seen.
5/14/24	11P-7A	4	Danny	No police seen
5/15/24	7AM	2	Minnie	No police seen
5/15/24	11P-7A	4	Danny	also police seen
5/16/24	7AM	2	Minnie	No police seen
5/16	3p to 11p	3	Brad	3:25pm Police Drive Thru 7:27pm Police Drive Thru 10:45pm Police Drive Thru
5/16	11p to 7A	4	Harry	No police seen
5/17	7A-3P	2	Danny	No police seen

Date	Time	Shift	Staff	Comments
5/17	3p to 11p	3	Brad	7:13pm police Drive Thru
5/17	11p to 7a	4	pete	12:15 police Drive Thru
5/17	7a to 3p	4	4	1:30 police " "
5/18	3p to 11p	3	Brad	No police seen
5/18	11p to 7a	4	pete	No police seen
5/19	3p to 11p	3	Brad	7:35 police Drive Thru.
5/19	11:25A	4	Danny	Police drove thru.
5/20	7AM	2	Minnie	No police seen
5/20	3p to 11p	3	Brad	5:20 unmarked Police Car Drives Thru
5/20	9p to 7am	4	Harry	Around 3:00am some one 75 years old man walked into motel and asked for a phone to call 911. I gave my mobile he called 911 and explained about his problem. police reached our motel by 3:30am and took him from here.
5/21	7AM	2	Minnie	No police seen.
5/21	3p-11p	3	Danny	No police seen
5/22	11p-7a	4	Harry	No police seen
5/22	7AM	2	Minnie	10:40- police drive thru
5/22	3p-11p	3	Danny	No police seen
5/22	7AM	2	Minnie	No police seen

DATE	Time	Shift	STAFF	Comment
5/23/24	3P-11P	3	Danny Ricky	No police seen
5/24/24	7A-3P	2	Danny	No police seen
5/24/24	9:PM	3	Rw	Police DRIVE THRU
5/24/24	9:20am	3	Rw	Police came by female IN Room 302 - Police Give her ride somewhere
5/25/24	3P-11P	3	Danny	No police seen
5/26/24	9:50am	2	Rw	Police DRIVE THRU
5/27/24	11P-7A	4	Pete	NO POLICE SEEN
5/27/24	12:15 PM	2	Rw	Police DRIVE THRU
5/28/24	11P-7A	4	Harry	No police Drive through
5/28/24	7A/3P	2	Rw	NO POLICE SEEN
5/28/24	3PM	3	Minnie	No police seen
5/29/24	7AM	2	Minnie	No police seen
5/29/24	3P-11P	3	Danny	No police seen
5/30/24	7AM	2	Minnie	No police seen
5/30/24	3p to 11p	3	Brad	No Police Seen
5/30/24	4:10AM	4	Danny	Police drive through
5/31/24	7A/3P	2	Rw	No Police seen
5/31/24	3p to 11p	3	Brad	No Police Seen
6/1/24	7:30A	2	Rw	Police DRIVE THRU
6/1/24	3p to 11p	3	Brad	No police seen
6/1/24	11p to 7a	4	Pete	No police seen
6/2/24	11:05am	2	Rw	POLICE DRIVE THRU
6/2/24	3p to 11p	3	Brad	No Police Seen
6/2/24	11:05am	4	Harry	No police seen

MAY - 6

Date	Time	Shift	Staff	Comments
6/3/24	7AM	2	Minnie	No police seen
6/3/24	3pm	3	Brad	4:40pm Police come in and go down to Rm 113 we'll check
6/4/24	1:15P	2	RW	Police come in and ASK ABOUT A POSSIBLE GUEST THAT WILL BE STAYING HERE. TOLD POROLL OFFICER THIS ADDRESS:
6/4/24	3PM	2	Minnie	No police seen.
6/4/24	11P-7A	4	Danny	@ 12:30 Cop came and checked a vehicle no. They wanted to know the serial no. of that vehicle. @ 1:20am there were 4 cops who came and went to 253, the guest under whom the car was registered. They arrested both of the guests.
6/5/24	7AM	2	Minnie	No police seen
06/05/24	3PM	3	KI	No police seen
06/05/24	9-7a	4	honey	No police seen
6/6	7	2	Minnie	No police seen
6/6	3pm	3	Brad	No Police Seen
6/6	3pm	4	Danny	Police seen there

Date

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<u>Date</u>	<u>Time</u>	<u>Shift</u>	<u>Staff Name</u>	<u>Comments</u>
6/6/24	2:35 AM	4	Danny	Police drive thru
6/7/24	3 to 11 pm	3	Brad	NO Police Seen
6/7/24	11 pm to 7a	4	Pete	no police seen
6/8/24	8:17 am	2	Rw	Police Drive Thru
6/8/24	3p to 11p	3	Brad	9:25pm unmarked car Drives Thru
6/8/24				9:45 unmarked car Drives Thru
6/8/24	11p to 7a	4	Pete	
6/9/24	7a to 3p	2	RW	NO POLICE SEEN
6/9/24	3p to 11p	3	Brad	NO Police Seen
6/9/24	11p - 7a	4	Danny	No police seen
6/9/24	6:50 AM	4	Danny	Police drive thru
6/10/24	7AM	2	Minnie	no police seen
6/10/24	3p to 10 pm	3	Brad	
6/10/24	10pm to 2	4	hobby	No police seen
6/11/24	12:20 PM	2	RW	Call 911 for guy in 269
6/11/24	2:20 PM	2	RW	Police follow make
6/11/24	3PM	3	Minnie	no police seen.
6/12/24	7AM	2	Minnie	no police seen
6/12/24	3PM	3	RW	4:15 PM Police Drive
6/12/24	6p to 11pm	3	Pete	no police drive thru
6/12/24	12:40A	4	Danny	Cops were called for 313 as the owner of the car they registered called cops - cops went & got the bus for 313

Date	Time	Name	Shift	Comments
6/12/24	2:40A	Danny	4	308 called cops. They
6/13/24	7AM	Minnie	2	came @ 2:40AM.
6/13	3pm to 11p	Brad	3	no police seen No Police Seen
6/13	11P - 7A	Danny	4	No police seen
6/14	7AM - 3pm	RW	2	NO PX
6/14	3p to 11p	Brad	3	4:35pm Police Drive Thru
6/14	11p to 7a	Pete	4	6:41 police drive thru
6/15	RW / KE 7/3pm	Ricky	2	NO Police Seen
6/15	3p to 11p	Brad	3	8:40 unmarked Vehicle Drives Thru
6/15	11p to 7am	Pete	4	NO Police seen
6/16	7:40 am	RW	2	Police Drive Thru
6/16	3p to 11p	Brad	3	NO Police Seen
6/17	7AM	Minnie	2	9AM Police drive thru
6/17	3:57 pm	Brad	3	Police Drive Thru
6/18	7A / 3P	RW	2	NO Police seen
6/18	3PM	Minnie	3	NO police seen
6/18	11P - 7A	Danny	4	NO police seen
6/19	7AM	MW	2	NO police seen
6/19	5:30PM	Danny	3	Police drive thru
6/19	11p - 7a	Pete	4	4:00am seen police
6/20	3p to 11p	Brad	3	5:05pm unmarked car
6/20	11P - 7A	Danny	4	NO police seen

Date	Time	Name	Shift	Comment
Brad	3p to 11	Brad	3p	No Police
Peter	11p to 7a	Pete	4	1:00am police drive thru twice at 1:00am
6/22	2:20p	RW	2	Police Drive Thru
6/22	3p to 11p	Brad	3	No Police Seen
6/22	11p to 7a	Pete	4	No Police Seen
6/23	7a to 3p	Ricky	2	No Police Seen
6/23	3p to 11	Brad	3	10:50pm Drive Thru
6/23	11p - 7a	Danny	4	No police seen
6/24	7AM	Minnie	2	No police seen
6/24	3p to 11p	Brad	3	
6/24	12:25p	Harvey	4	Ambulance visited motel becoz Room 330 night called all Police Drive Thru
6/25	11:35a	RW	2	
6/25	3pm	Minnie	3	No police seen.
6/25	2:55p	Danny	4	Police drive thru
6/26	7AM	Minnie	2	No police seen.
				6/26/24 - Booking prices Expedia - 6/26 - 68 - Key Inn Motel 6 - 75\$ Booking.com - 6/26 - Motel 6 - 75\$ Key Inn - 66\$
6/26	3pm	R/DANNY	3	
6/27	3pm	Minnie	2	No police seen

Date	Time	Name	Shift	Comments
6/27/24	3p to 11p	Brad	3	8:20pm Police Drive Thru
6/27/24	11:40pm	Harry	4	Police Drive through
	3:40AM	Harry	4	Police Drive through
	5:10 AM	Harry	4	Guests In #354 yelling each other in lobby, so I called 9-1-1 and informed them about the situation. Police phoned Siodan visited motel and checked the situation and left.
6/28/24	7a/3p	RW	2	No Police Seen
6/28/24	3p to 11p	Brad	3	No Police Seen
6/28/24	11p to 7a	pete	4	No Police Seen
6/29/24	7A/3p	RW	2	No Police Seen
6/29/24	3p to 11p	Brad	3	No Police Seen
6/29/24	11p to 7a	pete	4	1:00am police drive thru
6/30/24	7a/3p	RW	2	No Police Seen
6/30/24	3p to 11p	Brad	3	No Police Seen
6/30/24	11PM-7AM	Danny	4	No police seen
7/1/24	7A to 3p	minnie	2	NO police seen
7/1/24	3p to 10	Brad	3	8:10p Police Drive thru
7/1/24	10p to 7A	harry	4	No police drive through

JUNE 8

Date	Time	Shift	Staff	Comment
7/2/24	7A/3P	2	RW	NO Police Seen
7/2/24	3PM	3	Minnie	Police came to escort the guest from #306. Room reserved with some other Id but person inside room is different. Police came, verified his identification and gave him stuff.
7/4/24	1P-7A	4	Danny	No police seen.
7/3/24	11:30	2	Minnie	Police drive thru
7/3/24	3-11	3	Chris	No Police seen
7/3/24	1P-7am	4	harry	NO police seen
7/4/24	7am	2	Minnie	11:30 AM - police drive thru
7/4/24	3pt to 4p	3	Brad	7:25 police officer comes in and goes to 223. Some kind of Emergency. 5 Cops Cars, Emt Fire truck Ambulance 11:00pm Police Drive Thru.
7/6/24	11P-7A	4	Danny	No police seen
7/6/24	9:30A	2	RW	POLICE DO SEARCH OF 223 Released Room
7/5/24	3to 1p	3	Brad	6:50 police Drive Thru
7/6/24	11pt to 7a	4	Pete	No police seen
7/6/24	7a/3P	2	RW	No Police seen
7/6	3pt to 1p	3	Brad	3:40 police Drive Thru 8:45 Police Drive Thru 8:55 Police Drive Thru

Date	Time	Shift	Staff	Comments
7/6/24	10:30p to 7a	4	pete	no police seen
7/7/24	7:55am	2	RW	Police Drive Thru
7/7/24	3p to 11p	3	Brad	8:10pm Police Drive Thru. 10:05pm Police Drive Thru.
7/7/24	11P-7A	4	Danny	No police seen
7/8/24	7AM	2	Minnie	No police seen
7/8/24	3p to 10p	3	Brad	No Police Seen
7/8/24	10p to 7a	4	harry	No police seen
7/9/24	7A/3P	2	RW	No Police Seen
7/9/24	3PM	3	Minnie	No police seen
7/9/24	11pm to 7a	4	harry	No police seen
7/10/24	7AM	2	Minnie	No police seen
7/10/24	3:00 to 11:00p	3	Chris	No Police seen
7/10/24	3:00PM	4	Danny	Police drive thru
7/11/24	2	2	Minnie	No police seen
7/11/24	3p to 11p	3	Brad	No police seen
7/11/24	11P-7A	4	Danny	no police seen
7/12/24	7A/3P	2	RW	No Police seen
7/12/24	3p to 11p	3	Brad	7:38p Police Drive Thru 8:25p Police Drive Thru
7/12/24	11p to 7a	4	pete	No police seen
7/13/24	3p to 11p	3		5:56 ³ Police come in and go to 243
7/13/24	11p to 7a	4	pete	1:00am police drive thru

Date	Time	Shift	Staff	Comment
7/14	7a/3p	2 2	RW	No Police Seen
7/14	3p to 11p	3	Brad	6:45p. police Drops a Female off.
7/14	11p to 7a	4	Harry	No police seen
7/15	7AM	2	Minnie	No police seen
7/15	3p to 11p	3	Brad	No Police Seen
7/15	10p to 7a	4	Harry	No police seen
7/16	7a/3p	2	RW	No Police seen
7/16	3PM	3	Minnie	No police seen
7/16	11P-7A	4	Danny	No police seen
7/17	7AM	2	Minnie	No police seen
7/17	3 P.M	3	CHRIS	POLICE SEEN
7/17	2:30pm	4	Danny	called the cops @ 2:30pm. #103 was giving a lot of trouble. They were in the hallway and parking lot creating a lot of noise and fights between themselves. Cops came @ 3AM and told him to leave. They both went into the rooms.
7/18	7AM	2	Minnie	No police seen.

JULY 9

Date	Time	Shift	Staff	Comment
7/18/24	3p to 11p	3	Brad	No Police Seen
7/18/24	11pm to 7am	4	DANNY	AT 2:30AM POLICE SEEN
7/19/24	7a/3p	2	Rw	NO Police Seen
7/19/24	3p to 11p	3	Brad	No Police Seen
7/19/24	11pm to 3am	4	CHRIS	AT 2:45AM POLICE SEEN
7/20/24	7a/3p	2	Rw	No Police Seen
7/20/24	11p to 3p	3	Brad	No Police Seen
7/20/24	11pm to 3am	4	CHRIS	NO POLICE SEEN
7/21/24	1:35	2	Rw	Police Drive Thru
7/21/24	3p to 11p	3	Brad	8:27 Police Drive Thru 2 car comes in goes to corner of parking lot. looks like they are talking to someone.
7/21/24	11p to 7a	4	harry	no police drive through
7/22	7AM	2	Minnie	No police seen
7/22	3p to 11p	3	Brad	7:50pm Police Drive Thru
7/22	11p to 7a	4	harry	No police drive through
7/23	7a/3p	2	Rw	NO POLICE SEEN
7/23	3pm	3	Minnie	No police seen
7/23	11p-7a	4	Danny	no police seen
7/24	7AM	2	Minnie	NO police seen
7/24	3pm	3	Chris	NO police seen
7/24	11p-7a	4	Danny	No police seen
7/25	7a	2	Minnie	No police seen
7/25	3p to 11p	3	Brad	9:50 pm Police Drive Thru

DATE	Time	Shift	STAFF	Comment
7/25/24	11:20A	2	RW	UN MARKED DRIVE THRU
7/26	3p to 11	3	Brad	8:30 pm Police Drive Thru
7/26	11pm to 7	4	Chris	1:41 AM Police Seen
7/27	7 to 3p	2	Ricky	NO POLICE SEEN
7/27	3p to 11p	3	Brad	3:17pm 4 police come In go to 2nd 7:50 Police Drive Thru 10:25 Police Drive Thru
7/27	11:pm to 7	4	Chris	NO POLICE SEEN 6:52 AM
7/28	7 to 11p	2	RW	NO POLICE SEEN
7/28	3p to 11p	3	Brad	8:20 Police Drive Thru 10:50p Police Drive Thru
7/28	11p to 7a	4	harry	NO police drive thru
7/29	7AM	2	Minnie	NO police seen
7/29	3p to 11p	3	Brad	NO POLICE SEEN
7/29	10p to 7a	4	harry	NO police seen
7/30	7:25A	2	RW	Police Response To 591 call From Room 2315
7/30	3PM	3	Minnie	NO police seen
7/30	11P-7A	4	Danny	NO police seen
7/31	7AM	2	Minnie	9:30 AM police drive thru
7/31	3pm-11	3	Chris	3:55 PM police drive thru
7/31	11P-7A	4	Danny	NO police seen
1/8	7AM	2	Minnie	NO police seen

JULY 9

Date	Time	Shift	Staff	Comments
8/1/24	3p to 1p	3	Brad	
8/1/24	11p - 7a	4	Danny	No police seen
8/2/24	7:15am	2	Rw	Police Drive Thru
8/2/24	3p to 1p	3	Brad	8:00PM POLICE SEEN. Ambulance EMT went to 302 Guest Pastout, Another Guest Did CPR
8/2/24	11pm to 7am	4	Chris	NO POLICE SEEN
8/3/24	7p/3p	2	Rw	NO POLICE SEEN
8/3/24	3p to 1p	3	Brad	No Police Seen
8/4	3p to 1p	3	Brad	No police seen
8/4/24	11p to 7a	4	Danny	No police seen
8/5/24	7AM	2	Minnie	No police seen
8/5/24	3p to 1p	3	Brad	No Police Seen
8/5/24	10p to 7a	4	Danny	2:18am police drive through
8/6/24	7A/3p	2	Rw	No Police Seen
8/6/24	3PM	3	Minnie	NO police seen
8/6/24	1:30pm	4	Danny	Police came in as #264 was making nuisance in the lobby & hallway. noted in shift book.
8/7/24	7AM	2	Minnie	no police seen
8/7/24	3PM	3	Chris	7:00pm police seen. guest in 213 got panic attack paramedics arrived to help the guest.

Date	Time	Shift	Staff	Comments
8/7/24	11P-7A	4	Danny	No police seen
8/8/24	7AM	2	Minnie	No police seen
8/8/24	3p to 11p	3	Brad	7:00pm Police Drive Thru 9:40pm Police Drive Thru
8/8/24	11P-7A	4	Danny	also police seen
8/9/24	7A-3P	2	RW	No Police Seen
8/9	3p to 11p	3	Brad	6:50pm Police Drive Thru 7:10pm Police Drive Thru 9:53 Police Drive Thru
8/9	11pm to 7am	4	Chris	3:23 Police drive thru 3:49 police drive thru
8/10	7A/3P	2	RW	No Police Seen
8/10	3p to 11p	3	Brad	No Police Seen
8/10	11pm to 7am	4	Chris	called police @ 2:40 AM. To escort a woman from lobby she was sleeping for an hour tried waking her up she didn't respond so I had to call the police. No Police seen
8/11/24	7A/3P	2	RW	No Police seen
8/11/24	3p to 11p	3	Brad	5:15pm Police come to help Escort Guest out, but Guest left after seeing Police Drive up
8/11/24	11p to 7a	4	Danny	

Date	Time	Shift	Staff	Comments
8/12/24	11:40	2	Minnie	Police came arrested the guest in #1471 Reason not known
8/12/24	3p to 10pm	3	Brad	8:42pm Police Drive thru
8/12/24	10p to 7a	4	harry	No police Drive thru
8/13/24	7A/3P	2	Rw	No Police Seen
8/13/24	11P/7A	4	Danny	No police seen
8/14/24	3-4pm	3	Chris	8:27 police drive thru
				10:43 police drive thru
8/14/24	11P-7A	4	Danny	No police drive thru
8/15/24	7AM	2	Minnie	No police seen
8/15/24	3p to 11pm	3	Brad	9:40 police Drive thru
8/15/24	11:20 AM	4	Danny	Police drive thru
8/15/24	11:55 PM	4	Danny	Police drive thru
8/15/24	1:00 AM	4	Danny	Police drive thru
8/16/24	7A/3P	2	Rw	NO POLICE Seen
8/16/24	3p to 11p	3	Brad	@ 6:40 PM Police drive through
				6:48 Police Drive thru
				9:50 Police drive thru
8/16/24	11pm to 7AM	4	Chris	3:47 police drive thru

DATE	TIME	SHIFT	NAME	COMMENT
8/17/24	7A/3P	2	Rw	No Police Seen
8/17/24	11P-7A	4	Danny	No police seen
8/18/24	7A/3P	2	Rw	No Police seen
8/18/24	3p to 11p	3	Brad	No police seen
8/18/24	11P to 7A	4	Danny	No police seen
8/19	7AM	2	Minnie	No police seen
8/19	3p to 10p	3	Brad	No Police seen
8/19	10p to 7am	4	Danny	No police seen
8/20	7AM	2	Minnie	No police seen
8/20	3:00pm to 11:00pm	3	Chris	police seen. police took the Guest in #338 as she was mentally retarded
8/20/24	11P-7A	4	Danny	No police seen
8/21/24	7AM	2	Minnie	police drive thru - 9:48 AM
8/21/24	3pm-11pm	3	Chris	police drive thru - 3:15 pm
8/21/24	11P-7A	4	Danny	No police seen
8/22	7AM	2	Minnie	9AM police drive thru
8/22	3p to 11p	3	Brad	5:35 police Drive Thru
8/22	11P-7A	4	Danny	No police seen
8/23	7A/3P	2	Rw	No Police seen
8/23	3p to 11p	3	Brad	8:50 Police Drive Thru 9:00 pm Police Drive Thru Pulled Someone over at Entrance of hotel

Date	Time	Shift	Name	Comments
8/24/24	7a/3p	2	Rw	No Police Seen
8/24/24	3p to 11p	3	Brad	No police seen.
8/24/24	11pm to 7am	4	Chris	No Police Seen.
8/25/24	7A/3p	2	Rw	No Police Seen
8/25/24	3p to 11p	3	Brad	10:25 Police Drive Thru
8/25/24	11p to 2a	4	Larry	No police seen
8/26/24	7AM	2	Minnie	No police seen
8/26/24	3p to 10p	3	Brad	No Police Seen.
8/26/24	3:30 AM	4	Danny	Police drive thru
8/27/24	7a/3p	2	Rw	No Police Seen
8/27/24	3p to 11p	3	Minnie	No police seen
8/28/24	11pm-7am	4	Chris	2:28 police drive thru.
8/28/24	11p-7A	4	Danny	No police seen.
8/29/24	7AM	2	Minnie	No police seen
8/29/24	3p to 11p	3	Brad	No Police Seen
8/29/24	1:45A	4	Danny	Police drive thru.
8/30/24	7A to 3p	2	Ricky	No Police Seen
8/30/24	3p to 11p	3	Brad	9:40 Police Drive Thru
8/30/24	11p to 7a	4	Larry	4:35am #112 called to front desk to inform she is going to call Ambulance. William police came in the hotel and asked me 112 room key.
8/31	7A to 3p	2	Ricky	No Police Seen

AVG 9

Date	Time	Shift	Staff	Comments
8/31/24	3p to 11p	3	Brad	No Police Seen
8/31/24	11pm to 7am	4	Chris	
9/1/24	7p to 3p	2	Rw	No Police Seen
9/1/24	3p to 11p	3	Brad	4:45 or so I called Police for someone laying out in parking lot 3 cars Ent, Ambulance
9/1/24	11p to 7a	4	harry	At 4:42 AM I called 911 because a person walked in and just shooting on me and he is Drunken. At 4:51 AM Police came and asked me about the situation. No police seen
9/2/24	7AM	2	Minnie	7:37p Police Drive thru
9/2/24	7p to 11p	3	Brad	7:58p Police Drive thru
9/2/24	10:47pm	4	harry	A lady walked down from the #207 as she says as the person in #207 Misbehaves with her and he is drug addict And couple minutes ago #209 called to front desk and complained On #207 disturbance

DATE	TIME	SHIFT	STAFF	Comments
				I think the lady called police, they came and spoke with #209 guest. He is very problematic always.
				Police left at 10:56pm
9/3/24		2	RW	NO POLICE SEEN
9/3/24		3	Minnie	No police seen
9/3/24	11P-7A	4	Danny	No police seen
9/4/24	7AM	2	Minnie	No police seen
9/4/24	3pm-11pm	3	Chris	Police came to front desk as a guest who was trying to check in has a dog was causing trouble.
9/4/24	11P-7A	4	Danny	No police seen
9/5/24	12PM	2	Minnie	False alarm detected towards 3rd flr across 301 to 341. Fire department came and checked. 12 PM
9/5/24	3p to 11pm	3	Brad	NO Police Seen
9/5/24	11P-7A	4	Danny	No police seen
9/6/24	7:10 am	2	RW	Police Drive THRU
9/6/24	3p to 11p	3	Brad	NO POLICE SEEN.
9/6/24	11pm to 7am	4	Chris	No police seen.
9/6/24	7A to 3p	2	Ricky	NO Police Seen
9/6/24	3p to 11p	3	Brad	6:20pm had to call 911 again for 230 this time for the car that the room is registered to

Date	Time	Shift	Staff	Comments
9/7/24	11pm-3am	Chris	4	No police seen
9/8/24	11:30a	RW	2	Police / EMS come for male guest in 222 SEEMED like he WAS ODing. Took By Ambulance
9/8/24	3ptollp	3	Brad	9:02pm Police Dr. Thru
9/9/24	7am	2	Minnie	9:30 AM police drove thru
9/9/24	3ptollp	3	Brad	No police seen
9/9/24	1p to 7a	4	harry	No Police seen
9/10/24	7:00-7:30	2	RW	No Police seen
9/10/24	3PM	3	Minnie	No police seen
9/10/24	11p-7a	4	Danny	No police seen
9/10/24	7am-3pm	2	Chris	The Guest in #107 was not vacating the place and was having an argument regarding the late checkout called the cops to take her out but later she paid the late fees and left. There might be a problem with Guest in #273. The police came to check the Guest & the police came to just check upon the Guest
9/10/24	3pm-11pm	3	Chris	Police drove thru
9/10/24	Danny	4	2:10AM	

Date	Time	Shift	Staff	Comments
9/12/24	7AM	2	Minnie	Police came to enquire about a person. No person found in the system with the that name.
9/12/24	3pm to 11p	3	Brad	8:47pm Police Drive Thru: Been sitting in corner of lot by Big Blue Sign. 9:00 Finally Leaves
9/12/24	11P to 7A	4	Danny	No police seen
9/13/24	9:50am	2	Rw	Police DRIVE THRU
9/13/24	3pm to 11p	3	Brad	6:49pm 2 police cars Drive Thru 7:34 Police Drive Thru 9:40 Police Drive Thru
9/13/24	11pm to 7am	4	Chris	2:23 4 police cars came. They came into ask about some driving a nissan altima which is in the parking lot
8/14/24	8:25A	2	Rw	Police DRIVE THRU
8/14/24	3p to 11p	3	Brad	3:43 Police Drive Thru 6:45 Police Drive Thru 10:10 Police Drive Thru
9/15/24	1:30am	2	Rw	Police DRIVE THRU
9/15/24	3p to 11p	3	Brad	No Police Seen
9/16/24	2:00am	4	harry	Police drive through
9/16/24	7AM	2	Minnie	No police seen

Date	Time	Shift	Staff	Comments
9/16/24	3p to 10p	3	Brad	
9/16/24	10p to 7a	4	Harry	No police drive
9/17/24	7 to 30	2	RW	No Police Seen
9/17/24	13	3	Minnie	No police seen
9/17/24 11p-7a		4	Danny	@ 5:15 AM cops. came as the lady in 324 called after checking out. she claimed assault. Cops came and talked with them outside and saw the video from the lobby camera. to her for any evidence. They didn't find any.
9/18/24	9a	2	Minnie	No police seen
9/18/24	11p-7a	4	Danny	No police seen
9/19/24	7a	2	Minnie	No police seen
9/19/24	3p to 11p	3	Brad	No police seen
9/19/24	11p-7a	4	Danny	No police seen
9/20/24	7a/30	2	RW	No Police Seen
9/20/24	3p to 11p	3	Brad	8:06 Police Drive Thru 9:15 2 police officers come in. Said they got a call from a cell that people were arguing. They walked the hallway. 9:45 came back and back at 7:0

Date	Time	Shift	Staff	Comments
Continued 9/20	3p to 11p	3	Brad	no police seen
9/20/24	11 to 2AM	4	Chris	NO POLICE SEEN
9/21/24	7p to 3p	2	RW	No Police Seen
9/21/24	3p to 11p	3	Brad	No Police Seen M348e
9/21/24	7a to 3p	2	RW	NO POLICE SEEN
9/22/24	3p to 11p	3	Brad	9:07pm Police Drive thru
9/23/24	7AM	2	Minnie	No police seen
9/23/24	3p to 11p	3	Brad	No police Seen
9/23/24	11pm	4	Harry	police seen
9/24/24	2:05pm	2	RW	Police UN-marked Drive Thru at least 3 Times in Ten Minutes
9/24/24	3	3	Minnie	No police seen
9/24/24	11A-7A	4	Danny	No police seen
9/25/24	7AM-3pm	2	Chris	11:34 police drive thru
9/25/24	3pm-11pm	3	Chris	7:58 police drive thru
9/25/24	11P-7A	4	Danny	No police seen
9/26/24	7AM	2	Minnie	No police seen
9/26/24	3p to 11	3	Brad	3:05 police Drive Thru
9/26/24	11P-7A	4	Danny	No police seen
9/27/24	7A to 3p	2	RW	NO Police Seen
9/27/24	3p to 11p	3	Brad	No Police Seen
9/28/24	11pm to 7am	4	Chris	No Police Seen
9/28/24	7p to 3p	2	RW	No Police Seen
9/28/24	3p to 11p	3	Brad	No Police Seen

SEP 15

Date	Time	Shift	Staff	Comments
9/28/24	11pm to 1am	4	Chris	2:51 police drive thru
9/29	7:03p	2	Rw	No Police Seen
9/29	3p to 1p	3	Brad	6:25pm Police Drive Thru
				7:03pm Police Drive Thru
				10:33pm Police Drive Thru
9/29	11pm to 1am	4	Chris	11:10 called police cause Guest in #350 needed help as she was raised. police came and took her to the hospital
9/30	Minnie	2	2	No police seen.
9/30	3p to 10p	3	Brad	No Police Seen
9/30	11P-7A	4	Danny	No police seen
10/1/24	12:40a	2	Rw	UN MARKED DRIVES THRU
10/1/24	3PM	3	Minnie	No police seen
10/1/24	11P-7A	4	Danny	No police seen
10/2/24	7-3pm	2	Chris	9:15 police drive thru.
				11:26 police drive thru
				2:23 police drive thru
10/2/24	3pm-11	3	Chris	No police seen
10/2/24	11P-7A	4	Danny	Police drive thru 9:55 AM
10/3/24	7AM	2	Minnie	No Police Seen
10/3/24	3p to 1p	3	Brad	No police seen
10/3/24	11P-7A	4	Danny	No police seen
10/4/24	7:03p	2	Ricky	
10/4/24	3p to 1p	3	Brad	No Police

SEP 15

Date	Time	Shift	Staff	Comments
10/5/24	8p to 11p	3	Brad	A10 Police Seen
10/5/24	11pm to 1am	4	Chris	1:25 police drive thru
10/6/24	7A to 3p	2	RW	No Police Seen
10/6/24	3p to 11p	3	Brad	10:06p Police Drive Thru
10/7/24	7AM	2	Hinnie	No police seen
10/7/24	3p to 10p	3	Brad	No Police Seen
10/7/24	1:02A	4	Danny	Police drive thru @ 1:30 AM Police came in to check about 117. Then guy in there was paranoid and cops said he might have mental issue.
10/8/24	7A to 3p	2	RW	No Police Seen
10/8/24	3pm	3	Hinnie	No police seen
10/8/24	11P-7A	4	Danny	No police seen
10/9/24	7-3pm	2	Chris	10:25 police drive thru 1:00pm Police drive thru
10/9/24	3-11pm	3	Chris	9:52 pm police drive thru
10/9/24	11P-7A	4	Danny	No police seen
10/10/24	7AM	2	Hinnie	No police seen
10/10/24	3p to 11p	3	Brad	D1 + 50
10/11/24	7A to 3p	2	RW	No Police Seen
10/11/24	3p to 11p	3	Brad	3:34 Police Drive Thru 7:13 police come in 299 called them about something

Date	Time	Shift	Staff	Comment
10/11/24	11pm-7a	4	Chris	NO POLICE BEEN
10/12/24	7a to 3p	3	RW	NO POLICE SEEN
10/12/24	3p to 11p	3	Bred	NO POLICE SEEN
10/13/24	11a-7a	4	CHRIS	
10/13/24	7a to 3p	2	RW	
10/13/24	3p to 11p	3	Bred	NO POLICE SEEN
10/13/24	11p to 7a	4	harry	NO police seen
10/14/24	7a-11a	2	hinnie	2:30 police drive thru
10/14/24	3p to 11p	3	Bred	8:00pm Police Drive Thru
10/14/24	10p to 7am	4	harry	No police seen
10/15/24	7a-11a	2	hinnie	9:30 police drive thru
10/16/24	7-3pm	2	chris	2:03 police drive thru
10/16/24	11a-7a	4	Danny	No police seen
10/17/24	10:40am	2	hinnie	Police came to help guest in the room #324
10/17/24	3p to 11p	3	Bred	NO POLICE SEEN
10/17/24	11a-7a	4	Danny	NO police seen
10/18/24	7a-4:50a	2	RW	POLICE DRIVE THRU
10/18	2:00pm	2	RW	POLICE DRIVE THRU
10/18	2:02pm	2	RW	POLICE DRIVE THRU
10/18	2:125pm	2	RW	POLICE DRIVE THRU
10/18	3p to 11p	3	Bred	7:20 Police Drive Thru
10/19	7a to 3p	2	RW	NO POLICE SEEN
10/19	3p to 11p	3	Bred	7:15pm Police Drive Thru

Date	Time	Shift	Staff	Comments
10/20/24	4:08 p.m.	3	Brad	4:07 EMT arrive also Ambulance go to 125 Guest called 5:52 police come to talk to a female who was her last night officer left 10:30 Police Drive Thru
10/20/24	11P-7A	4	Danny	No police seen
10/21/24	7AM	2	Minnie	No police seen
10/21/24	3p to 10p	3	Brad	No Police Seen
10/21/24	10p to 7a	4	harry	No police seen
10/22/24	10:10 am	2	RW	Police Drive THRU
10/22/24	10:50 PM	3	Minnie	Police come to checkup on room # 302
10/22/24	11:10 P.m.	4	harry	Called police because guests in #302 shouting each other. Police come around 11:35pm and sent guests out of the property.
10/23/24	11P-7A	4	Danny	No police seen
10/24/24	7AM	2	Minnie	No police seen
10/24	3p to 11p	3	Brad	4:43 unmarked Car Drive Thru
10/24	11P-7A	4	Danny	No police seen

Date	Time	Shift	Staff	Comments
10/25	7A+3p	2	Ricky	No Police Seen
10/25	3p to 11p	3	Brad	10:40pm Police Drive Thru.
10/25	7:20 am	2	Rw	Police come in and ask About 911 call from cell Phone here or near here
10/25	3p to 11p	3	Brad	5:10p unmarked Drives Thru.
10/26	11p to 7am	4	Chris	2:02am police drive thru.
10/27	7A/3P	2	Rw	No Police Seen
10/27	3p to 11p	3	Brad	No Police Seen
10/28	7AM	2	Hannie	No police seen police came #230 - guest reported that his stuff is gone from room. Actually he came past check out time around 1PM. By that time everything was removed from his room. But his medicines are given back. 6:50pm unmarked car Police Drives Thru
10/28	3p to 11p	3	Brad	
10/28	10p to 7am	4	harvey.	11:00pm Police officer came and asked about #308's car.
10/29	11P-7A	4	Danny	@ 2:15AM cops came to check on 306 as he was hearing noises. He called 911 and complained people next door are trying to drill holes through the wall to harm him.

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DATE	TIME	Shift	STAFF	COMMENTS
10/30/24	3pm-11pm	3	Chris	No police seen
10/30/24	11P-7A	4	Danny	No police seen
10/31/24	3p to 11pm	3	Brad	3:08p Police Drive Thru
10/31/24	11P-7A	4	Danny	8:18pm Police Drive Thru. @ 11:30PM Police drive thru
11/1/24	7A/3P	2	Rw	No Police seen
11/1/24	3p to 11p	3	Brad	9:58 Police Drive Thru
11/1/24	11pm to 7Am	4	Chris	No police seen
11/2/24	7A/3P	2	Rw	No Police seen
11/2/24	3p to 11p	3	Brad	9:23pm Police Drive Thru.
11/2/24	11pm to 7Am	4	Chris	10:57pm Police Drive Thru. 11:42pm Police Drive Thru. 12:57pm Police came stating that they got an anonymous call regarding women getting beaten up. it was room 101 but they left at 1:12am and didn't said anything
11/3/24	7p to 3p	2	Rw	No Police seen
11/3/24	3p to 11p	3	Brad	7:30pm Police Drive Thru 8:52pm Police Drive Thru
11/4/24	12:20am	4	Harry	I have seen a stranger who is not staying in the motel, so I called police.

Date	Time	Shift	Name	Comments
11/4/24	10p-7am	4	Harry	No police seen
11/5/24	7A/3P	2	Rw	No Police Seen
11/5/24	3pm	3	Minnie	No police Seen
11/5/24	11P-7A	4	Danny	No police seen
11/6/24	7AM-3pm	2	Chris	1:15 Police came asking about a guest
11/6/24	3pm-4pm	3	Chris	No police seen
11/6/24	11:30AM	4	Danny	Police drive through
11/7/24	7A/3P	2	Minnie/Kass	No Police Seen
11/7/24	3p to 4p	3	Brad	7:13p Police Drive Thru 9:18p Police Drive Thru
11/7/24	11P-7A	4	Danny	@12:45 Police drive thru
11/8/24	6:20am	2	Rw	Police Drive Thru
11/8/24	3p to 11p	3	Brad	7:50 Police Drive Thru 9:15pm Police Drive Thru
11/8/24	6:15am	4	Chris	Police Drive Thru
11/9/24	7A/3P	2	Rw	No Police Seen
11/9/24	3p to 11p	3	Brad	No police seen
11/9/24	11P to 7am	4	Chris	No Police Seen
11/10/24	3p to 11p	3	Brad	No police Seen
11/11/24	7AM	2	Minnie	No police seen
11/11/24	3p to 11p	3	Brad	6:32pm Police Drive Thru
11/11/24	10p to 7a	4	Harry	

date	Time	Shift	Name	Comment
11/12/24	3 PM	3	Minnie	Police came to Enquire on yesterday fight in the second floor.
11/12/24	11P-7A	4	Danny	No police seen
11/13/24	3PM-11PM	3	Chris	8:06 police drive thru
11/13/24	11PM-7AM	4	DANNY	11:03 Police drive thru.
11/14/24	7AM	2	Minnie	9:40 Police drive thru
11/14/24	3p to 11p	3	Brad	
11/14/24	11P-7A	4	Danny	No police seen
11/15/24	3p to 11p	3	Brad	NO Police Seen
11/15/24	11P-7A	4	Chris	4:06 AM police drive thru
11/16	11:30	2	RW	POLICE DRIVE THRU
	1:58 PM	2	RW	POLICE DRIVE THRU
11/16	10:25	3	harry	police drive through
11/17/24	7A to 3p	2	RW	NO Police Seen
11/17/24	5p to 11p	3	Brad	NO Police Seen
11/17/24	11p to 7a	4	harry	@ 11:28 PM police drive through.
11/18/24				
11/18/24	3p to 10p	3	Brad	
11/18/24	10P-7A	4	Danny	No police seen.
11/19/24	9:10 PM	2	Kash	# 342 Called the Police, the lady has some domestic issue. The Police visited the room with the lady to take her stuff from the room. 3 officers helped her to take the stuff and left. The lady is still in the lobby. The lady left at 11:25

Date	Time	Shift	Staff	Comments
11/4	9:30 to 10p	3	Brad	
11/19	3PM	3	Minnie	No police seen
11/19	11P-7A	4	Danny	No police seen
11/20/24	11P-7A	4	Danny	No police seen
11/21/24	7-3	2	Kash	No police seen
11/21/24	3pt to 11p	3	Brad	No Police Seen
11/22/24	11p to 7a	4	harry	@ 11:08pm Police Drive Thru
11/22/24	7a to 3pm	2	Kash	No Police seen
11/22/24	3pt to 11p	3	Brad	No Police Seen
11/23/24	8:55 am	2	Rw	Police Drive THRU
11/23/24	3pt to 11p	3	Brad	4:52pm Police Dr. Thru
11/23/24	11p to 7am	4	Chris	
11/24/24	7a to 3p	2	Rw	NO Police Seen
11/24/24	3pt to 11p	3	Brad	8:00pm Police Drive Thru
11/25	3pt to 10p	3	Brad	7:48pm Police Drive Thru
				9:23pm Police Drive Thru
11/25	9:30pt to 7a	4	harry	@ 12:16 called 9-1-1 to complain about #241 guest. #241 guest messed up the room and even hallway too.

Date	Time	Shift	Staff	Comments.
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@ 12:37 AM police came and asked about the issue and took details of the guest #241.
 @ 3:20 AM Police drive through
 @ 4:10 AM police drive through.

11/26/24	3 PM	3	Minnie
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8:30 PM Police drive thru

11/26/24	2:20 AM	4	Danny
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Police drive thru

11/27/24	2:45	2	Karl
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No Police Seen

11/27/24	3pm-4pm	3	Chris
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No Police Seen

11/29/24	11P-7A	4	Danny
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No police seen

11/29	7 AM	2	Minnie
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8:50 AM - Police drive thru

11/29	7 AM/30	2	Rw
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No Police Seen

11/29	11P-7A	4	Danny
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No police seen

11/30	7/1/30	2	Rw
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No Police Seen

11/30	3 pm taken	3	Chris
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No Police seen

11/30	11pm to 7am	3	Chris
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1:39 the Guest in #227 called the police stating about some stomping sounds from the room above him. he called previously twice. I checked the room and there were no stomping sounds from #329
 #227 guest has called

NOV 7

DATE	Time	Shift	Staff	Comments
				The police again complaining about the noise and all.
12-1-24	3pm - 11pm	3	Chris	9:30 The police came to check on the guest in #180 Cause the guest's friend called the police and said the guest in room is suicidal. He called before I checked upon him they also talked to the guest and everything is fine
12-1-24	11pm - 7am	4	Harvey	@ 4:30 AM Pol came through
12/2/24	7am	2	Minnie	10:30 AM police drive thru
12/2/24	3p - 11p	3	Danny	@ 7 PM Police drive thru
12/2/24	11p to 7a	4	Harvey	@ 10:05 PM Police drive thru.
12/3/24				No police drive through
12/3/24	7 - 3:00 PM	2	Ken	No Police Seen
12/3/24	3	3	Minnie	Paramedic came for guest in #345 (sudden chest pain)
12/3/24	11P - 7A	4	Danny	@ 2:25 AM Caps came in and enquired about a car that belonged to the LAP 832. It is not registered to a current guest. It was Redford

Date	Time	Staff	Shift	Comments
12/4/24	11P-7A	Danny	4	@ 1:15 AM Cops came checking a number plate @ 2:15 AM Cops came because someone on 2nd floor called.
12/5/24	7AM	Minnie	2	10:15 Police drive thru
12/5/24	3p to 11p	Brad	3	8:08 Unmarked Police car 5:53 police pull someone over Entrance of hotel
12/5/24	11P-7A	Danny	4	No police seen.
12/6/24	7A-3PM	Kash	2	No Police Seen
12/6/24	3p to 11pm	Brad	3	3:33 Police Drive Thru
12/6/24	11pm to 7pm	Chris	4	No police seen.
12/7/24	2:25 pm	RW	2	Police Drive Thru
12/7/24	3p to 11pm	Brad	3	7:10pm police coming in 3 police went up to 324
12/7/24	11PM to 9 AM	Chris	4	No police seen.
12/8/24	3p to 11pm	Brad	3	9:30p Police officer goes to 241
12/8/24	11pm to 7am	@Harvey	4	@ 3:30am called police to take a stranger away from motel @ 4:05am ambulance came to take the stranger

Date	Time	Staff	Shift	Comment
12/9/24	7AM	Minnie	2	10:15 - police drive thru
12/9/24	3pm/1p	Brad	3	7:20pm Ent came for 146 who had me call 911 Ambulance and took him to hospital
12/9/24	11P-7A	Danny	4	No cop seen
12/10/24	7-3PM	Kam	2	No cop seen
12/10/24	3PM	Minnie	3	No police seen
12/10/24	6:50A	Danny	4	Police drive thru!
12/11/24	7:30AM	Kam	2	No Police seen
12/11/24	3pm-11pm	Chas	3	9:22pm police came cause I called them here there are two women in the lobby insisting to stay in the motel.
12/11/24	11P-7am	Danny	4	@ 12:00am called police because nuisance from room 224 and his friends. @ 2:58am police came and spoke with 2 members who are sitting in the parking area and left.
12/12/24	3PM	Minnie	2	Police came for guest #310. Guest from room #260 confirmed dead by police.

Date	Time	Staff	Shift	Comment
12/11/24	3p to 11p	Brad	3	No Police Seen
12/12/24	11p-7a	Danny	4	@ 5 AM cop came and showed a picture of woman & asked if I have seen ^{her} here. I told I didn't
12/13/24	7-3	Kash	2	Police Come @ 8:45 am to see Ricky
12/13/24	3p to 11p	Brad	3	No Police Seen
12/14/24	11pm to 7am	Chris	4	No Police Seen
12/14/24	7a/3p	RW	2	No Police Seen
12/14/24	3p to 11p	Brad	3	9:42pm Police Drive Thru
12/14/24	11pm to 7a	Chris	4	No Police Seen,
12/15/24	7a/3p	RW	2	No Police Seen
12/15/24	3p to 11p	Brad	3	8:06pm police Drive Thru
				8:23pm Police Drive Thru
12/15/24	11p to 7a	Danny	4	@ 1:25am police Drive Thru
				@ 1:50am police visited Motel on calling 9-1-1 by Rm. 310 guest.
				@ 3:50am Police came and enquired about 'BRENDA HOLMES' she is in #145 as per 'PD' Police men went to #145 and arrested a man and escorted him with them.

Date	Time	Staff	Shift	Comments
12/16/24	3p to 10p	Brad	3	
12/16/24	11:42 AM	Danny	4	Police drive thru
12/16/24	01:42 AM	Danny	4	Police drive thru
12/17/24	8:32 pm	Harry	3	Police drive through
12/17	3:20 AM	Danny	4	Police drive thru
12/18	8:50 AM	Kern	2	Police drive thru
12/18	2:45 PM	Kern	2	Police visited to get detail of #262
12/18	3pm-11pm	Chris	3	No police seen
12/18	11P-7A	Danny	4	No police seen
12/19/24	11:00 AM	Kern	2	Police come to see CCTV footage of stolen vehicle
12/19/24	3p to 11p	Brad	3	4:16pm Police Drive Thru
12/19/24	11p to 7a	Harry	4	8:13pm Police Drive Thru
12/20/24	7A to 3p	RW	2	Police came. And #262 AGAM
12/20/24	3p to 11p	Brad	3	No Police Seen
12/20/24	11pm to 7pm	Chris	4	
12/21/24	7A/3P	RW	2	No Police Seen
12/21/24	3p to 11p	Brad	3	3:44pm unmarked Police car Drives Thru.
12/22/24	7A 3P	RW	2	No Police Seen
12/22/24	3p to 11p	Brad	3	10:27pm Police Drive thru
				10:50

Date	Time	Staff	Shift	Comments
12/22/24	11p to 7am	harry	4	No police drive through
12/23	7A to 3p	Ricky	2	No Police Seen
12/23/24	3p to 10p	Brad	3	No Police Seen
12/23/24	1:04 PM	Danny	4	Police drive thru
12/24/24	7: - 3 PM	Karen	2	No Police Seen
12/24/24	11pm - 7AM	Chris	4	6:55 Police drive thru
12/25/24	7-3 PM	Karen	2	No Police Seen
12/25/24	3pm-11pm	Chris	3	No Police Seen
12/25/24	11P-7A	harry	4	No police seen
12/26/24	7-3	Karen	2	8:20 PM Police Drive through
12/26	3p to 11p	Brad	3	No Police Seen
12/26	11P-7A	Danny	4	No police seen
12/27	7A to 3p	Ricky	2	No Police Seen
12/27	3p to 11p	Brad	3	10:50pm Police Drive thru
12/27	11P-7A	Danny	4	11:50pm police drive thru
12/28	7A to 3p	Ricky	2	No Police Seen
12/28	3p to 11p	Brad	3	No Police Seen
12/28	11pm to 7pm	Chris	4	No police seen
12/29	7A to 3p	Ricky	2	No Police Seen
12/29	3p to 11p	Brad	3	No Police Seen
12/29	11p to 7a	harry	4	No police drive through
12/30/24	7A to 3p	Ricky	2	No Police Seen
12/30	3p to 10p	Brad	3	No Police Seen
12/30/24	10p to 7a	harry	4	No police seen

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Date	Time	Staff	Shift	Comments
1/1/25	11P-7A	Danny	4	@ 6:55 AM No police seen down them
1/2/25	7 AM-3 PM	Cash		@ 7:35 P seen, @ 7:45 Police come to talk about some car: / Rickey Taylor No Police Seen
1/2/25	3p to 11p	Brad	3	No Police Seen
1/2/25	11P-7A	Danny	4	No Police seen.
1/3/25	7A/3P	RW	2	No Police Seen
1/3/25	3p to 11p	Brad	3	No Police Seen
1/4/25				
1/4/25	7A/3P	RW	2	No Police Seen
1/4/25	3p to 11p	Brad	3	No Police Seen
1/4/25	11P to 7 AM	Chris	4	No police seen.
1/5/25	7A/3P	RW	2	No Police Seen
1/5/25	3 PM	RW	2	EMS for 351 / Left in ambulance No Police Seen
1/5/25	3p to 11p	Brad	3	No police seen.
1/5/25	11p to 7a	harry	4	No Police Seen
1/6/25	7A to 3 PM	RW	2	No police seen.
1/6/25	3p to 10 PM	Brad	3	No police seen.
1/6/25	10p to 7a	harry	4	No police seen.
1/7/25	7-3 PM	Leah	2	12:55 PM Sheriff Come to inquire about some guest.
1/7/25	11P-7A	Danny	4	No police seen
1/8/25	7-3	Cash	2	9:50 AM Police drive thru

DATE	TIME SHIFT	NAME	SHIFT	REMARKS
1/8/25	3-11pm	Chris	4	7:12 police drive thru
1/8/25	11p-7A	Danny	4	No police seen
1/9/25	3p to 11p	Brad	3	NO Police Seen
1/9/25	11p-7A	Danny	4	No police seen
1/10/25	8:15 on	RW	2	Police Drive THRU
1/10/25	3p to 11p	Brad	3	NO Police Seen
1/12/25	11pm to 7am	Chris	4	5:38 police came to check upon guest in #246 as he was trying to harm himself 6:22 AM police came took the guest from #246 to hospital he harmed himself
1/12/25	7A to 3p	RW	2	called police for 218 wouldn't leave the Room
1/12/25	3p to 11p	Brad	3	NO Police Seen
1/12/25	11p to 7a	harry	4	NO police seen
1/13/25	3p to 10p	Brad	3	7:20 pm Police come thru. 4 Squad cars took someone in custody from parking lot. Guest in 218, Ambulance came for him to check him out Roseville EMT
1/13/25	10p to 7a	harry	4	9:30 police Drive Thru @10:05pm police drive through

Date	Time	Name	Shift	Comments
1/13/25	10:00 to 7a	Harry	4	@ 10:12pm police enquired about guest in #125, #161 about there vehicle
				@ 4:50- 5:00am Robbery happend in our motel front desk. Theft of Drivers money and 1 cash deposit and Maintenance Envelop.
				@ 5:20am police came and took details about the Incident.
1/14/25	7:40 PM	Danny	3	Police drive thru
1/14/25	11p to 9a	Harry	4	
1/15/25	9-3 PM	Cash	2	No Police seen
1/15/25	11P-7M	Danny	4	@ 11:05 PM Police drive thru
01/16/25	8:50 AM	KI	2	Police Drive thru
1/16/25	11:35 AM	Cash	2	#310 Called the Ambulance
1/16/25	3p to 11p	Brad	3	8:13pm unmarked police car
				8:19p police Drive Thru
1/16/25	11P-7M	Danny	4	No police seen
1/17/25	7A to 3pm	RW	2	No Police Seen
1/17/25	3p to 11p	Brad	3	7:20 police Drive Thru
1/17/25	11pm to 7pm	SAM	4	@ 3:30am Room 102 guest started screaming and he needs emergency then I called 911 if the police came and take him to hospital

Date	Time	Name	Shift	Comments.
1/18/25	1:20pm	Rw	2	Police Drive THRU
1/18/25	3p to 11p	Brad	3	No Police Seen
1/18/25	11p to 7pm	Sam	4	No Police Seen
1/19/25	7A/3P	Rw	2	No Police Seen
1/19/25	3p to 11p	Brad	3	No Police Seen
1/20/25	7A/3P	Rw	2	No Police Seen
1/20/25	3p to 10p	Brad	3	No Police Seen
1/21/25	7A - 3P	Kash	2	No Police Seen
1/21/25	2:50	Kash		Ambulance is here to
1/22/25	9:10 to 10am	Ka		help guest #245
1/22/25	9:10 am	Kam	2	Police Drive thru
1/22/25	9:15 am	Kash	2	Police Seen in parking lot
1/22/25	2:55 pm	Kash	2	Are Dept visited the property
1/23/25	11P - 7A	Danny	4	@ 2:58 AM - Police came to check a car in the parking lot.
1/23/25	3p to 11p	Brad	3	4:10pm 2 Police officers came in to see if Sid had seen a 12 yr old who might be in the Area runway.
1/23/25	11P - 7AM	Danny	4	No police seen.
1/24/25	7:10 am	Rw	2	Police ASIC About 246 Plates come BACK stolen
1/24/25	3p to 11p	Brad	3	4:50pm Police Car Pulls up on Side talks to guest in 330 they come into Entry

Date	Time	Name	Shift	Comments
1/24	3p to 11p	Brad	3	total of 4 cops are here About 330 2 more Come
1/24	11p to 7pm	Sam	4	No Police seen
1/25	2A to 3p	RW	2	NO Police Seen
1/25	3p to 11p	Brad	3	6:52pm Police Drive Thru 9:12pm Police Drive Thru
1/25	11p to 7am	Sam	4	@ 3:00 am I found a lady near 1 st floor, I asked her to leave, but she started shouting on me. I called 911. They came and search for her
1/26	1:55pm	RW	2	Police Drive Thru
1/26	3p to 11p	Brad	3	8:14pm Police Dr. Thru
1/27/25	1 to 3p	RW	2	No Police Seen
1/27/25	3p to 10p	Brad	3	No police Seen
1/27/25	10p to 7a	harry	4	
1/28/25	7-3pm	Kern	2	NO Police Seen
1/28/25	11p-7a	Danny	4	No police seen
1/29/25	7-3pm	Kern	2	8:30 Police Drive thru
1/29/25	3pm-11pm	Sam	3	5:40pm guests informed me #17 guests are fighting, I went there they need 911 I need all they came investigate them & warned 'as far' of them. Police Drive through @ 9:07 @ 12:40pm Police drive thru
1/29/25	11p-7a	Danny	4	

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Date	Time	Name	Shift	
1/30/25	7-3 PM	Rox	2	No Police Seen
1/30/25	3p to 11p	Brad	3	
1/30/25	11P-7A	Garry	4	No police seen
1/31/25	7A/3P	Rw	2	NO Police Seen
1/31/25	3p to 11p	Brad	3	NO Police Seen
1/31/25	11p to 7am	Sam	4	No Police seen @ 7:05 Police Drive through
2/1/25	7A/3P	Rw	2	NO Police Seen
2/1/25	3p to 11p	Brad	3	8:50 pm Police Drive Thru
2/1/25	11pm to 7am	Sam	4	@ 12:00 am Random guy came inside & asked me to give a phone and started arguing with me. And he pulled one of the guest bags & ran away. we tried to stop him but he is harsh with everyone. I called 911. @ 12:20 police came & the guy started fighting with cop. This arrested him.
2/2/25	7A/3P	Rw	2	NO Police Seen
2/2/25	3p to 11p	Brad	3	7:50p Police Drive Thru
2/3/25	11:38 AM	Harry	4	Police drive-through.
2/3/25	7A/3P	Rw	2	No Police Seen
2/3/25	3p to 10 pm	Brad	3	
2/3/25	10p to 7a	Harry	4	@ 11:40pm Police drive-through
2/4/25	11p to 7am	Sam	4	@ 1:05pm police drive through
2/5/25	7AM-3PM	Leah	2	@ 8:20 Police Drive through
2/5/25	3PM-11 PM	Sam	3	@ 4:00pm I called non-emergency because 330 guest checked out in the morning. And he didn't leave from the Motel. He's doing annoying things & screaming outside the motel. Police came and take him to shelter.

	Time	Name	Shift	Comments
02/6/25	7-3pm	Kash	2	Police Drive through
2/6/25		Kash	2	#240 called ambulance, having some health issue
2/6/25	3p to 11p	Brad	3	No Police Seen
2/6/25	11p to 7a	Harry	4	No police seen
2/7/25	12:00pm	RW	2	Police Drive THRU
	2:04pm	RW	2	Police Drive Thru
2/7/25	3p to 11p	Brad	3	7:30pm Police Drive Thru
				8:47pm Police Drive Thru
2/7/25	11p to 7pm	Sam	4	No police seen
2/8/25	7p to 3p	RW	2	No Police Seen
2/8/25	3p to 11p	Brad	3	Police comes in to see if I could check cameras for 2 people who supposedly came in Door #2 with stolen goods could not find them.
02/08/25	11p to 3am	Sam	4	@2:17am police drive through
2/8/25	7A to 3p	RW	2	NO Police Seen
2/9/25	3p to 11p	Brad	3	NO Police Seen
2/10/25	10:30am	RW	2	Police / EMS / Ambulance Room 217
				TAKE WHITE MALE TO HOSPITAL
2/10/25	3p to 10p	Brad	3	NO Police Seen
2/11/25	7-3pm	Kash	2	NO Police Seen

Date	Time	Name	Shift	Comments
2/11/25	9:40pm	Harry	3	Police Drive Thru
2/12/25	7-3PM	Kash	2	No Police Seen
2/12/25	3-11PM	Sam	3	Police visited to get details about the car @ 9:45 [RPS 706]
2/13/25	7-3PM	Kash	9Am	Police Drive thru
2/13/25	3p to 11p	Brad	3	2:54p. Drives Thru Police
2/13/25	11p to 7am	Sam	4	No police seen
2/14/25	3p to 11pm	Brad	3	No Police Seen
2/14/25	11pm to 7am	Sam	4	No Police seen
2/15/25	10:45a	Rw	2	Police Drive THRU
2/15/25	3p to 11p	Brad	3	4:17 Police Drive Thru 8:10pm Police Drive thru 8:23 Police come in to ask about someone, I didn't see anyone of their description. @12:02am Police Drive Through
02/15/2025	11pm to 7am	Sam	4	
2/16/25	7A/3p	Rw	2	No Police seen
2/16/25	3p to 11p	Brad	3	No Police seen
2/17/25	7A/3p	Rw	2	No Police seen
2/17/25	3p to 10p	Brad	3	No Police seen
2/18/25	7-3PM	Kash	2	No Police seen
2/18/25	11PM - 7am	Sam	2	No police seen
2/19/25	7-3 PM	Kash	2	Police Drive thru 9:50am

Date	Time	Name	Shift	Comments
02/19/25	3p to 11pm	Sam	4	No Police Seen @12:37AM police drive through @12:52AM police drive through
2/20/25	7-3pm	Kash	2	9:05 Police Drive through 9:30 Police Drive through NO Police Seen
2/20/25	3p to 11p	Brad	3	
2/21/25	8:40 am	Rw	2	Guest #2311 - called 911 TROUBLE BROTH MY / FRS / AMS / ALL POLICE DRIVE THRU
2/21/25	1:50pm	Rw	2	2:50 Police Drive Thru 10:44 Police Drive Thru
2/21/25	3p to 11p	Brad	3	Police Drive THRU
2/22/25	8:40 am	Rw	2	NO Police Seen
2/22/25	3p to 11p	Brad	3	@12:20am cops came to check on 218 because they called 911. Cops told me they're fighting at the room and they left in 15 minutes.
2/23/25		Sam	3	
2/23/25	7A/3P	Rw	2	NO POLICE SEEN
2/23/25	3p to 11p	Brad	3	NO Police Seen
2/24/25	7A/3P	Rw	2	NO Police Seen
2/24/25	3p to 10p	Brad	3	NO Police Seen
2/24/25	10p to 7a	harry	4	NO police seen
2/25/25	7-3pm	Kash	2	217 called Police
2/25/25	11-7AM	harry	4	@12:00am police drive through

Date	Time	Name	Shift	Comments
				@2:15AM Police came to motel on call by guest in #217 'The OLD LADY'. Police Arrested the lady who is inside and Room and let OLD LADY into the Room
2/27/25	7-3PM	Cash	2	Police drive thru 8:20 AM
2/27/25	3p to 11p	Brad	3	No Police Seen
2/27/25	11p to 7a	Harry	4	@11:04 Police drive through
2/28/25	3p to 11p	Brad	3	No Police Seen
2/28/25	11p to 7a	Sam	4	@1:15AM Police Drive through. I went through the Police informed about the guy making trouble in the lobby.
				@2:30am #231 guests fighting each other. They called 911. Police came and entrained the guest who called 911.
				@4:35AM Police drive through
3/1/25	7:30	RW	2	Police Drive thru TALKED TO THEM ABOUT 1 GM TB
3/1/25	10:10 A	RW	2	Police Police drive through
3/1/25	3p to 11p	Brad	3	No police seen
3/25	11p to 7a	Harry	4	No police seen

FEB 10

DATE	Time	STAFF	STRT	Comments
3/2/25	9:20 am	RW	2	POLICE DRIVE THRU
3/2/25	3p to 4p	Brad	3	No Police Seen
3/3/25	7-3 pm	Kash	2	4 officers came to 3rd floor, Room No. 352
3/3/25	3p to 4p	Brad	3	No police seen
3/6/25	11p to 7a	Harvey	4	No police seen
3/6/25	7-3 PM	Kash	2	9:15 Police Drive thru
3/6/25	3p to 4p	Brad	3	No police seen
3/6/25	11p to 7a	Harvey	4	No police seen
3/7/25	7A-3P	RW	2	NO Police Seen
3/7/25	3p to 4p	Brad	3	No Police Seen
3/8/25	4:55 am	RW	2	POLICE DRIVE THRU
3/8/25	3p to 4p	Brad	3	No Police Seen
3/8/25	11p to 7a	Harvey	4	Police Drive Thru @ 11:30 PM
3/9/25	7A to 3P	RW	2	No Police Seen
3/9/25	3p to 4p	Brad	3	No Police Seen
3/10/25	3p to 4p	Brad	3	No Police Seen
3/10/25	10P-7A	Harvey	4	No police seen
3/11/25	7AM	Harvey	2	No police seen
3/11/25	3p-11p	Harvey	4	No Police seen
3/12/25	11p to 7a	Harvey	4	
3/13/25	7AM	Harvey	2	Police drive thru, 9:30, 10:30
3/13/25	3p to 4p	Brad	3	No Police Seen

Date	Time	Staff	Shift	Comments
3/13/25	11P-7A	Danny	4	No police seen
3/14/25	9:25A	RW	2	Police Drive THRU
	11:40A	RW	2	Police Drive THRU
	2:45P	RW	2	Police Drive THRU
3/14/25	3pt to 11p	Brad	3	6:10pm Police Dr. Thru
				9:50 Police Dr. Thru
3/15/25	12:50	RW	2	Police Drive THRU
3/15/25	3pt to 11p	Brad	3	No Police Seen
3/16/25		Sam	4	Police were Here
3/16/25	7A-3P	RW	2	No Police Seen
3/16	3pt to 11p	Brad	3	No Police Seen
3/17	7AM	Minnie	2	No police seen
3/17	3pt to 10p	Brad	3	No Police Seen
3/17	10P-7A	Harvey	4	@ 12:30 Police drive thru
3				@ 4:30 Police drive thru
3/18	7AM	Minnie	2	1:30 PM - Police drive thru
3/19	7AM	Minnie	2	12 Police drive thru
3/19	3PM	Sam	3	@ 7:00pm police drive thru
3/19	11P-7A	Harvey	4	@ 4PM cops came with paramedics to help the lady who fell down from her bed in 101
				8:30 - police drive thru
3/20	7AM	Minnie	2	
3/20	3pt to 11p	Brad	3	

Date	Time	Staff	Shift	Comments
3/21	7 AM	Hinnie	2	Police drive thru 9:30 AM
3/21	7 AM 3p to 11p	Brad	3	No Police Seen
3/22	5:09 AM	Rw	2	Police ASK FOR List of Goals
3/22	3p to 11p	Brad	3	No Police Seen
3/22	11p to 2am	harry	4	No police Seen.
3/23	7 AM / 3pm	Rw	2	No Police Seen
3/23	3p to 11p	Brad	3	No Police Seen



To Whom It May Concern:

Please be aware that Dinaz and Percy Pooniwala owned and operated the Travelodge Motel in Shakopee, MN, during 2004 and 2005. During their 19 month ownership, they transformed an underperforming business into one of profitability. Their tax payments were made on time, and the facility became a credit to the community.

They also made numerous charitable and community contribution while they were business people here.

For these reasons, I would appreciate any favorable consideration that you can give the Pooniwalas in their quest for permanent resident ship status. Thank you.

Mark H. McNeill
Mark H. McNeill

City Administrator
129 S. Holmes Street
Shakopee, MN 55379

CC: Mayor and City Council
Mr. Percy Pooniwala



September 29, 2008

To Whom It May Concern:

Please be aware that Mr. Percy Pooniwala is the current owner of the DaysInn Hotel and Conference Center in Maplewood, Minnesota. He has been the owner of this Maplewood facility since August 2008. Mr. Pooniwala's purchase of this important Maplewood business should allow the business to remain open which will provide 10 full-time and 6 part-time jobs within our community, as well as provide available meeting space for our area organizations. In our short period of time with Mr. Pooniwala, we have no concerns with his ownership and operation and look forward to a continued professional relationship between DaysInn and the City of Maplewood.

For this reason, I would appreciate any favorable consideration that you can provide Mr. Pooniwala in his quest for permanent resident ship status.

Thank you

CITY OF MAPLEWOOD

R. Charles Ahl
Acting City Manager

C: Mr. Percy Pooniwala



CITY HALL

(507) 847-4410 • FAX (507) 847-5586

February 8, 2006

To Whom It May Concern:

As City Administrator of the City of Jackson, I am knowledgeable of the Pooniwala's while they lived in Jackson. They were the owners of the Earth Inn Motel and made it into a definite asset for the City and for the travelers going through Jackson.

The Pooniwala's were always current on their utility bills which they received from the City and they also rented a billboard from the City which was located along Interstate 90 and were always timely in their payment for rent.

I would support their case for permanent residency within the United States.

Sincerely,

Dean Albrecht
City Administrator



320-845-4244
320-845-2346 Fax
www.ci.Albany.mn.us
email: AlbanyCity@albanytel.com
P.O. Box 370 • 400 Railroad Avenue
Albany, Minnesota 56307

October 17, 2008

Percy Pooniwala
2401 Prior Ave. N.
Roseville, MN 55113

RE: Albany Country Inn & Suites
820 Shamrock Lane
Albany, MN 56307

Our records indicate that Mr. Pooniwala became the owner of the motel in June of 2006 and is the present owner.

During his ownership, all real estate taxes and utility (water/sewer) bills were paid on or before the due date.

If you have any questions, please don't hesitate to call me.

Sincerely,


Tom Schneider
Clerk/Adm.



January 7, 2008

To Whom It May Concern:

Denaz and Perry Pooniwala owned and operated the Days Inn in Stillwater, MN from August 17, 2005 thru August 9, 2007. During this time they took an underperforming business and increased its profitability approximately 35%. All tax payments, sewer and water billings were promptly paid.

They were also very involved with the Greater Stillwater Chamber of Commerce and made numerous charitable contributions to area organizations.

I am therefore happy to support their case for permanent residency in the United States.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Larry D. Hansen". The signature is written in a cursive, flowing style.

Larry D. Hansen
City Administrator

GREATER STILLWATER
Chamber of Commerce

Bayport • Lake Elmo • Oak Park Heights • Stillwater

P.O. Box 516 • 106 S. Main Street • Stillwater, MN 55082
Phone: (651) 439-4001 • Fax: (651) 439-4035
www.ilovestillwater.com • info@ilovestillwater.com

August 14, 2007

To whom it may concern:

I have had the pleasure of working with Percy and Dinaz Pooniwala since becoming Executive Director of the Greater Stillwater Chamber of Commerce in 2005 and am writing in support of their efforts to become permanent residents of the United States.

As owners of the Days Inn, the Pooniwala's have regularly participated in Chamber programs and serve as advocates for their business and other hotels. The couple also supports our organization financially through prompt payment of their membership dues and advertising in Chamber-sponsored publications.

The Pooniwala's contribution to our community does not end with their Chamber membership. They also contribute to many local charities, including the March of Dimes, Army National Guard, Risen Christ Lutheran Church and Stonebridge Elementary School.

Because of their generosity and dedication to the community in which they do business, I am happy to support their case for permanent residency within the United States. Should you have specific questions about the Pooniwala's, please feel free to contact me at 651-439-4001.

Sincerely,



Jennifer Severson
Executive Director



Jackson Area Chamber of Commerce

"Creating and Promoting New Possibilities"

82 West Ashley Street
Jackson, MN 56143

Phone 507-847-3867 Fax 507-847-3869

January 12, 2006

To whom it may concern:

As manager of the Jackson Area Chamber of Commerce, I worked with Dinaz and Percy Pooniwala during the time they were owners/operators of the Earth Inn motel. They worked very hard to make the motel a facility to be proud of by repairing and improving the property. They were successful in their work. They made the Earth Inn a great asset to the community where travelers were able to get a good rest for an affordable cost.

While they resided in Jackson, they were active members of the chamber of commerce. Dinaz was a member of the Lodging Association Board. This board overlooked the allocations of the lodging tax collections supporting the promotion of the community through advertising and educational opportunities.

The Pooniwala's were vital members of the Jackson community, and I would support their case for permanent residency within the United States. If you have any specific questions about the Pooniwala's, please feel free to contact me at 507-662-5457.

Sincerely,

Kelly Rasche
Past Manager
Jackson Area
Chamber of Commerce

The Visitors Bureau

Shakopee Area Convention & Visitors Bureau

December 19, 2005

Dear Sir or Madam:

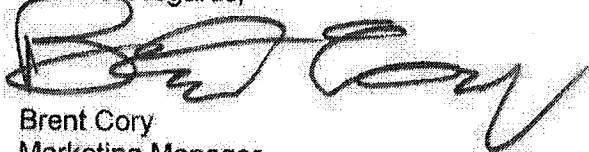
I've had the distinct privilege of working very closely with Percy and Dinaz Pooniwala during the past two years through their involvement with various initiatives spearheaded by the Shakopee Area Chamber of Commerce and Convention and Visitors Bureau (CVB). They've been active members of our organization since April of 2004 and truly have made a favorable impression on the countless business and community leaders they've worked so closely with.

The Pooniwala's purchased the Shakopee Travelodge Hotel from a local owner in early 2004 and made what can only be described as a monumental transformation of the property. In just two short years, the Pooniwala's managed to double the profits of the hotel by making numerous upgrades to the property. In addition to the concrete changes that took place at the hotel, both Percy and Dinaz were feverishly working behind the scenes to help improve the community as well. Their involvement in initiatives such as the community park project and the Shakopee Sabers football boosters program along with their ongoing commitment to organizations such as the CAP Agency (a local food shelf) were noted and appreciated.

From a membership standpoint, Percy and Dinaz realized that the more they invested in the Chamber and CVB, the more they would receive in return. Dinaz served on the CVB Advisory Committee for two years – Percy and Dinaz also attended numerous Chamber functions and sponsored events/initiatives they felt were important to the business and civic wellbeing of the Shakopee region.

Given that the Pooniwala's have worked tirelessly to help both the economic and social welfare of the Shakopee region, I would wholeheartedly support their case for permanent residency within the United States. I'd be happy to elaborate on any of the aforementioned aspects contained in this letter – please feel free to contact me anytime at 952-445-1660.

Warmest regards,



Brent Cory
Marketing Manager
Shakopee Area Chamber of Commerce
Convention and Visitors Bureau

A division of the Shakopee Area Chamber of Commerce.
1801 E. Cty. Rd. 101, P.O. Box 717, Shakopee, MN 55379-0717
Phone: 952-445-1660 Fax: 952-445-1669 Toll Free: 800-574-2150
Website: www.shakopee.org

(shäkö pē)
www.shakopee.org
n. the definition of fun.

August 7, 2007

To Whom it may concern:

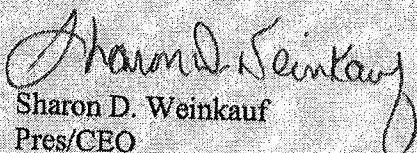
As President of the New Ulm Area Chamber of Commerce, I was pleased to welcome Percy and Dinaz Pooniwala as the new owners of New Ulm's Super 8 in 2005. They immediately made some very nice additions to the facility, including a new, larger reception area and provisions for complimentary breakfast items.

Since then, they have been members in good standing with the New Ulm Area Chamber of Commerce as well as the Convention & Visitors Bureau, an organization organized to support the Community through advertising and special events. While making regular, timely payments of lodging tax dollars to the City, those lodging tax receipts show a steady comparative increase over the past years' receipts.

The Pooniwala's have been contributors to various local youth and family organizations, including such as the Area Special Olympics, Jaycees Christmas Basket program, our Healthy Community/ Healthy Youth organization, and the Brown County Fair. They are community-minded residents.

As such, I feel that they deserve favorable consideration in their quest for permanent residency in the United States of America.

Sincerely,


Sharon D. Weinkauff
Pres/CEO



Maria Cino

PRESIDENT AND CEO

September 15, 2008

Ms. Dinaz Pooniwala
6415 James Circle N
Brooklyn Center, MN 55430

Dear Ms. Pooniwala,

DINAZI

From September 1-4, the Republican Party made history in Minneapolis-Saint Paul as it successfully nominated Senator John McCain as the next President of the United States. The 2008 Republican National Convention brought 45,000 delegates, media and guests together as we celebrated Senator McCain's strong message of leadership and his positive vision for America's future.

My colleagues and I are grateful for your support and commitment to ensuring a successful convention. The convention was a huge undertaking, and we truly would not have been able to accomplish all that we did without your encouragement and assistance.

Thank you for your friendship. I hope our paths cross again soon.

Sincerely,

Maria Cino
President & CEO
2008 Republican National Convention



RESOURCE

Discover your potential...Achieve your dreams

Employment Action Center

Welfare-to-Work Programs

900 20th Ave. S.
Minneapolis, MN 55404
(612) 752-8800
Fax (612) 752-8801

2143 Lowry Ave. N.
Minneapolis, MN 55411
(612) 752-8500
Fax (612) 752-8501

5701 Shingle Creek Parkway
Suite 100
Brooklyn Center, MN 55430
(612) 752-8900
Fax (612) 752-8901

2626 E. 82nd St.
Suite 370
Bloomington, MN 55425
(612) 752-8940
Fax (612) 752-8941

6715 Minnetonka Blvd.
Suite 212
St. Louis Park, MN 55426
(612) 752-8400
Fax (612) 752-8401

1450 Energy Park Drive
Suite 127A
St. Paul, MN 55108
(612) 752-8888
Fax (612) 752-8881

1910 W County Road B
Suite 124
St. Paul, MN 55113
(651) 604-3500
Fax (651) 604-3582

1 Mendota Road
Suite 170
West St. Paul, MN 55118
(651) 554-5955
Fax (651) 554-6565

2900 West County Road 42
Suite 140
Burnsville, MN 55306
(952) 895-7600
Fax (952) 895-7660

Super 8 Hotel
2401 Prior Avenue
Roseville, MN 55113

Community Partner:

We would like to thank you for your partnership with Employment Action Center and Ramsey County's Transitional Work Experience Program.

Your leadership, compassion and assistance have made a difference in the lives of the EAC participants and their whole families. You have helped train and mentor many of our participants, and that is very much appreciated. Also, you have offered permanent employment for some of our candidates, and for that we are very grateful.

We look forward to continuing with our partnership and enriching the lives of more of our participants!

Please call Jenny (612-752-8911) or Mary (612-752-8910) with any concerns or questions you might have.

Again, many thanks!


Mary Fagerlee, Business Liaison
Employment Action Center/
A Division of Resource
1900 County Road B, Rm. 124
Roseville, MN 55113
612-752-8910 Fax: 651-604-3582
mfagerlee@resource-mn.org


Jennifer Bauer, Business Liaison
Employment Action Center/
A Division of Resource
1900 County Road B, Rm. 124
Roseville, MN 55113
612-752-8911 Fax: 651-604-3582
jbauer@resource-mn.org

For over 50 years, RESOURCE has been empowering people to achieve greater personal, social and economic success. We do this by providing employment, training, chemical-health, mental-health, and disability services to help people discover their potential and achieve their dreams. Please visit us online at: www.resource-mn.org.

www.eac-mn.org

*An Equal Opportunity/
Affirmative Action Employer*

May 6, 2008

To: Whom It May Concern:

It gives me immense pleasure to write this letter of recommendation on behalf of Mr. Percy Pooniwala.

I am the Chief Scientist at IDeaS, industry's premier supplier of hospitality revenue optimization solutions. As specialists in hospitality, we serve hotels from the budget sector to luxury, from large property chains to single properties. In this context, I wish to place on record the help and expertise that Mr. Pooniwala has provided to IDeaS. He has an in-depth knowledge of hospitality technology including Web-based technology applications for online reservation systems.

Mr. Pooniwala has helped us to better understand the forecasting, revenue and price optimization needs of the budget hotels. I was impressed with his in depth knowledge of the hospitality business and his extensive knowledge of all aspects of hospitality technology including the PMS, CRS, GDS and other online distribution systems. I consider him to be an expert in managing all aspects of running a hotel – especially in significantly increasing the REVPAR of the hotels he starts to manage. His understanding of strategic pricing, packaging, revenue management, distribution optimization and tactical day to day operational optimization have been instrumental in outstanding performance and revenue increases for the hotels he has managed.

Mr. Pooniwala has a wonderful personality; his enthusiasm and optimism are contagious in everything that he sets out to do. It has always been a pleasure to work with him and I am grateful that he has freely shared his knowledge and expertise with our firm.

Sincerely,

Ravi Mehrotra

Ravi Mehrotra

Co-Founder & Chief Scientist

IDeaS Revenue Optimization

Office : +1 952 698 4200

Direct : +1 952 698 4253

Fax : +1 952 698 4299

✉ : www.ideas.com

DERBY DAYS 2006

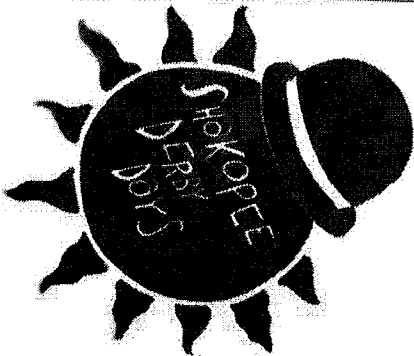
Certificate of Sponsorship

Is hereby granted to

Day's Inn

*The Derby Days Committee would like to **THANK YOU** for your continued support of the Derby Days Festival. We definitely could not do this without the kind support of our community leaders.*

Granted: September 25, 2006



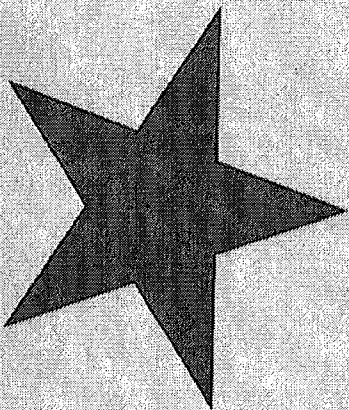
Sandy Doherty

2006 BRONZE STAR SPONSOR

Thank you

SUPER 8 MOTEL NEW ULM

for providing funds in support of the 2006 Brown County Free Fair





Thank you!

Star Contributor

Days Inn - Maplewood

State of Iowa Employees-Food Bank Fundraiser
2012



September 29, 2011

Super 8 Hotel
ATTN: Paulette Friske
3030 Southlawn Drive
Maplewood, MN 55109

Dear Ms. Friske:

On behalf of the City of Arden Hills, we would like to once again thank for your generous donation to this year's summer community event, "Celebrating Arden Hills." The special event which took place on Saturday, September 17, 2011, at Tony Schmidt Park on Lake Johanna and at Bethel University, was a huge success, and we hope you were able to stop by and share in the festivities.

An event such as this would not be possible without the financial support of our local businesses and organizations, as they are an integral part of Arden Hills. In recognition of our appreciation, the City has posted a special thank you to you and all the sponsors in the September 28, 2011, edition of the Shoreview-Arden Hills Bulletin.

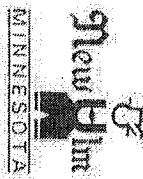
Thank you again for your support of this valuable celebration. Your commitment to making this event such a success is very much appreciated.

Sincerely,

Michelle Olson

Michelle Olson
Parks and Recreation Manager

Willkommen Committee



new ulm area
chamber of commerce

PERCY and DENISE POONIWALA

FOR YOUR CONTRIBUTION TO OUR AREA'S GROWTH AND PROGRESS
March 9, 2006

DATE

CHAMBER CHAIRPERSON

WILLKOMMEN CHAIRPERSON



March 24, 2008

Percy Pooniwalla
Super 8 Motel - Roseville
2401 Prior Avenue N
Roseville, MN 55113

Dear Percy,

On behalf of the Board of Directors and the Gala Planning Committee of the Twin Cities North Chamber of Commerce, we wish to thank you for supporting this year's 50th Anniversary Glitz & Glamour Gala. A special thank you to our major sponsors TDS Metrocem, Medtronic and Grand Casino.

The event was held on Saturday, March 1st at The Mermaid Entertainment and Event Center in Mounds View with 240 guests enjoying a fabulous evening of food, music, entertainment and fun. Highlights from the night included memories of the past 50 years from honored guests; champagne toast provided by The Mermaid; our talented and charming Master of Ceremonies, David Ulrich; the acceptance speech relay race; music provided by the Tom Ward Riverfest Jazz Ensemble; enthusiastic entertainment with Brett Williams of Stevie Ray's Improv; and so much more. The evening ended with a big bang as one lucky winner was handed \$1,000 cash in the \$1,000 Grand VIP Give-Away sponsored by Grand Casino.

Gala 2008 was a wonderful success! The Chamber is extremely appreciative of the level of support shown by you and your organization. The funds raised at the Gala are vital to the Chamber's success and will benefit local businesses in the northern Twin Cities area. Our mission is to serve as an advocate for local business and your support is sincerely appreciated as we continue to pursue that goal. We are proud to be working by your side.

Thank you again for your time and support!

Sincerely,

Frank Miske III, Custom Business Forms
Co-Chair
Gala 2008 Planning Committee
Twin Cities North Chamber of Commerce

Carole Miller, Eye Care Center
Co-Chair
Gala 2008 Planning Committee
Twin Cities North Chamber of Commerce

CAMPAIGN FOR A CURE

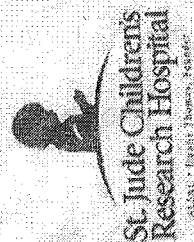
Certificate of Completion

St. Jude Children's Research Hospital acknowledges the outstanding
philanthropic contribution of

Mr. Percy Pooniwala

in completing the St. Jude Campaign for a Cure. This successful effort
advances the mission of St. Jude to find cures for children with cancer
through research and treatment, without regard to a
child's race, religion, creed or ability to pay.

On behalf of the patients, doctors, researchers and staff of St. Jude, this
recognition is bestowed, with gratitude, on this the 4th day of April, 2007.



John P. Moses
John P. Moses
Chief Executive Officer

Marlo Thomas
Marlo Thomas
National Outreach Director

DERBY DAYS 2005

Certificate of Sponsorship

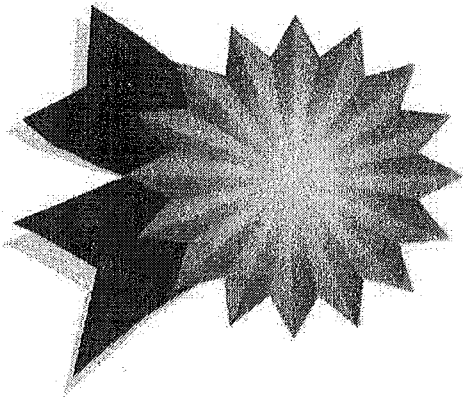
Is hereby granted to

TRAVELLODGE

*The Derby Days Committee would like to
THANK YOU for your continued support of the Derby
Days Festival. We definitely could not do this without
the kind support of our community leaders.*

Granted: September 5, 2005

Sandy Doherty



2012 SPECIAL OLYMPICS PARTNER
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For your generosity on behalf of Special Olympics athletes in Minnesota and around the world.

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January 3, 2012

David E. Dorn

President/CEO

Special Olympics Minnesota

J. Brady Lum

President & COO

Special Olympics International



Blaine Community Scholarship Program

January 26, 2011

Days Inn - Maplewood
1780 East County Road D
Maplewood, MN 55109

Dear Percy,

On behalf of the Blaine Community Scholarship Program, I would like to thank you for your generosity and support in your past donation. Because of generous donors like you, we were able to provide 87 scholarships totaling \$55,853.00 to our 2010 graduates. These scholarships are very important to the Blaine High School recipients and provide valuable assistance in helping with their post-secondary school expenses.

We greatly appreciated your gift of a one night's stay at both the Days Inn - Maplewood and the Wingate by Wyndham - Coon Rapids. We used the gift certificates as a raffle for our high school staff, which earned enough money to go towards a \$500.00 scholarship to a graduating senior. We are very hopeful you will choose to donate again this year. With your help we will continue to provide financial assistance for the young women and men in our community as they pursue their educational goals.

All contributions received in the amounts of \$250.00 - \$499.00 will be co-sponsored. A contribution of \$500.00 or more will be awarded exclusively in your name at the Awards Ceremony held at Blaine High School on Tuesday, May 10, 2011. You will also have the distinguished opportunity of presenting your scholarship to a graduating senior of 2011.

Donations of \$25.00 or more are recognized in the Awards Ceremony program and the fundraising brochure, provided your donation is received by May 2, 2011. The contributor's name will also be published in the *Blaine/Spring Lake Park Life* newspaper. Our scholarship program is a non-profit 501(c) 3 organization; (EIN: 41-1420986) donations are tax deductible.

For further questions or additional information, please contact me at 763.506.6622.

Again, thank you for your commitment to the Blaine High School graduates, and to the Blaine Community Scholarship Program. We are very grateful for your past support, and hope you will choose to continue to help our 2011 graduates as they deal with the high cost of post-secondary education.

Sincerely,

Michael Broos

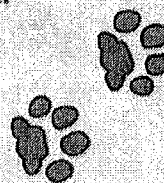
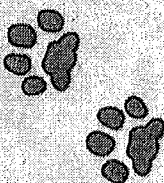
Michael Broos
Scholarship Director

As required by the current tax laws, the Blaine Community Scholarship Program acknowledges that no gift or services have been given in return for this contribution.

Together we will help the children of our community succeed.

Blaine Community Scholarship Program
12555 University Avenue NE
Blaine, Minnesota 55434-2199

Michael Broos - Scholarship Director - 763.506.6622
Linda Childers - Scholarship Administrator - 763.506.6507



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 10.f.

Department Approval

City Manager Approval



Item Description: Discuss Proposed Legislation Preempting Cities on Zoning and Land Use Issues

Background

The Minnesota Legislature is considering several bills that include statewide zoning and land use preemption provisions aimed at generating more housing, more missing middle housing, and more affordable housing. The League of Minnesota Cities (LMC) has provided the following information as it pertains to these efforts:

HF 1987/SF 2229 (“Minnesota Starter Home Act”), HF 2140/SF 2231 (“More Homes Right Places Act”), and HF 2018/SF 2286 (“Transforming Main Street Act”) would broadly limit local decision-making authority on residential development by imposing a rigid state framework on all cities, regardless of their own unique needs and circumstances.

These bills would eliminate low-density zoning options, eliminate resident input before council or planning and zoning commission on virtually all residential development, and prohibit cities requiring off-street parking for any development, and strip reasonable local planning and zoning standards, which ensure development compatibility and scale.

Additionally, these bills create significant implementation challenges for our cities, increasing costs for taxpayers and complicating zoning and land-use planning, all without guaranteeing more affordable housing or increased development.

Attachment 1 contains the language of each bill.

LMC has requested that cities consider sending a letter to their legislators sharing their concerns about the proposals. To that end, LMC has sent a draft letter that the City can use as a template, which is attached as Attachment 2.

Last year, the City sent a letter to its legislators outlining concerns with last session's bills looking to make similar changes to state law. That letter has been included as Attachment 3 for your reference.

Staff would like the City Council to have a discussion about the proposed legislation and determine whether to send a letter to area legislators. If a letter is to be sent, staff would appreciate feedback on what to include in the letter.

Policy Objectives

The main impetus for these bills is that the State is failing to produce enough housing units to keep pace

with demand, which, in turn, affects affordability. The general housing unit needs for the state have risen from 10,000 units per year to nearly 18,000 units per year. Staff would offer that the issues surrounding why this demand is not being met are complicated and not solely a function of local zoning policies.

Equity Impact Summary

This legislation is intended to impact production, cost of production, and ease of production of rental, missing middle, and affordable housing types to make housing stock more available to lower-income individuals and families. For reference, the median family income in Roseville is \$88,440, which is about 90% of the amount in the Twin Cities Metro Area. The amount of persons in Roseville below the poverty line is 7.2%, which is about 90% of the amount in the Twin Cities Metro Area.

Budget Implications

Not applicable.

Staff Recommendations

Discuss the legislation and direct staff of any position the City wishes to take with regard to the proposed legislation.

Requested Council Action

By motion, direct staff of any position the City wishes to take with regard to the proposed legislation.

Prepared by: Pat Trudgeon, City Manager

- Attachments:**
- 1. Proposed Legislation
 - 2. LMC Draft letter
 - 3. Roseville 2024 Letter to Legislators

State of Minnesota

H. F. No. 1987

1.1 A bill for an act

1.2 relating to local government; establishing the Minnesota Starter Home Act; limiting

1.3 the zoning authority of municipalities related to certain residential developments;

1.4 proposing coding for new law in Minnesota Statutes, chapter 462.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. **TITLE.**

1.7 This act shall be cited as the "Minnesota Starter Home Act."

1.8 Sec. 2. **[462.3572] STARTER HOME AND NEW HOUSING OPTIONS**

1.9 **AUTHORIZED.**

1.10 Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have

1.11 the meanings given.

1.12 (b) "Accessory dwelling unit" means an addition or alteration built to the standards of

1.13 Minnesota Rules, chapter 1309, that is an additional, subordinate dwelling unit on the same

1.14 lot as a single-family dwelling, and is entirely within a dwelling unit, attached to a dwelling

1.15 unit, or in a detached structure.

1.16 (c) "Applicant" has the meaning provided in section 15.99.

1.17 (d) "Duplex" means a building sited on a single lot that contains two separate residential

1.18 units with separation either horizontal or vertical that is used, intended, or designed to be

1.19 built, used, rented, leased, let or hired out to be occupied, or occupied for living purposes.

(e) "Minimum parking mandate" means a law, rule, or ordinance that specifies a minimum number of motor vehicle parking spaces, including on-street or off-street within a garage or other enclosed area.

(f) "Request" has the meaning provided in section 15.99.

(g) "Residential unit" means a building or part of a building intended to be used as a dwelling by a single owner or tenant.

(h) "Single-family dwelling" means any building that contains one residential unit used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or occupied for living purposes.

(i) "Townhouse" means a single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code.

Subd. 2. Residential housing types authorized. (a) The following types of housing shall be a permitted use in any zoning district that permits a residential use:

(1) single-family dwellings;

(2) duplexes; and

(3) accessory dwelling units, except an accessory dwelling unit is not permitted on a lot that contains a duplex or multifamily housing.

(b) Townhouses shall be a permitted use in any zoning district that permits a residential use on the following lots:

(1) lots platted after June 1, 2025; and

(2) vacant lots.

(c) Subject to the limitations in subdivisions 3, 4, and 5, a development authorized under paragraphs (a) and (b) must comply with any standards, performance conditions, or requirements, including the adequacy of existing public infrastructure, imposed by a city to protect public health, safety, and general welfare.

(d) Nothing in this section authorizes residential development that is prohibited by state or federal law or rule, or is prohibited under an ordinance adopted pursuant to a state or federal law or rule, that protects floodplains, areas of critical or historic concern, wild and

3.1 scenic rivers, shore land, or that otherwise restrict residential units to protect and preserve
3.2 public health, the environment, or scenic areas.

3.3 Subd. 3. **Required standards.** (a) The following required standards and limitations
3.4 apply to the residential buildings allowed under subdivision 2.

3.5 (b) Any standards, performance conditions, or requirements imposed by a municipality
3.6 must directly relate to protecting public health, safety, and general welfare.

3.7 (c) A municipality must allow at least two residential units on a residential lot zoned for
3.8 a single-family home, except a municipality may limit townhouses to one residential unit
3.9 per lot provided the lot is no larger than 1,500 square feet.

3.10 (d) A municipality must permit the following lot sizes if a lot can accommodate greater
3.11 density:

3.12 (1) for duplexes and single-family homes that are connected to municipal water and
3.13 sewer, a minimum lot size no greater than 5,445 square feet (one-eighth acre); and

3.14 (2) for townhomes that are connected to municipal water and sewer, a minimum lot size
3.15 of no greater than 1,500 square feet.

3.16 (e) A municipality must not impose standards, performance conditions, or requirements
3.17 on the residential developments permitted under subdivision 2 that are more restrictive than
3.18 those that applied to single-family dwellings within the municipality as of January 1, 2025.

3.19 (f) A municipality must not impose the following standards on townhouses:

3.20 (1) side setbacks greater than 7.5 feet on each side;

3.21 (2) combined minimum front and rear setbacks in excess of 15 feet;

3.22 (3) any floor area ratio requirement on a development that otherwise complies with lot
3.23 coverage and height requirements; or

3.24 (4) maximum lot coverage requirements of less than 80 percent, except as required by
3.25 the design of the municipality's storm water system or otherwise provided in state or federal
3.26 law or rule.

3.27 (g) A municipality must not impose requirements related to construction materials or
3.28 methods, including architectural elements, building egress, durability, energy efficiency,
3.29 or light access requirements, except as required by the State Building Code, as defined by
3.30 section 326B.121, or other state or federal law or rule.

4.1 (h) Notwithstanding any other provision of law, home rule charter, or ordinance to the
4.2 contrary, a political subdivision must not impose a minimum number of parking spaces
4.3 including on-street or off-street within a garage or other enclosed area.

4.4 (i) A municipality must not take any action that requires a residential property to be part
4.5 of a homeowners association or provide an incentive for such membership. A municipality
4.6 must not require or incentivize a homeowners association to adopt, revoke, or amend a term
4.7 in any governing document or a rule or regulation not required under state law. A
4.8 municipality must not condition approval of a residential building permit or conditional use
4.9 permit, residential subdivision development or residential planned unit development, or any
4.10 other permit related to residential development on the:

4.11 (1) creation of a homeowners association;

4.12 (2) inclusion of any service, feature, or common property necessitating a homeowners
4.13 association;

4.14 (3) inclusion of any terms in a homeowners association declaration, bylaws, articles of
4.15 incorporation, or any other governing document that is not required under state law; or

4.16 (4) adoption or revocation of, or amendment to, a rule or regulation governing the
4.17 homeowners association or its members.

4.18 Subd. 4. **Administrative approvals.** (a) A municipality must establish and follow an
4.19 administrative process to review requests related to residential development permitted under
4.20 subdivision 2, including proposed residential lot splits and subdivisions, in accordance with
4.21 the process outlined in section 15.99. The administrative process must not impose more
4.22 restrictive standards or procedures on the residential developments permitted under
4.23 subdivision 2 than those required to build a single-family dwelling.

4.24 (b) Notwithstanding paragraph (a), a municipality engaging in the process established
4.25 in paragraph (a) in connection with a proposed subdivision:

4.26 (1) must approve or deny a request for a building permit or proposed subdivision based
4.27 on the request's alignment with the municipality's comprehensive plan, applicable zoning
4.28 requirements, and subdivision regulations;

4.29 (2) must not require a conditional use permit or planned unit development agreement,
4.30 except that a municipality may require a conditional use permit or planned unit development
4.31 agreement to address an identified and documented risk to health or safety;

5.1 (3) may require one community meeting before approval of a request, or more if required
5.2 by state or federal law, or the project involves or affects a lot located in a historic district
5.3 under section 138.73; and

5.4 (4) must provide any development agreement to the applicant no less than three days in
5.5 advance of final plat approval, or before final approval of a request if a plat is not required.

5.6 Subd. 5. **Official controls; limitations.** A municipality may not use official controls to
5.7 prohibit the application of this section, including by imposing performance conditions,
5.8 standards, requirements, ordinances, fees, exactions, and dedications on any residential unit
5.9 or development that are more restrictive than those in this section or other municipal law
5.10 or rule.

5.11 Subd. 6. **Interim ordinance.** No municipality shall enact an interim ordinance as provided
5.12 under section 462.355, subdivision 4, to prohibit or delay the application of this section.

5.13 **EFFECTIVE DATE.** This section is effective January 1, 2026.

This Document can be made available
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-FOURTH SESSION

H. F. No. 2140

03/10/2025

03/17/2025

Authored by Kraft, Dotseth, Howard, Igo, Wolgamott and others
The bill was read for the first time and referred to the Committee on Housing Finance and Policy
Adoption of Report: Amended and re-referred to the Committee on Elections Finance and Government Operations

- 1.1

A bill for an act
- 1.2

relating to local government; requiring the creation of mixed housing zones;
- 1.3

proposing coding for new law in Minnesota Statutes, chapter 462.
- 1.4

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.5

Section 1. **[462.3573] MIXED HOUSING AND COMMERCIAL CORRIDOR**
- 1.6

DISTRICTS.
- 1.7

Subdivision 1. Definitions. (a) For the purposes of this section, the following terms have
- 1.8

the meanings given.
- 1.9

(b) "Accessory dwelling unit" means an addition or alteration that is an additional,
- 1.10

subordinate dwelling unit on the same lot, and is entirely within a dwelling unit, attached
- 1.11

to a dwelling unit, or in a detached structure.
- 1.12

(c) "Applicant" has the meaning provided in section 15.99.
- 1.13

(d) "Commercial corridor district" means a zoning district that is required to comply
- 1.14

with subdivision 2, paragraph (c).
- 1.15

(e) "Covered municipality" means a city of the first class, an urban municipality, or a
- 1.16

nonurban municipality.
- 1.17

(f) "Duplex" means a single building sited on a single lot that contains two separate
- 1.18

residential units with separation either horizontal or vertical.
- 1.19

(g) "Fourplex" means a single building sited on a single lot that contains four residential
- 1.20

units.

2.1 (h) "Minimum parking mandate" means a law, rule, or ordinance that specifies a minimum
2.2 number of motor vehicle parking spaces, including on-street or off-street within a garage
2.3 or other enclosed area.

2.4 (i) "Mixed housing" means all of the following types of dwellings:

2.5 (1) a single-family dwelling;

2.6 (2) a townhouse;

2.7 (3) a duplex;

2.8 (4) a triplex;

2.9 (5) a fourplex; and

2.10 (6) an accessory dwelling unit on a lot with a single-family dwelling.

2.11 (j) "Mixed housing district" means a zoning district that is required to comply with
2.12 subdivision 2, paragraph (a) or (b).

2.13 (k) "Municipal state-aid street" means a street within a municipality that has been
2.14 established as a municipal state-aid street pursuant to section 162.09.

2.15 (l) "Nonurban municipality" means a municipality with a population greater than 10,000
2.16 that is not an urban municipality or a city of the first class.

2.17 (m) "Request" has the meaning provided in section 15.99, except that for the purposes
2.18 of this section, it also includes a written application for a building permit or a proposed
2.19 subdivision related to the housing authorized under subdivision 2.

2.20 (n) "Residential unit" means a building or part of a building used or intended to be used
2.21 for dwelling purposes by a single owner or tenant.

2.22 (o) "Single-family dwelling" means a building that contains one residential unit.

2.23 (p) "Townhouse" means a single-family dwelling constructed in a group of two or more
2.24 attached units in which each unit extends from the foundation to the roof and having open
2.25 space on at least two sides of each unit. Each single-family dwelling shall be considered to
2.26 be a separate building. Separate building service utilities shall be provided to each
2.27 single-family dwelling unit when required by other chapters of the State Building Code.

2.28 (q) "Triplex" means a single building sited on a single lot that contains three residential
2.29 units.

(r) "Urban municipality" means a municipality other than a city of the first class that is adjacent to, or has a border that is within one mile of the border of, a city with a population greater than 150,000.

Subd. 2. **Mixed housing and commercial corridor districts required.** (a) An urban municipality or a city of the first class must create mixed housing districts that allow the following types of residential development in at least 75 percent of the area within the municipality that is zoned to permit residential use:

(1) any type of mixed housing as a permitted use on every lot in the mixed housing district, except an urban municipality may prohibit fourplexes; or

(2) any combination of residential developments or mixed housing sufficient to permit an average density in the mixed housing district of at least one residential unit per every 1,500 square feet.

(b) A nonurban municipality must enact mixed housing districts that allow the following types of residential development on at least 50 percent of the area within the nonurban municipality that is zoned to permit residential use:

(1) any type of mixed housing as a permitted use on every lot in the mixed housing district, except a nonurban municipality may prohibit fourplexes; or

(2) any combination of residential developments or mixed housing sufficient to permit an average density in the mixed housing district of at least one residential unit per every 4,000 square feet.

(c) A covered municipality must create commercial corridor districts that encompass every lot in the municipality that has frontage on a municipal state-aid street. The commercial corridor districts must permit the following residential density:

(1) cities of the first class must permit an average density of at least ... residential units per acre in the commercial corridor district;

(2) urban municipalities must permit an average density of at least ... residential units per acre in the commercial corridor district; or

(3) nonurban municipalities must permit an average density of at least ... residential units per acre in the commercial corridor district.

(d) When determining where to site commercial corridor and mixed housing districts, a covered municipality must consider proximity to transit, public amenities, and commercial areas.

4.1 (e) Subject to the limitations in subdivisions 3, 4, and 5, a covered municipality may
4.2 require a development permitted under paragraphs (a), (b), and (c) to comply with any
4.3 standards, performance conditions, or requirements, including the adequacy of existing
4.4 public infrastructure, imposed by a municipality to promote public health, safety, and general
4.5 welfare.

4.6 (f) Nothing in this section authorizes a covered municipality to permit a development
4.7 that is prohibited by state or federal law or rule, or is prohibited under an ordinance adopted
4.8 pursuant to such a state or federal law or rule, that protects floodplains, areas of critical or
4.9 historic concern, wild and scenic rivers, or shore land, or that otherwise restrict residential
4.10 units to protect and preserve the public health, the environment, or scenic areas.

4.11 Subd. 3. **Municipal standards; limitations.** (a) The following limitations on municipal
4.12 authority apply to the developments permitted in mixed housing and commercial corridor
4.13 districts required under subdivision 2.

4.14 (b) Subject to the maximum residential units permitted on a lot, districts required under
4.15 subdivision 2 must authorize mixed housing as a permitted use.

4.16 (c) A covered municipality must not impose requirements related to the bulk and size
4.17 of buildings that prevent the type of housing or number of residential units authorized by
4.18 paragraph (b) from being constructed with at least 1,500 square feet of habitable floor space
4.19 per residential unit, including requirements related to lot coverage, setbacks, maximum
4.20 height, minimum unit size, dimensions, minimum square footage on a structure foundation,
4.21 or floor area ratio.

4.22 (d) Except as provided in the State Building Code for dwellings adhering to the Minnesota
4.23 Residential Code, Minnesota Rules, chapter 1309, a covered municipality must not impose
4.24 requirements related to construction materials or methods, including architectural elements,
4.25 building egress, durability, energy efficiency, or light access requirements.

4.26 (e) A covered municipality must not impose minimum parking mandates, except that a
4.27 municipality may pass and enforce an ordinance under section 169.346, subdivision 4,
4.28 related to disability parking spaces or any provision of the Minnesota Accessibility Code,
4.29 Minnesota Rules, chapter 1341.

4.30 (f) A covered municipality must not take any action that requires a residential property
4.31 to be part of a homeowners association or provide an incentive for such membership. A
4.32 municipality must not require or incentivize a homeowners association to adopt, revoke, or
4.33 amend a term in any governing document or a rule or regulation not required under state
4.34 law. A municipality must not condition approval of a residential building permit or

conditional use permit, residential subdivision development or residential planned unit development, or any other permit related to residential development on the:

(1) creation of a homeowners association;

(2) inclusion of any service, feature, or common property necessitating a homeowners association;

(3) inclusion of any terms in a homeowners association declaration, bylaws, articles of incorporation, or any other governing document that is not required under state law; or

(4) adoption or revocation of, or amendment to, a rule or regulation governing the homeowners association or its members.

Subd. 4. **Administrative approvals.** (a) A covered municipality must establish and follow an administrative process to review requests related to developments in commercial corridor districts, including proposed residential lot splits and subdivisions, in accordance with the process outlined in section 15.99.

(b) In mixed housing districts, a covered municipality must apply the same administrative approval process to requests related to any type of mixed housing that it would apply to a single-family dwelling being developed on the same lot.

(c) A municipality engaging in the process established in paragraph (a) or (b) must approve or deny a request for a building permit or proposed subdivision based on the request's alignment with the municipality's comprehensive plan, applicable zoning requirements, and subdivision regulations.

(d) A municipality engaging in the process established in paragraph (a) must:

(1) not require a conditional use permit or planned unit development agreement, except that a municipality may require a conditional use permit or planned unit development agreement to address an identified and documented risk to health or safety;

(2) not require more than one community meeting prior to approval of a request, except if more are required by state or federal law or the project involves or affects a lot located in a historic district under section 138.73; and

(3) provide any development agreement to the applicant no less than three days in advance of final plat approval, or before final approval of a request if a plat is not required.

Subd. 5. **Official controls; limitations.** A covered municipality may not use official controls to prohibit the application of this section, including by imposing performance conditions, standards, requirements, ordinances, fees, exactions, and dedications on any

6.1 residential unit or development that are more restrictive than those in this section or other
6.2 municipal law or rule.

6.3 Subd. 6. **Failure to comply; remedies.** (a) If a covered municipality fails to adopt new
6.4 standards that meet the requirements of this section by the dates set out in paragraph (b),
6.5 then any type of mixed housing shall be a permitted use on any lot within the municipality
6.6 that is zoned to allow a residential use.

6.7 (b) A covered municipality must comply with the requirements of this section by the
6.8 dates below:

6.9 (1) for a city of the first class, by June 30, 2026;

6.10 (2) for an urban municipality, by December 31, 2026; and

6.11 (3) for a nonurban municipality, by June 30, 2027.

6.12 Subd. 7. **Interim ordinance.** No covered municipality shall enact an interim ordinance
6.13 as provided under section 462.355, subdivision 4, to prohibit or delay the application of this
6.14 section.

6.15 **EFFECTIVE DATE.** This section is effective January 1, 2026.

This Document can be made available
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-FOURTH SESSION

H. F. No. 2018

03/10/2025 Authored by Kozlowski, Dotseth, Howard, Igo, Kraft and others
The bill was read for the first time and referred to the Committee on Housing Finance and Policy
03/17/2025 Adoption of Report: Amended and re-referred to the Committee on Elections Finance and Government Operations

- 1.1 A bill for an act
- 1.2 relating to local government; limiting the zoning authority of municipalities related
- 1.3 to certain multifamily and mixed-use developments; proposing coding for new
- 1.4 law in Minnesota Statutes, chapter 462.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. **[462.3572] MULTIFAMILY AND MIXED-USE DEVELOPMENTS.**
- 1.7 Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have
- 1.8 the meanings given.
- 1.9 (b) "Affordable housing development" means a multifamily development in which the
- 1.10 residential units are:
- 1.11 (1) owner-occupied units that are income restricted to households that, at the time of
- 1.12 initial occupancy, have an income at or below 115 percent of state or area median income,
- 1.13 whichever is greater, as determined by the United States Department of Housing and Urban
- 1.14 Development; or
- 1.15 (2) leased units that satisfy the definition of a qualified low-income housing project
- 1.16 under section 42(g) of the Internal Revenue Code, with a deed or declaration for the leased
- 1.17 residential units containing a restrictive covenant requiring the property to remain affordable
- 1.18 housing for 30 years.
- 1.19 (c) "Applicant" has the meaning provided in section 15.99.
- 1.20 (d) "Minimum parking mandate" means a law, rule, or ordinance that specifies a minimum
- 1.21 number of motor vehicle parking spaces, including on-street or off-street within a garage
- 1.22 or other enclosed area.

(e) "Multifamily residential development" means a single residential building with at least 13 units or a mixed-use building with commercial use on the ground floor, and at least half of the usable square footage is for residential use.

(f) "Request" has the meaning provided in section 15.99, except that for the purposes of this section, it also includes a written application for a building permit or a proposed subdivision related to a multifamily residential development.

(g) "Residential unit" means a building or part of a building intended to be used as a dwelling by a single owner or tenant.

Subd. 2. Multifamily and mixed-use development permitted. (a) A multifamily residential development shall be a permitted use in any zoning district in a municipality that authorizes commercial uses, except if such zoning district also authorizes heavy industrial uses as a permitted use.

(b) A municipality must approve a multifamily residential development authorized under paragraph (a), pursuant to the process and limitations established in subdivisions 3 and 4.

(c) Subject to the limitations in subdivisions 3, 4, and 6, a development authorized under paragraph (a) must comply with any standards, performance conditions, or requirements, including the adequacy of existing public infrastructure, imposed by a municipality to protect public health, safety, and general welfare.

(d) Nothing in this section authorizes a multifamily residential development that is prohibited by state or federal law or rule, or is prohibited under an ordinance adopted pursuant to such a state or federal law or rule, to protect floodplains, areas of critical or historic concern, wild and scenic rivers, or shore land, or that otherwise restricts residential units to protect and preserve public health, the environment, or scenic areas.

(e) A city may establish local controls or ordinances to require that multifamily residential developments constructed under this section that replace existing commercial or industrial structures be mixed use, with commercial use on the ground floor and at least of half of the usable square footage dedicated to residential use. This provision does not apply to an affordable housing development.

(f) For purposes of this section, public health, safety, and general welfare does not include traffic, noise, or nuisance concerns for developments with less than 300 units.

Subd. 3. Required standards. (a) The following limitations and required standards apply to a multifamily residential development permitted under subdivision 2.

3.1 (b) Any standards, performance conditions, or requirements imposed by a municipality
3.2 must directly relate to protecting health or safety.

3.3 (c) A municipality must allow a floor area ratio of 2.5 or greater.

3.4 (d) The following municipalities must not impose a height limitation that is less than 75
3.5 feet above grade:

3.6 (1) cities of the first class;

3.7 (2) the city of St. Cloud; and

3.8 (3) municipalities in the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott,
3.9 and Washington.

3.10 (e) A municipality other than those listed in paragraph (d) must not impose a height
3.11 limitation that is less than the higher of:

3.12 (1) the tallest commercial or multifamily building that zoning standards authorize in the
3.13 same zoning district; or

3.14 (2) the tallest existing commercial or multifamily building within one-quarter mile within
3.15 the municipality, excluding nonconforming buildings built before January 1, 1975.

3.16 (f) A municipality must allow setback and lot coverage requirements equal to those
3.17 allowed for a commercial building in the same zoning district.

3.18 (g) A municipality must not impose more restrictive standards, performance conditions,
3.19 or requirements than those that would apply to a commercial building.

3.20 (h) A municipality must not impose minimum parking mandates on a multifamily
3.21 residential development or the residential portion of a mixed-use development, except that
3.22 a municipality may pass and enforce an ordinance under section 169.346, subdivision 4,
3.23 related to disability parking spaces or any provision of the Minnesota Accessibility Code,
3.24 Minnesota Rules, chapter 1341.

3.25 (i) A municipality must not impose standards, performance conditions, or requirements
3.26 on an affordable housing development that are more restrictive than those imposed on a
3.27 market rate multifamily residential development.

3.28 (j) Notwithstanding paragraphs (b) to (h), a municipality may use official controls that
3.29 result in increased density, including by imposing performance conditions, standards, or
3.30 other requirements.

4.1 Subd. 4. **Administrative approval process.** (a) A municipality must establish and follow
4.2 an administrative process to review requests related to a development permitted under
4.3 subdivision 2 in accordance with the process outlined in section 15.99. Notwithstanding
4.4 language to the contrary in section 15.99, subdivision 2, the time limit in section 15.99 shall
4.5 apply to a request for a building permit or a proposed subdivision for the purposes of this
4.6 section. Failure of a municipality to deny a request within the time limit provided under
4.7 section 15.99 is approval of the request.

4.8 (b) An applicant may provide written authorization to a municipality to toll the review
4.9 time limit provided by section 15.99. The applicant may also direct in writing that the
4.10 municipality resume the 60-day time limit for a request that was previously tolled by
4.11 authorization of the applicant. A municipality must not charge a fee to the applicant for a
4.12 request under this paragraph.

4.13 (c) A municipality must specify in writing, including on any application form provided
4.14 by the municipality, all requirements that a request must fulfill for a request to be deemed
4.15 complete and for the time limit in section 15.99, subdivision 2, to begin. Such requirements
4.16 may not include a requirement that an applicant waive any rights, forgo the process
4.17 established in this subdivision, or consent to exactions, dedications, or fees, except that a
4.18 municipality may charge a standard application fee for the request.

4.19 (d) A municipality engaging in the process established in paragraph (a) must:

4.20 (1) approve or deny a request for a building permit or proposed subdivision based on
4.21 the alignment of the request with the municipality's comprehensive plan, applicable zoning
4.22 requirements, and subdivision regulations;

4.23 (2) not require a conditional use permit or planned unit development agreement, except
4.24 that a municipality may require a conditional use permit or planned unit development
4.25 agreement to address an identified and documented risk to health or safety;

4.26 (3) not require more than one community meeting prior to approval of a request, except
4.27 if more are required by state or federal law, or the project involves or affects a lot located
4.28 in a historic district under section 138.73; and

4.29 (4) provide any development agreement to the applicant no less than three days in advance
4.30 of final plat approval or before final approval of a request if a plat is not required.

4.31 Subd. 5. **Affordable and workforce housing density bonus.** A municipality must
4.32 permit an affordable housing development or a workforce housing development meeting
4.33 the requirements of section 462A.39, subdivision 4, paragraph (a), to exceed one or more

5.1 maximum dimensional standards imposed by official zoning controls as a zoning density
5.2 bonus, including:

5.3 (1) a building height increase of at least 35 feet or 30 percent, whichever is greater;

5.4 (2) an increase of at least 30 percent in allowed floor area ratio, units per acre, total
5.5 number of units, or maximum lot coverage; or

5.6 (3) increases in other dimensional standards that increase building size by at least 30
5.7 percent more than what is allowed for market rate multifamily developments in the
5.8 jurisdiction.

5.9 Subd. 6. **Official controls; limitations.** A municipality must not use official controls
5.10 to prohibit the application of this section, including by imposing performance conditions,
5.11 standards, requirements, ordinances, fees, exactions, and dedications on a multifamily
5.12 residential development that are more restrictive than those in this section or other municipal
5.13 law or rule.

5.14 Subd. 7. **Interim ordinance.** No municipality shall enact an interim ordinance as provided
5.15 under section 462.355, subdivision 4, related to the policies specified in this section.

5.16 **EFFECTIVE DATE.** This section is effective January 1, 2026.

LMC Sample Letter

Dear Senator/Representative _____,

The City of _____ respectfully asks you to oppose [HF 1987/SF 2229](#) (“Minnesota Starter Home Act”), [HF 2140/ SF 2231](#) (“More Homes Right Places Act”), and [HF 2018/ SF 2286](#) (“Transforming Main Street Act”). Cities recognize that there is a housing shortage across the state and across the housing spectrum, though the shortage looks different in each community. Alongside the state, cities play a key role in tackling housing challenges and continue to lead with local solutions. In [insert your city] we have continued to innovate at the local level and have supported both affordable and market rate development.

[describe local efforts to support development].

We are concerned that the aforementioned legislation seeks to broadly limit local decision-making authority on residential development by imposing a rigid state framework on all cities, regardless of their own unique needs and circumstances. These bills would eliminate low-density zoning options, eliminate resident input before our council or planning and zoning commission on virtually all residential development, and strip reasonable local planning and zoning standards, which ensure development compatibility and scale.

Additionally, these bills create significant implementation challenges for our city, increasing costs for taxpayers and complicating zoning and land-use planning, all without guaranteeing more affordable housing or increased development.

While cities, including [insert your city], have zoned land for higher density developments in areas where it makes the most sense for our community, these bills would force cities to allow for higher density in all residential areas without regard for strategic planning. This removes the flexibility needed to accommodate local housing needs. Conceptually, this means cities and their residents could no longer responsibly plan for growth and instead, that responsibility would be shifted solely to the developers who would determine what gets built and where.

Though HF 1987/SF 2229, HF 2140/SF 223, and HF 2018/SF 2286 do not provide viable solutions, we understand that a meaningful city-state partnership is necessary to address

LMC Sample Letter

housing shortages. We ask you to oppose these bills due to their rigid approach, prescriptive mandates, and lack of flexibility. We look forward to working with you and your colleagues on an alternate approach that is flexible in nature, workable, practical, involves public input, and includes local decision-making so policies can fit each community's unique needs.

Sincerely,

April 15, 2024

Senator John Marty
Room 3235 Minnesota Senate Building
95 University Ave. W
St. Paul, MN 55155

RE: City comments on HF 4009/SF 3964 and HF 4010/SF 3980 ("Missing Middle Housing" and "Multifamily Residential Developments" and related bills)

Dear Senator Marty:

Based on the Roseville City Council discussion at our April 8 meeting, I am writing this letter to express the City of Roseville's concern with the legislation addressing missing middle housing, multi-family housing in commercial zones, and city minimum residential density and associated requirements. Given the breadth of proposed changes, we are concerned about the unintended consequences for local governments that could occur if this legislation is adopted. Additionally, the City of Roseville has other overarching concerns with these bills, namely the level of specificity to which local control is being preempted and that cities were not included in discussions surrounding these standards.

Roseville understands the housing shortage that faces our State and has put considerable efforts, both regulatorily and financially, towards efforts to address housing needs within our city. We are concerned that if these bills pass, they will have unintended consequences on the otherwise thoughtful efforts Roseville has deployed locally that is based on analysis of local needs and after engagement with community members. And to be clear, the implementation of these efforts came after lengthy, and sometimes controversial discussions.

As mentioned, Roseville has worked very hard in recent years to create more affordable housing and missing middle housing. A few examples include:

- Approval of nearly 700 units of affordable apartments over the last several years,
- Approval of amendments to our Zoning Code to allow two-unit housing types (or missing middle housing) in zoning districts that previously only permitted single family homes, and
- Permitting Accessory Dwelling Units for more than ten years.

Roseville understands there is always room for improvement, and we intend to build on what we've already done, but those conversations should be held at the local level where specific local needs can be addressed in a thoughtful manner and with input from the community.

While we don't intend to highlight every concern with these bills, we do think it's important to highlight a couple of examples that Roseville finds troublesome:

- By allowing apartment buildings as tall as 150' in "any commercial zoning district" could result in a 10-story apartment building residing next to a single-family home. Our concern is not about allowing housing in commercial areas, as most of our commercial zoning districts already are mixed use and allow housing. However, under our codes, we still maintain "neighborhood scale" commercial zones that serve niche commercial needs of neighborhoods, like small coffee shops, retail services, or small businesses. These areas need to be preserved and are essential in

Page 2 of 2

providing spaces small businesses can afford, given small businesses are a huge component of a city's local identity.

- Limiting a city's ability to enforce design standards will not guarantee more affordability. The market is the best indicator of rent and sales prices. To limit a city from imposing design requirements, especially on large multi-family buildings (affordable or market rate) will lead to construction of lower quality buildings that will, over time, become unsightly and cause disinvestment in the neighborhood. Further exacerbating this issue is language that prohibits a city from obligating a developer to implement design standards in exchange for local funds, including tax increment assistance. We believe this is hugely misguided and will cause cities to rethink the use of affordable housing tax increment assistance. This assistance, at least in Roseville, has been used to ensure affordable units are built to the same quality and amenity level as market rate housing given our local value that, no matter your income level, one deserves a quality place to live.

Every city has different needs but the overarching goal with zoning is to make sure there is balance throughout the community in terms of fulfilling residential, commercial, industrial, institutional, park, etc. needs. There isn't a one-size-fits-all approach, which these bills serve. Roseville is not opposed to State intervention on a broader scale, such as legislating that cities must provide areas for missing middle housing, accessory dwelling units, and multi-family housing, but we do object to the level of specificity this legislation dictates for all cities regarding detailed zoning standards and not being given a voice.

Thank you for your consideration of Roseville's concerns. We look forward to engaging in more thoughtful, locally minded legislative actions and would welcome the opportunity to provide input.

As always, please feel free to reach out to me to discuss our efforts to address housing needs in Roseville and our concerns with the current legislation.

Respectfully,
CITY OF ROSEVILLE



Daniel Roe
Mayor

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$165,659.21
112186 – 112234	\$528,229.32
Total	\$693,888.53

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

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Staff Recommendations

Staff recommends approval of all payment of claims.

Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

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INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210500	Life Ins. Employee	LINA	FEBRUARY NEW YORK LIFE PREMIUMS	3,333.28	3648
100-00-00-210500	Life Ins. Employee	LINA	FEBRUARY NEW YORK LIFE PREMIUMS	139.00	3648
100-00-00-210502	Employer Life Insurance	LINA	FEBRUARY NEW YORK LIFE PREMIUMS	620.80	3648
100-00-00-210900	Long Term Disability	LINA	FEBRUARY NEW YORK LIFE PREMIUMS	3,931.70	3648
Total Department 00-00 GENERAL				8,024.78	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA JAN 25 SERVICE FEE PAID FEB 25	213.00	112221
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA JAN 25 SERVICE FEE PAID FEB 25	75.00	112221
100-02-00-430060	Wellness Plan	Yer Vue	WELLNESS PRIZES	934.11	3650
Total Department 02-00 ADMINISTRATION				1,222.11	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	American Mailing Machines	INJET CARTRIDGE	361.54	112214
100-08-00-424000	Operating Supplies	American Mailing Machines	SEALING SOLUTION	51.70	112215
Total Department 08-00 CENTRAL SERVICES				413.24	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	DUAL MONITOR DESK RISER; CHAIR	766.10	112205
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	CHAIRS FOR CHIEF'S OFFICE	775.00	112205
100-10-00-422000	Clothing	Galls, LLC	RAVEN VEST LVL IIIA - KAHL	2,080.50	3640
100-10-00-422000	Clothing	Galls, LLC	RAZOR VEST XT IIIA WIESNER	2,080.50	3640
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	249.99	3638
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF CRAIG	69.99	3638
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	237.98	3638
100-10-00-424000	Operating Supplies	Advanced Graphix, Inc.	UPDATING PD PATCHES (WINDOWS AND DOOR	768.88	3647
100-10-00-424000-PD0002	Operating Supplies	ANCHORED MINISTRIES	RENT ASSISTANCE HOMELESS OUTREACH 255	533.30	112228
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MONTHLY WELLNESS CONSULT SERVICES FEB	3,400.00	3646
100-10-00-430000	Professional Services	T Mobile USA, Inc.	CELLULAR INVEST CN25001033	100.00	112200
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW SERVICES CN25004260	150.00	112193
100-10-00-431000	Telephone	Verizon	DATA JAN 27- FEB 26 - ACC#487223064-0	40.01	112211
100-10-00-441000	Training	League of MN Cities	PATROL ONLINE TRAINING SUBSC (63)	5,670.00	112195
Total Department 10-00 POLICE DEPARTMENT				16,922.25	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-423000	Vehicle Supplies & Mainten	Stryker Sales. LLC	PULSE OX	3,943.80	112194
100-13-00-430000	Professional Services	Masa Consulting, Inc.	FEB	2,100.00	3646
100-13-00-439000	CONTRACT MAINTENANCE	Alex Air Apparatus 2 LLC	GAS MONITOR	282.00	3637
100-13-00-439000	CONTRACT MAINTENANCE	Jefferson Fire & Safety, I	FREIGHT CHARGES	523.00	3641
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	112198
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	HEAT PUMP MAINT	427.00	3645
100-13-00-441000	Training	Century College	KEENAN LIVE BURN INSTRUCTOR	350.00	3627
100-13-00-441000	Training	Group Health Non-Patient A	2025 EDU AGREEMENT	3,450.00	112218
100-13-00-441000	Training	MN Fire Service Certificat	REALI RECIPROCITY	126.25	3642
Total Department 13-00 FIRE DEPARTMENT				11,787.67	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	112204
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				40.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	Ramsey County	RAMSEY COUNTY FLEET SUPPORT FEE FOR F	115.44	112203
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL 1454 SHRYER AV	588.00	112197
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FOR JANUARY	115.44	112203

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-21 STREET DEPARTMENT					
Total Department 20-21 STREET DEPARTMENT				818.88	
Department: 20-22 STREET LIGHTING					
100-20-22-439000	CONTRACT MAINTENANCE	Forest Lake Contracting, I	TWIN LAKES ROUNDABLE LIGHTING REPAIR	1,040.00	3644
Total Department 20-22 STREET LIGHTING				1,040.00	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112202
100-20-30-423000	Vehicle Supplies & Mainten	Crysteel Truck Equipment,	SPRINGS	179.67	3639
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	WHELEN LIGHTBAR	312.17	3629
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	AUTO EJECT 12 VOLT SOLENOID	273.06	3629
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	IGNITION COIL	45.44	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	HEADLIGHT	83.10	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	OIL	46.02	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	HEADLIGHT	18.06	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	DISC PAD SET	74.71	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE ROTOR	250.06	3630
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	RADIATOR HOSE	36.71	3630
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE AND FITTING	57.27	3626
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE AND FITTING	114.54	3626
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	WINCH BAR, STRAPS AND CORNER PROTECTO	111.90	112187
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	HOSE ADAPTERS	219.52	112187
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	HOSE ADAPTER	50.40	112187
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	LATCH PINS AND CUTTING SCREWS	40.33	112189
100-20-30-423000	Vehicle Supplies & Mainten	TOWMASTER	SHIRCO TARP ROLLER	347.34	112186
100-20-30-437000	Contract Maint. - Vehicles	GRAINGER	WINCH TRACK AND TIE DOWN WINCH	244.09	112187
Total Department 20-30 VEHICLE MAINTENANCE				2,549.53	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE 3/1/2025	3,848.00	3643
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	112210
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL POLICE	311.02	112210
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL POLICE	311.02	112210
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	112210
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Infrared inspections, Inc	INFRARED ROOF SCAN; CITY OF ROSEVILLE	1,800.00	112227
100-23-00-439001	CONTRACT MAINTENANCE - CIT	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	112198
100-23-00-439001	CONTRACT MAINTENANCE - CIT	McGough Property Managemen	PD VESTIBULE REPAIR	7,705.68	3643
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL PW BUILDING	115.23	112210
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL PW BUILDING	115.23	112210
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	PERFORM WINTER MAINTENANCE CITY HALL	1,327.00	3645
Total Department 23-00 BUILDING MAINTENANCE				23,829.85	
Total Fund 100 General Fund				66,648.31	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson, ATT	ERICSSON ALTA VISTA LT	781.25	3634
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	ALTA VISTA TOWER	459.75	3634
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	CIVIC CENTER TMOBILE	695.00	3634
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	CIVIC CENTER VERIZON	304.75	3634
Total Department 00-00 GENERAL				2,240.75	
Total Fund 103 Contracted Engineering Svcs				2,240.75	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	SMART DRIVER CLASS PAYMENT	65.00	112217
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	FEBRUARY CLEANING SERVICES	4,049.43	112207
200-40-41-430000-PR0270	Professional Services	Elizabeth Fletcher	JAN-MAR YOGA PAYMENT	654.50	3651
Total Department 40-41 RECREATION FEE PROGRAMS				4,768.93	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0101	Operating Supplies	CARLSON, SHELDON	COMMUNITY BAND REIMBURSEMENT	33.05	112222
200-40-42-424000-PR0101	Operating Supplies	Groth Music	MUSICAL PURCHASES	42.30	112188
200-40-42-424000-PR0101	Operating Supplies	Richard Baldinelli	REIMBURSEMENT	155.47	112216
200-40-42-438000	Rental	On Site Companies-OSSTC	PAST DUE PORTABLE PAYMENT	208.79	112190
Total Department 40-42 RECREATION NON FEE PROGRAMS				439.61	
Department: 40-50 NATURE CENTER					
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	112198
Total Department 40-50 NATURE CENTER				1,171.23	
Department: 40-53 SKATING CENTER					
200-40-53-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	64.00	3663
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CLEANING PRODUCTS	451.30	3636
200-40-53-424000	Operating Supplies	GRAINGER	BRUSH	252.39	112187
200-40-53-424000	Operating Supplies	Voss Lighting	LIGHTS	258.90	3631
200-40-53-430000-PR5502	Professional Services	Alan Tsai	SPEED SKATING INSTRUCTORS	165.00	3652
200-40-53-430000-PR5502	Professional Services	CHAMBERLAIN, OLIVER	SPEED SKATING INSTRUCTOR	165.00	112224
200-40-53-430000-PR5502	Professional Services	Edward Nagel	SPEED SKATING INSTRUCTOR	180.00	3653
200-40-53-430000-PR5502	Professional Services	Elena Stave	SPEED SKATING INSTRUCTOR	180.00	3659
200-40-53-430000-PR5502	Professional Services	Elise Stave	SPEED SKATING INSTRUCTOR	105.00	3655
200-40-53-430000-PR5502	Professional Services	Keeley Whitcomb	SPEED SKATING INSTRUCTOR	165.00	3657
200-40-53-430000-PR5502	Professional Services	Landon Bogee	SPEED SKATING INSTRUCTOR	165.00	3658
200-40-53-430000-PR5502	Professional Services	Noah Lopez	SPEED SKATING INSTRUCTOR	135.00	3654
200-40-53-430000-PR5502	Professional Services	Samuel Chamberlain	SPEED SKATING INSTRUCTOR	105.00	112219
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	112198
200-40-53-439000	CONTRACT MAINTENANCE	R & R Specialties of Wisco	VALVLE KIT FOR ZAM	1,219.80	3632
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	WORK ON COMPRESSOR	364.00	112213
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	CALCIUM CHLORIDE	2,457.25	112213
200-40-53-442000	Memberships & Subscription	Ice Sports Industry-ISI	MEMBERSHIP	395.00	112192
Total Department 40-53 SKATING CENTER				10,222.52	
Total Fund 200 Recreation Fund				16,602.29	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112202
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112202
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112202
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	112198
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	HAZARD TREE REMOVAL AT WOODHILL PARK	423.00	112197
204-40-43-431000	Telephone	Verizon	SERVICE ACCT 048722306400005	140.04	112212
204-40-43-431000	Telephone	Verizon	DATA JAN 27- FEB 26 - ACC#487223064-0	356.80	112211
204-40-43-431000-PR0627	Telephone	Verizon	DATA JAN 27- FEB 26 - ACC#487223064-0	35.01	112211
204-40-43-439000	CONTRACT MAINTENANCE	Traqnology Turf Tech	1 YEAR SERVICE PLAN	2,140.00	112220
204-40-43-442000	Memberships & Subscription	Mn Dept of Agriculture	2025 TREE CARE REGISTRY RENEWAL FOR K	30.00	112191
Total Department 40-43 RECREATION MAINTENANCE				3,711.44	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 204 PARK MAINTENANCE					
			Total Fund 204 PARK MAINTENANCE	3,711.44	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	FEBRUARY BIG BAND PAYMENT	250.00	3662
			Total Department 40-45 BIG BAND ACTIVITIES	250.00	
			Total Fund 221 Municipal Jazz Band	250.00	
Fund: 260 Community Development					
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-321012	RENTAL REGISTRATION	ETC ASSOCIATES	REFUND RENTAL REGISTRATION - PROPERTY	42.00	112229
260-56-17-322000	Technology Fee	ETC ASSOCIATES	REFUND RENTAL REGISTRATION - PROPERTY	3.00	112229
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	FEBRUARY 2025 ELECTRICAL INSPECTOR FE	9,936.92	3660
260-56-17-431000	Telephone	Verizon	DATA JAN 27- FEB 26 - ACC#487223064-0	52.17	112211
260-56-17-443500	Minor Equipment	Dell Marketing, L.P.	MONITOR - FRONT COUNTER	211.11	112209
			Total Department 56-17 BUILDING PERMITS & INSPECTIONS	10,245.20	
			Total Fund 260 Community Development	10,245.20	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	112210
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	112210
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	112198
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	98.00	3656
			Total Department 05-00 DEPUTY REGISTER	2,197.50	
			Total Fund 265 License Center	2,197.50	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Knox Company	KNOX BOXES AND MOUNTING EQUIPMENT FOR	2,104.00	112208
			Total Department 10-00 POLICE DEPARTMENT	2,104.00	
			Total Fund 400 Equipment Revolving	2,104.00	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-443500-PR2324	Minor Equipment	Flagship Recreation	TABLES AND BENCHES FOR LEXINGTON PARK	21,984.12	112206
			Total Department 40-40 RECREATION ADMINISTRATION	21,984.12	
			Total Fund 411 Recreation Improvements	21,984.12	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ALLEN E AMSDEN	UB refund for account: 003534-000	2.28	112232
600-00-00-202000	Accounts Payable	GEORGE SAROSI	UB refund for account: 015493-000	11.36	112233
600-00-00-202000	Accounts Payable	KELLY & ANDREW RECTENWAL	UB refund for account: 025252-000	13.46	112230
600-00-00-202000	Accounts Payable	ROSEVILLE LUTHERAN CHURCH	UB refund for account: 007730-000	9.22	112231
			Total Department 00-00 GENERAL	36.32	
Department: 50-00 SANITARY SEWER					
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	LUNDEEN, DANIEL	I&I GRANT 50% REBATE	3,731.50	112225
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	VEIL, LUKAS	I&I GRANT 50% REBATE	5,000.00	112226
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	FEBRUARY INVOICE AND CC PROCESSING FE	4,224.78	3661

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
Total Department 50-00 SANITARY SEWER				12,956.28	
Total Fund 600 Sanitary Sewer				12,992.60	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	AEON CO	UB refund for account: 020762-000	806.02	112234
610-00-00-202000	Accounts Payable	ALLEN E AMSDEN	UB refund for account: 003534-000	2.23	112232
610-00-00-202000	Accounts Payable	GEORGE SAROSI	UB refund for account: 015493-000	11.09	112233
610-00-00-202000	Accounts Payable	KELLY & ANDREW RECTENWAL	UB refund for account: 025252-000	8.64	112230
610-00-00-202000	Accounts Payable	ROSEVILLE LUTHERAN CHURCH	UB refund for account: 007730-000	9.88	112231
Total Department 00-00 GENERAL				837.86	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATER BREAK SPOILS	2,460.00	112223
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL	442,787.24	112199
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	WATER PIT AND METER REPLACEMENT	7,253.03	3633
Total Department 51-00 WATER FUND				452,500.27	
Total Fund 610 Water Fund				453,338.13	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE SUPPLIES FOR RESALE	375.00	112201
Total Department 52-51 CEDARHOLM GOLF COURSE				375.00	
Total Fund 620 Golf Course				375.00	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ALLEN E AMSDEN	UB refund for account: 003534-000	1.24	112232
640-00-00-202000	Accounts Payable	GEORGE SAROSI	UB refund for account: 015493-000	6.36	112233
640-00-00-202000	Accounts Payable	KELLY & ANDREW RECTENWAL	UB refund for account: 025252-000	4.81	112230
640-00-00-202000	Accounts Payable	ROSEVILLE LUTHERAN CHURCH	UB refund for account: 007730-000	5.49	112231
Total Department 00-00 GENERAL				17.90	
Total Fund 640 Storm Drainage				17.90	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ALLEN E AMSDEN	UB refund for account: 003534-000	0.71	112232
650-00-00-202000	Accounts Payable	GEORGE SAROSI	UB refund for account: 015493-000	3.55	112233
650-00-00-202000	Accounts Payable	KELLY & ANDREW RECTENWAL	UB refund for account: 025252-000	2.74	112230
650-00-00-202000	Accounts Payable	ROSEVILLE LUTHERAN CHURCH	UB refund for account: 007730-000	3.13	112231
Total Department 00-00 GENERAL				10.13	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	RECYCLING SERVICE THRU FEB	74,940.83	3635
Total Department 65-00 SOLID WASTE RECYCLE				74,940.83	
Total Fund 650 ENVIRONMENTAL				74,950.96	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS FEB25	6,095.34	3628
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEE FEB 25	1,188.59	3628

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
			Total Department 00-00 GENERAL	7,283.93	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	112196
			Total Department 61-00 RISK MANAGEMENT	325.40	
			Total Fund 710 Risk Management	7,609.33	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119118	Senior Deferred Loans	Center for Energy and Envi	LOAN SERVICES	11,721.00	3649
			Total Department 00-00 GENERAL	11,721.00	
			Total Fund 723 Housing & Redevelopment Agency	11,721.00	
Fund: 725 EDA Operating Fund					
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOAN SERVICES	6,900.00	3649
			Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM	6,900.00	
			Total Fund 725 EDA Operating Fund	6,900.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	3,472.28	
		100-00-00-210502	Employer Life Insurance	620.80	
		100-00-00-210900	Long Term Disability	3,931.70	
		100-02-00-430000	Professional Services	288.00	
		100-02-00-430060	Wellness Plan	934.11	
		100-08-00-424000	Operating Supplies	413.24	
		100-10-00-420000	Office Supplies	1,541.10	
		100-10-00-422000	Clothing	4,718.96	
		100-10-00-424000	Operating Supplies	768.88	
		100-10-00-424000-PD0002	Operating Supplies	533.30	
		100-10-00-430000	Professional Services	3,650.00	
		100-10-00-431000	Telephone	40.01	
		100-10-00-441000	Training	5,670.00	
		100-13-00-423000	Vehicle Supplies & Maintenance	3,943.80	
		100-13-00-430000	Professional Services	2,100.00	
		100-13-00-439000	CONTRACT MAINTENANCE	1,817.62	
		100-13-00-441000	Training	3,926.25	
		100-20-20-420000	Office Supplies	40.00	
		100-20-21-424000	Operating Supplies	115.44	
		100-20-21-439000	CONTRACT MAINTENANCE	703.44	
		100-20-22-439000	CONTRACT MAINTENANCE	1,040.00	
		100-20-30-422000	Clothing	45.14	
		100-20-30-423000	Vehicle Supplies & Maintenance	2,260.30	
		100-20-30-437000	Contract Maint. - Vehicles	244.09	
		100-23-00-430000	Professional Services	3,848.00	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	18,424.39	
		100-23-00-439003	Contract Maint.- City Garage	230.46	
		100-23-00-439010	Contract Maint. - HVAC	1,327.00	
		103-00-00-230150	Cell Tower Escrow	2,240.75	
		200-40-41-430000-PR0210	Professional Services	65.00	
		200-40-41-430000-PR0253	Professional Services	4,049.43	
		200-40-41-430000-PR0270	Professional Services	654.50	
		200-40-42-424000-PR0101	Operating Supplies	230.82	
		200-40-42-438000	Rental	208.79	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-422000	Clothing	64.00	
		200-40-53-424000	Operating Supplies	962.59	
		200-40-53-430000-PR5502	Professional Services	1,365.00	
		200-40-53-439000	CONTRACT MAINTENANCE	7,435.93	
		200-40-53-442000	Memberships & Subscriptions	395.00	
		204-40-43-422000	Clothing	8.40	
		204-40-43-424000	Operating Supplies	578.19	
		204-40-43-430000-PR0400	Professional Services	423.00	
		204-40-43-431000	Telephone	496.84	
		204-40-43-431000-PR0627	Telephone	35.01	
		204-40-43-439000	CONTRACT MAINTENANCE	2,140.00	
		204-40-43-442000	Memberships & Subscriptions	30.00	
		221-40-45-430000	Professional Services	250.00	
		260-56-17-321012	RENTAL REGISTRATION	42.00	
		260-56-17-322000	Technology Fee	3.00	
		260-56-17-430007	Electrical Inspections	9,936.92	
		260-56-17-431000	Telephone	52.17	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		260-56-17-443500	Minor Equipment	211.11	
		265-05-00-430000	Professional Services	2,099.50	
		265-05-00-432000	Transportation	98.00	
		400-10-00-452000	Vehicles / Equipment	2,104.00	
		411-40-40-443500-PR2324	Minor Equipment	21,984.12	
		600-00-00-202000	Accounts Payable	36.32	
		600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAIRS	8,731.50	
		600-50-00-448600	Credit Card Fees	4,224.78	
		610-00-00-202000	Accounts Payable	837.86	
		610-51-00-424000	Operating Supplies	2,460.00	
		610-51-00-444000	St.Paul Water	442,787.24	
		610-51-00-453006-PW2601	Water Meters	7,253.03	
		620-52-51-425000	Merchandise for Sale	375.00	
		640-00-00-202000	Accounts Payable	17.90	
		650-00-00-202000	Accounts Payable	10.13	
		650-65-00-430000	Professional Services	74,940.83	
		710-00-00-210503	DENTAL	7,283.93	
		710-61-00-430000	Professional Services	325.40	
		723-00-00-119118	Senior Deferred Loans	11,721.00	
		725-57-73-430000	Professional Services	6,900.00	
--- TOTALS BY FUND ---					
	100		General Fund	66,648.31	
	103		Contracted Engineering Svcs	2,240.75	
	200		Recreation Fund	16,602.29	
	204		PARK MAINTENANCE	3,711.44	
	221		Municipal Jazz Band	250.00	
	260		Community Development	10,245.20	
	265		License Center	2,197.50	
	400		Equipment Revolving	2,104.00	
	411		Recreation Improvements	21,984.12	
	600		Sanitary Sewer	12,992.60	
	610		Water Fund	453,338.13	
	620		Golf Course	375.00	
	640		Storm Drainage	17.90	
	650		ENVIRONMENTAL	74,950.96	
	710		Risk Management	7,609.33	
	723		Housing & Redevelopment Agency	11,721.00	
	725		EDA Operating Fund	6,900.00	
		Total For All Funds:		693,888.53	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.b.

Department Approval



City Manager Approval



Item Description: Approval of 1 Temporary Gambling Permit

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Temporary Gambling Permit

Friends of Roseville Parks

2660 Civic Center Dr.

Roseville, MN 55113

Friends of Roseville Parks is a non-profit organization which is conducting purse bingo on May 10, 2025 and November 8, 2025 at the Cedarholm Community Building located at 2323 Hamline Ave N.

Policy Objectives

Required by City Code.

Equity Impact Summary

NA

Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Temporary Gambling Permit for Friends of Roseville Parks.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. FOR Parks Temp Gambling Application

LG240B Application to Conduct Excluded Bingo**No Fee**5/24
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: Friends of Roseville Parks Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 41-1312380 Federal Employer ID Number (FEIN), if any: XB-94300-24-007

Mailing Address: 2660 Civic Center Drive

City: Roseville State: MN Zip: 55113 County: Ramsey

Name of Chief Executive Officer (CEO): Kori L DeJong

CEO Daytime Phone: 612.508.2632 CEO Email: koridejong40@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: May 10, 2025 and November 8, 2025**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Kori L DeJong Daytime Phone: 612.508.2632Name of premises where bingo will be conducted: Cedarholm Community BuildingPremises street address: 2323 Hamline Avenue NorthCity: Roseville If township, township name: _____ County: Ramsey

LG240B Application to Conduct Excluded Bingo

5/24
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Kori L DeJong Date: 3.17.25
(Signature must be CEO's signature; designee may not sign)

Print Name: Kori L DeJong

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Friends of Roseville Parks
Date Filed:	03/04/1969
File Number:	H-629
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 03/17/2025



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.c.

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 of Sale of Surplus

1
2 **Background**

3 City Code section 103.05 establishes the requirement that all general purchases or
4 contracts in excess of \$10,000 be separately approved by the City Council, independent of
5 the budget process or other statutory purchasing requirements. In addition, State Statutes
6 generally require the Council to authorize the sale of surplus vehicles and equipment.
7 *Attachment 1* includes a list of items submitted for Council review and approval.

8
9 Staff will note that, unless noted otherwise, all items contained in this report were
10 previously identified and included in the adopted budget or Capital Improvement Plan (CIP)
11 submitted for Council review during the most recent budget cycle. This information package
12 included a CIP Project/Initiative summary which identified the type of purchase, estimated
13 cost, funding source, and other supporting narrative. Where applicable, these
14 project/initiative summaries are included with *Attachment 2*.

15
16
17 **Policy Objectives**

18 Required under City Code 103.05.
19
20

21 **Equity Impact Summary**

22 Payments to vendors contribute to the local economy by supporting businesses within the
23 community, including those owned by people of color. Ensuring equitable distribution of
24 contracts and payments among vendors, particularly minority-owned businesses, can help
25 promote economic equity. This supports broader goals of reducing racial economic
26 disparities as well as Roseville's aspiration to be a community that is economically
27 prosperous with a stable and broad tax base and vibrant small businesses.
28
29

30 **Budget Implications**

31 Funding for all items is provided for in the current budget or through pre-funded capital
32 replacement funds.
33
34

35 **Staff Recommendations**

Staff recommends the City Council approve the submitted purchases or contracts for service and, where applicable, authorize the sale/trade-in of surplus items.

Requested Council Action

Motion to approve the submitted purchases or contracts for services and, where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments:

1. Over \$10,000 Items for Purchase or Sale
2. CIP Project_Initiative Summary

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Whitewater Chrysler Dodge Jeep	2025 Jeep Grand Cherokee	(a)	\$ 54,936	\$ 43,560	2025 CIP
Parks & Recreation	Schnell Designs LLC	Entry Signage	(b)	\$ 28,490	\$ 28,490	2025 Budget
Sanitary Sewer	ESS Brothers & Sons, Inc.	Repair Various Storm Sewer Catch Basins, Manholes	(c)	\$ 75,000	\$ 24,750	2025 CIP
Storm Sewer		and Sanitary Manholes	(d)	\$ 155,320	\$ 49,500	2025 Budget

Key

(a) As part of the 2025 police vehicle and equipment CIP, there was originally \$100,000 allocated for the purchase of two new unmarked vehicles. This request is the second of the two unmarked vehicles requesting to be purchased and will replace a 2018 Mitsubishi Outlander that is up for replacement based on its age, mileage, and overall condition.

(b) This expense is to be paid from donations that have been previously received and were donated explicitly for the purpose of the purchase and installation of entry signage at the Harriet Alexander Nature Center.

(c) & (d) Staff is requesting approval for structure repair on various sewer catch basins, and manholes. These repairs will lessen deterioration below grade in these structures. Ess Brothers and Sons, Inc. will seal the ring area and joint sections in identified manholes and catch basins from inside of the structure using a urethane material. In total there are 75 structures that were quoted for. This repair of \$74,250 will be funded partially by 2025 Sanitary Sewer CIP funds (\$75,000) and 2025 Storm Sewer operating budget funds (\$155,320).

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$375,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Five marked squads (\$225,000), two unmarked vehicles (\$100,000) and one community service officer vehicle (\$50,000) are scheduled for replacement. The community service officer vehicle had been scheduled for replacement in 2024, but due to lower mileage than anticipated and overall condition, replacement pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	I & I Reduction
Total Estimated Cost:	\$75,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is used to reduce inflow and infiltration (I & I) into the sanitary sewer system. Reductions in I & I lessen the City's sanitary sewer flow which reduces the sewer costs paid to Metropolitan Council. The line item is used to fund small projects such as manhole rehabilitation or sewer monitoring.

Location:

Various Locations in the City

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.d.

Department Approval



City Manager Approval



Item Description: Approve 2025 Auto Theft Prevention Grant Application

Background

The Roseville Police Department (RPD) seeks Council approval to apply for grant funding through the Minnesota Auto Theft Prevention Program. This program provides funding to law enforcement agencies for technology, equipment, and investigative resources to prevent auto theft and recover stolen vehicles.

Auto theft is a crime that impacts the entire community. For victims, it often means the loss of essential transportation, disrupting their ability to get to work, school, or medical appointments. For the broader community, it results in higher insurance costs and increased public safety risks, particularly from fleeing stolen vehicles.

RPD has successfully secured funding through this program for several years. Most recently, the department was awarded a three-year grant to fund a dedicated auto theft investigator. This position has been instrumental in addressing auto-related crimes, including carjackings, auto theft, and catalytic converter thefts. Previous grant funding has also supported automated license plate readers to detect stolen vehicles, the purchase and outfitting of a bait car, tire deflation devices, overtime for auto theft and carjacking enforcement details, and evidence processing equipment for stolen vehicles.

Policy Objectives

One of Roseville's community aspirations is to be a place where all people feel safe and secure. Auto theft and auto-related crimes not only impact individual victims but also create broader public safety concerns. Through this grant funding, the Roseville Police Department (RPD) hopes to acquire additional equipment and technology to prevent auto-related crimes, enhance investigative efforts, and improve recovery of stolen vehicles. Reducing auto theft helps protect community members from financial hardship, loss of transportation, and the risks associated with fleeing stolen vehicles, ultimately contributing to a safer and more secure Roseville.

Equity Impact Summary

Auto theft and auto-related crimes create significant hardships for all victims, but the impacts are often most severe for disadvantaged communities and families. For many, a vehicle is not just a mode of transportation but a vital lifeline to employment, education, medical care, and daily necessities. The loss of a vehicle can lead to missed work shifts, job loss, school absences, and difficulty accessing essential services, compounding financial instability for those already facing economic challenges. Additionally, victims of auto theft may struggle with the costs of vehicle replacement, repairs, or increased insurance rates, further exacerbating financial burdens. By securing grant funding to enhance auto theft prevention efforts, the Roseville Police Department aims to reduce these disparities, improve community safety, and protect vulnerable residents from the cascading effects of vehicle-related crimes.

Budget Implications

There are no city match requirements for this grant. If awarded, the grant funding will allow the Roseville Police Department (RPD) to acquire additional equipment and technology to enhance auto theft prevention and enforcement efforts without impacting the city's general fund. This funding will support proactive measures to reduce auto-related crimes and improve public safety at no additional cost to the city.

Staff Recommendations

Staff recommends approving RPD to submit a grant application for funding through the Minnesota Auto Theft Prevention Program.

Requested Council Action

Approve 2025 Auto Theft Prevention Grant Application.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Automobile-Theft-Prevention-Grant-Request-for-Proposal

Grant Request for Proposals Automobile Theft Prevention Grant General Auto Theft Grant

Grant Overview

The Minnesota Automobile Theft Prevention Program aims to reduce automobile and automobile-related thefts. Through the program, grant funding is available for projects that aid in reducing the rate of automobile theft, increasing public education and awareness of the issue, responding to automobile theft incidents, and prosecuting offenders. The Automobile Theft Prevention Advisory Board advises the Superintendent of the Bureau of Criminal Apprehension (BCA) on the distribution of grants. The BCA administers the program (Grantor).

Funding Availability

The automobile theft prevention special revenue account is the funding source for the grant (Minn. Stat. §§ [297I.11](#) and [65B.84](#)). Approximately \$2,000,000 in funds are available for this grant. Funds will be allocated through a competitive process, with applications reviewed by the Automobile Theft Prevention Advisory Board and staff at the BCA. The minimum grant amount is \$5,000.00.

The total amount of awards will be based on available funds and the quality of grant applications. The Grantor will determine the final awards. The Grantor expects to announce selected grantees in May 2025. Grantees may only incur eligible expenditures after the grant's effective date and fully executing the grant contract agreement.

Program Priorities

The Superintendent may give priority to:

- (1) offices and agencies engaged in a collaborative effort to reduce automobile theft; and
- (2) counties or regions with the greatest rates of automobile theft.

[Minn. Stat. § 65B.84 Subd. 3\(c\)](#).

Eligibility

Grant applicants must state in their proposal how they will implement one or more of the statutorily authorized automobile theft prevention activities listed below.

- providing financial support to the State Patrol and local law enforcement agencies for automobile theft enforcement teams;
- providing financial support to state or local law enforcement agencies for programs designed to reduce the incidence of automobile theft and for improved equipment and techniques for responding to automobile thefts;
- providing financial support to local prosecutors for programs designed to reduce the incidence of automobile theft;
- providing financial support to judicial agencies for programs designed to reduce the incidence of automobile theft;
- providing financial support for neighborhood or community organizations or business organizations for programs designed to reduce the incidence of automobile theft and to



- educate people about the common methods of automobile theft, the models of automobiles most likely to be stolen, and the times and places automobile theft is most likely to occur; and
- providing financial support for automobile theft educational and training programs for state and local law enforcement officials, driver and vehicle services exam and inspections staff, and members of the judiciary.

Multiple offices or agencies within a county may apply for a grant under this program. Grantees may not use grant funds to address thefts of other types of vehicles, such as boats, snowmobiles, construction equipment, or all-terrain vehicles.

Collaboration

The Grantor encourage applications involving the collaboration of multiple entities within a service area to work together toward reducing automobile theft. The lead agency applying for a grant **must** include letters of commitment from any other entities included in the grant proposal. The Grantor **will not consider** collaborative proposals without letters of commitment.

Selection Criteria and Weight

The Grantor seek applications for proposals that include proven or best practices that will reduce automobile thefts. The Grantor also encourage applications for innovative approaches involving techniques, equipment, and programming that will likely reduce automobile thefts measurably.

Proposals must address:

1. the number of reported automobile thefts per capita in a city, county, or region, not merely the total number of automobile thefts;
2. the population of the jurisdiction of the applicant office or agency;
3. the total funds distributed within a county or region; and
4. the statewide interest in automobile theft reduction.

The Automobile Theft Prevention Advisory Board will be reviewing each applicant on a 1000-point scale:

Scoring	Total Weight
Project Overview	20%
Needs Assessment/Planning Process/Demonstrated Results	30%
Work Plan	40%
Budget	10%

Due to funding availability or proposal merits, the Board may recommend only portions of a grant proposal be funded.



Questions:

- Questions may be submitted by email to autotheftgrant@state.mn.us
- All answers will be posted within two business days at [Minnesota Automobile Theft Prevention Program](#). Please submit questions no later than 4:30 p.m. Central Time, on March 13, 2025.

Application Content

Applicants must submit the following in order for the application to be considered complete:

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1).** This form details the service area and contact information for the applicant agency should the program receive funding.
- **Automobile Theft Prevention Grant Project Overview (Form 1a).** This form provides a description of the proposed project and anticipated results.
- **Automobile Theft Prevention Grant Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b).** This form provides statistical information related to the service area. It also provides information regarding the nature of auto theft in the service area, how it affects the community, the planning process and considerations regarding the problem and the need for funds. The text boxes will expand as you type, do not exceed 2 pages.
- **Work Plan (Form 2).** Copy and use separate pages for each objective. This form details the objectives the agency intends to achieve along with the specific activities it will take to achieve them, as well as the way it measures success. If awarded grant funds, the agency may be required to collect and report additional information. Although a reduction in overall auto theft is the ultimate goal, other measures, such as increased or faster recover rates of stolen vehicles, increases in the number of prosecutions, reductions in recidivism, and better clearance rates should also be considered as related to the particular program objective.
- **Budget (Form 3).** This portion describes the planned expenses, although bids are not required to be attached, an explanation of how budget amounts were determined should be included. Budget items must support the work plan. In some cases, only a portion of grant proposal may be funded, (for example an agency may request 4 automated license plate readers, and only receive funding for 3, or a full-time position request maybe offered at part-time) to the extent possible your proposal should show how items are related, if not obvious you may include an explanation (for example cell service is necessary to support bait car equipment).
- **Letters of Commitment:** Are required for multi-agency grants and cases where an application requires cooperation for other entities.
- If the grant applicant is a nongovernmental organization, please submit the applicable financial statements as required in the Office of Grants Management ([Policy 08-06](#)).

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

**Application Submission:**

All applications must be received no later than 4:30 p.m. Central Time, on March 27, 2025.

Applications submitted after this deadline will not be reviewed.

Applications must be submitted by email to:

Special Agent Chad Duckson
Grant Manager
85 7th Place East #100
St. Paul, Minnesota 55101
Email: autotheftgrant@state.mn.us

Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The BCA will review all committee recommendations and are responsible for award decisions. *The award decisions of the Grantor are final and not subject to appeal.*

RFP posted on the BCA web site	February 20, 2025
Questions due no later than 4:30 pm Central time	March 13, 2025
Applications due no later than 4:30 pm Central time	March 27, 2025
Committee begins review of applications	April 7, 2025
Committee submits funding recommendations to the Superintendent	April 18, 2025
Selected grantees notified; grant agreement negotiations begin	May 2, 2025
Work plans approved, grant contracts fully executed, and work begins	July 1, 2025

General Requirements

Grant contract process. After being selected for funding, grants staff will work with the applicant to finalize the budget and work plan. The formal grant contract will then be initiated, all signatures obtained, and fully executed. It is then a legally binding agreement and work may begin.

Conditions. All certifications governing compliance with State requirements such as worker's compensation, data privacy, financial compliance, and affirmative action will be included as part of the grant contract.

Resolution. There must be an original resolution from the governing body of the applicant agency authorizing that entity and signatory to enter into a contract with the state. A fully executed resolution must be submitted as part of the grant contract process. A sample resolution is available upon request.



Memorandum of Understanding for Joint Applications. After being selected for funding, a Memorandum of Understanding (MOU) must be submitted that is signed by all partner agencies which delineates the role(s) of each partner in the project.

Reporting. Grantees will be required to submit quarterly reports in a prescribed manner and cooperate with statewide evaluation efforts.

Grant payments. This is a *cost reimbursement* grant. Grantees will only be paid for eligible expenses that are incurred and consistent with the negotiated budget, and only after the grant contract is fully executed.

Pre-Award Risk Assessment

All Non-Governmental Organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In order to comply with [Policy 08-06: Financial Review of Nongovernmental Organizations](#), please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.
- All data created or maintained by the Grantor as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.

Grant Payments

Per [Policy 08: Grant Payments](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State must review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments must not be made on grants with past due progress reports unless the State's Authorized Representative has given the grantee a written extension.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy 08-10 Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

[Minn. Stat. § 65B.84](#) requires annual auditing of plans and programs funded by this grant.

The state's program manager will have periodic monitoring visits to evaluate and assist in the success of the grant.

Grantee Bidding Requirements

[For Nongovernmental organizations]

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

Grantee Bidding Requirements continued:

[For Municipalities]

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#) 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.

The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

Audits

Per [Minn. Stat. §16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to



public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Contact Information: For more information about this RFP, contact:

Special Agent Chad Duckson
Grant Manager
85 7th Place East #100
St. Paul, Minnesota 55101
Email: autotheftgrant@state.mn.us

Attachments

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1)**
- **Automobile Theft Prevention Grant Project Overview (Form 1a)**
- **Automobile Theft Prevention Grant Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b)**
- **Work Plan (Form 2)**
- **Budget (Form 3)**
- **Sample Contract** (Actual contract may differ slightly and have some conditions related to property purchased with grant funds.)
- **Sample Reporting Documents** (Actual information required may vary depending on the nature of the grant and service area.)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.e.

Department Approval



City Manager Approval



Item Description: Approve Joint Powers Agreement of the Ramsey County Violent Crime Enforcement Team

Background

The Roseville Police Department seeks Council approval of a Joint Powers Agreement (JPA) for the Ramsey County Violent Crime Enforcement Team (VCET). In 2005, Ramsey County and the cities of St. Paul, Maplewood, White Bear Lake, and Roseville formed a joint task force to more effectively enforce controlled substance laws and investigate gang and violent crimes, particularly felonies with a strong nexus to narcotics distribution.

Initially established as the East Metro Narcotics Task Force, the unit has since evolved into VCET, expanding its scope to include violent crime investigations with multi-jurisdictional impacts. The current task force members include Ramsey County, St. Paul, Maplewood, Roseville, New Brighton, White Bear Lake, Moundsview, and St. Anthony Police Departments.

The JPA governing VCET was previously reviewed and authorized by the City Attorney and has been renewed multiple times (2005, 2007, 2010, 2013, 2018, and 2023). The latest JPA has also been reviewed and approved by the city attorney.

Policy Objectives

Participation in VCET aligns with Roseville's commitment to enhancing public safety and reducing violent crime through regional collaboration. By working alongside neighboring agencies, the Roseville Police Department strengthens its ability to investigate and prosecute complex criminal cases that extend beyond city boundaries. The task force's focus on narcotics-related felonies and violent crime directly supports the city's goal of maintaining a safe and secure community.

Equity Impact Summary

The Ramsey County Violent Crime Enforcement Team (VCET) is dedicated to investigating and disrupting violent crimes and large-scale criminal organizations that pose significant threats to public safety. The task force focuses on high-level offenders, including drug cartels and large-scale narcotics traffickers, who are responsible for bringing dangerous substances—such as fentanyl—into our communities.

The devastating impact of drug addiction extends beyond individual users, affecting entire neighborhoods and disproportionately harming vulnerable populations. Communities struggling with poverty, housing instability, and limited access to healthcare often bear the brunt of the opioid and fentanyl crises, facing increased risks of overdoses, crime, and public health challenges. By targeting large-scale drug distribution networks and violent offenders, VCET works to prevent further harm, reduce the availability of deadly substances, and enhance overall community well-being.

The City of Roseville's participation in VCET aligns with broader efforts to address these inequities by focusing enforcement efforts on major criminal organizations rather than low-level drug users. This approach supports public health initiatives, reduces the collateral consequences of addiction, and fosters a safer environment for all residents.

Budget Implications

The Joint Powers Agreement does not impose additional financial obligations beyond the department's existing commitments. Participation in VCET allows Roseville to leverage shared resources, investigative expertise, and grant funding opportunities.

Staff Recommendations

Staff recommends council approval of the Joint Powers Agreement for the Ramsey County Violent Crime Enforcement Team.

Requested Council Action

Approve the Joint Powers Agreement of the Ramsey County Violent Crime Enforcement Team.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. VCET JPA

**SEVENTH AMENDED JOINT POWERS AGREEMENT OF THE RAMSEY COUNTY
VIOLENT CRIME ENFORCEMENT TEAM**

This is a Joint Powers Agreement (hereinafter “JPA” or “Agreement”) between Ramsey County, a political subdivision of the State of Minnesota, and the following municipalities in the State of Minnesota: City of Maplewood, City of New Brighton, City of Roseville, City of St. Paul, City of White Bear Lake, City of Mounds View, and the City of Saint Anthony (hereinafter collectively referred to as “the Parties” or “members”). This Agreement is entered into pursuant to Minnesota Statute 471.59, the Joint Powers Act.

WHEREAS, The Parties each have law enforcement agencies with police powers within their respective jurisdictions: Ramsey County has the Ramsey County Sheriff's Office, the City of Maplewood has the Maplewood Police Department, the City of New Brighton has the New Brighton Police Department, the City of Roseville has the Roseville Police Department, the City of St. Paul has the St. Paul Police Department, the City of White Bear Lake has the City of White Bear Lake Police Department, the City of Mounds View has the Mounds View Police Department, and the City of Saint Anthony has the Saint Anthony Police Department (hereinafter collectively referred to as "the Agencies"); and

WHEREAS, The Agencies are responsible for the enforcement of controlled substance laws in their respective jurisdictions; and

WHEREAS, On February 7, 2005, Ramsey County, through the Ramsey County Sheriff's Office, and the City of St. Paul, through the St. Paul Police Department, executed a Joint Powers Agreement ("JPA") creating the East Metro Narcotics Task Force for a term of one-year, with an automatic renewal clause; and

WHEREAS, On January 31, 2007, the JPA was amended to add the Cities of Maplewood, Roseville, and White Bear Lake as members of the Task Force (First Amended JPA); and

WHEREAS, On June 1, 2010, a Second Amendment to the Agreement was executed to change the name of the East Metro Narcotics Task Force to the Ramsey County Violent Crime Enforcement Team ("RCVCET") and to add the Cities of Lino Lakes and North St. Paul as members (Second Amended JPA); and

WHEREAS, Since the execution of the Second Amendment, the Cities of Lino Lakes and North St. Paul have withdrawn from the RCVCET;

WHEREAS, On January 1, 2013, the Parties amended the JPA for another one-year term, with four automatic one-year renewal terms and added the City of New Brighton as a member (Third Amended JPA);

WHEREAS, On January 1, 2018, the Parties amended the JPA for another one-year term, with four automatic one-year terms (Fourth Amended JPA);

WHEREAS, Effective July 16, 2018, the Parties amended the JPA to add the City of Mounds View as a member (Fifth Amended JPA);

WHEREAS, On January 1, 2023, the Parties Amended the JPA for another one-year term with four automatic one-year renewal terms (Sixth Amended JPA);

WHEREAS, this Agreement shall constitute the Seventh Amended JPA;

WHEREAS, the RCV CET was formed for the purpose of enforcing controlled substance laws and investigating and prosecuting gang and violent crimes, especially felonies that have likelihood of being related to the distribution of narcotics and/or other cases that have an impact on all Parties; and

THEREFORE, The Parties agree as follows:

1. General Purpose

The purpose of this Agreement is to formally create and establish the Ramsey County Violent Crime Enforcement Team (hereinafter "RCV CET") as an organization to coordinate efforts to investigate, apprehend, and prosecute drug offenders, violent offenders, gang members and career criminals and to define the rights and obligations of the Parties with respect to the duties and activities performed by the RCV CET throughout the term of the Agreement. The RCV CET is a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

2. Members

The RCV CET is hereby established by the Parties. The RCV CET members are Ramsey County, the City of Maplewood, the City of New Brighton, the City of Roseville, the City of St. Paul the City of White Bear Lake, the City of Mounds View, and the City of Saint Anthony.

3. Good Faith

The Parties and the Agencies shall cooperate and use their best efforts to ensure that the provisions of this Agreement are fulfilled, and to undertake resolution of disputes, if any, in good faith and in an equitable and timely manner.

4. Term of Agreement/Termination

4.1 The initial term of this Agreement shall be for a one-year period, from January 1, 2025, through December 31, 2025("Initial Term"), effective upon January 1, 2025 ("Effective Date").

4.2 This Agreement shall automatically renew for additional one-year periods ("Renewal Term") up to a maximum of four Renewal Terms unless all Parties

give written notice to the other Parties of their intent not to renew at least sixty (60) days before the end of the Initial Term or the then-current Renewal Term.

4.3 A Party may withdraw from this Agreement at any time with thirty (30) days written notice to the other Parties. Withdrawal shall not excuse a Party from obligations incurred before the effective date of withdrawal. This Agreement shall automatically terminate when all but one Party has withdrawn.

4.4 Upon expiration, dissolution, or other termination of this Agreement,

4.4.1 any outstanding financial obligations of RCVCEET, excluding obligations for payment of claims as set forth in Section 7 of this Agreement, will be paid out of remaining RCVCEET Funds and/or the proceeds of the sale of RCVCEET-owned property. If such funds or proceeds are inadequate to meet all of such outstanding financial obligations, the shortage will be subject to payment by the individual Parties to this Agreement as follows: 50 percent will be paid by the Ramsey County Sheriff's Office and the remaining 50 percent will be paid by the police departments of the Cities, each in a sum that is a percentage of the total obligation that is equal to the percentage the city's population bears to the population of all of the Cities combined, upon receipt of a notice from the Fiscal Agent (See Section 9.2);

4.4.2 if, after payment of all outstanding financial obligations pursuant to 4.4.1, there remain any RCVCEET funds or property owned by the RCVCEET, all RCVCEET funds, property owned by the RCVCEET, or the proceeds of a sale of RCVCEET property shall be distributed to the Agencies that are members of the RCVCEET at the time of the expiration, dissolution, or termination and who have been members of the RCVCEET for a minimum of 12 consecutive months prior to the expiration, dissolution, or termination, using the formula set forth in section 4.4.1 for payment of outstanding financial obligations; and

4.4.3 property of the Agencies or the Parties that had been loaned for use by the RCVCEET shall be returned to the loaning Agency or Party,

5. State and Federal Assistance for Narcotics Control

Ramsey County, acting on behalf of RCVCEET, the Parties to this Agreement, and/or the Agencies, in relation to this Agreement, shall be the grant applicant for funding from the Minnesota Office of Justice Programs ("OJP"), Department of Public Safety ("DPS") for multi-jurisdictional narcotics task forces and violent crime teams, and from all other sources for this Agreement. The Parties agree to seek and maintain certification pursuant to the provisions of Minn. Stat. § 299A.642, subd. 4.

6. RCVCET Board

6.1 The governing body of the RCV CET shall be a Board of Directors ("RCVCET Board"), to be made up of the chief law enforcement officer or designee from each of the Agencies; one representative from the RCAO; and up to three additional members selected by the governing body. All Directors shall serve at the pleasure of their appointing authorities. The RCV CET Board shall select an Executive Director on an annual basis, who shall conduct business meetings, document meeting minutes, and maintain frequent communication with members of the RCV CET Board and the Commander.

6.2 Directors shall not be deemed employees of the RCV CET and shall receive no compensation from the RCV CET for serving as directors.

6.3 The RCV CET Board has final administration and policy decision-making authority for the RCV CET, including development of a strategic enforcement plan. Decisions shall be made by a majority of the RCV CET Board.

6.4 The RCV CET Board shall meet quarterly to evaluate the progress of the RCV CET. The RCV CET Board shall maintain financial and other records of RCV CET activities. A special meeting may be called by any Director, or by the RCV CET Commander.

6.5 The RCV CET Board, through the Fiscal Agent, may apply for grants, approve contracts, including agreements for the rental of real property, incur expenses and make expenditures necessary and incidental to the effectuation of the purpose for which the RCV CET is organized as described in Section I of this Agreement and consistent with the powers of the RCV CET Board.

6.6 The RCV CET Board will develop and approve RCV CET priorities, a RCV CET budget, and RCV CET operational policies and procedures.

6.7 The RCV CET Board shall cooperate with other federal, state, and local law enforcement agencies when appropriate and necessary to accomplish the purpose for which the RCV CET is organized.

6.8 The RCV CET Board, through the Fiscal Agent, shall make the RCV CET books, reports, and records open to inspection by the Agencies at all reasonable times.

6.9 The RCV CET Board has sole authority to incur obligations and approve contracts and take final action on behalf of the RCV CET.

6.10 The RCV CET Board may not incur obligations or approve contracts that extend beyond the Initial Term or any Renewal Term of this Agreement or which will require the expenditure of funds in excess of RCV CET Funds available.

6.11 The RCV CET Board shall make a quarterly statistical report and a financial report to the Parties on all activities conducted by the RCV CET.

6.12 The RVCET Board shall arrange an audit annually of all the RVCET's financial accounts, the cost of which will be paid out of state funds.

7. Insurance and Indemnification

7.1 The RVCET shall purchase a policy of municipal liability insurance and may purchase such other insurance as it deems appropriate and necessary, covering the acts and omissions of the RVCET, its Board of Directors and its employees, and the Parties to this Agreement and their employees, officials, and agents, in an amount not less than the statutory maximum set forth in Minn. Stat. § 466.04. The cost of the municipal liability insurance policy shall be paid from the RVCET Funds. The cost of any other insurance shall be paid in a manner to be determined by the RVCET Board.

7.2 The RVCET shall defend, indemnify, and hold harmless the Parties, their officers, employees, and volunteers, from and against any and all claims, damages, losses, suits, judgments, costs, and expenses, including attorney's fees, arising out of or related to the acts or omissions of any person acting on behalf of the RVCET Board in carrying out the terms of this Agreement.

7.3 For liability not covered by insurance, the Parties and the RVCET agree to share the costs of such liability, including the costs of defense, using the formula described in 4.4 for allocation of payment for outstanding obligations and distribution of assets on termination of this Agreement.

7.4 Nothing herein, including the purchase by the RVCET of excess liability coverage for federal law claims, shall constitute a waiver of the limits of liability, exceptions, defenses, or immunities under Minnesota State statutes.

7.5 To the fullest extent permitted by law, actions by the Parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minn. Stat. § 471.59, subd. 1a (a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility or liability for the acts or omissions of another Party, its officials, employees, and volunteers.

8. RVCET Operations

8.1 The RVCET shall operate in compliance with the Multijurisdictional Task Force Operating Procedures and Guidelines Manual adopted by the Violent Crime Coordinating Council, as may be amended from time to time, which incorporated herein and made part of this Agreement by reference.

8.2. Ramsey County shall serve as the Coordinating Agency. Daily operation and responsibility for carrying out the purpose of the RVCET shall be under the direction of the RVCET Commander, selected by the RVCET Board.

8.3. The RCV CET Commander will plan and coordinate case activities and direct investigative activities based on intelligence provided by the Agencies, with priorities as determined by the RCV CET Board.

8.4 The RCV CET Board shall operate in compliance with all reporting requirements of a grant recipient.

9. Finances

9.1 RCV CET operations will be financed from grant funding, subject to grant terms and conditions and grant program guidelines, incorporated herein by reference; and may be additionally funded by supplemental funding from participating Agencies and/or from RCV CET drug forfeiture funds ("RCV CET Funds").

9.2 Ramsey County shall serve as the Fiscal Agent for the RCV CET. Ramsey County shall not receive compensation from RCV CET Funds for its services.

9.3 Ramsey County, as Fiscal Agent, is authorized to receive all RCV CET Funds for deposit and make disbursements therefrom in accordance with generally accepted accounting practices and procedures, the current Office of Justice Program's Grant Manual, Governmental Accounting Standards, the Ramsey County Finance Office Policies and Procedures for Fiscal Agents, and federal and state requirements. In conjunction therewith, the Ramsey County Sheriff's Office Accounting Division shall maintain current and accurate records of all obligations and expenditures of RCV CET Funds during the Initial Term and any Renewals and for six years after the termination of this Agreement in accordance with state law.

9.3.1 All RCV CET Funds handled by the Fiscal Agency shall be deposited into a separate RCV CET account at the County's depository bank.

9.3.2 Interest accrued on the RCV CET Funds shall be deposited in the RCV CET Funds account.

9.4 RCV CET Funds may be expended only as directed by the RCV CET Board and in accordance with this Agreement. In no event shall there be an expenditure of RCV CET Funds except per the approved RCV CET budget.

9.5 As Fiscal Agent, the Ramsey County Sheriff's Office shall be responsible for daily monitoring and maintenance of RCV CET financial matters and shall make and submit to the RCV CET Board a quarterly report of the budget status of the RCV CET Funds.

9.6 Any issues raised by a Member regarding the activities of the Fiscal Agent shall first be brought to the attention of the RCV CET Commander. If the matter is not resolved to the satisfaction of the Member, the Commander shall present the issue to the RCV CET Board for resolution. Any issues raised by the Fiscal Agent shall first be brought to the attention of the RCV CET Commander. If the matter is not resolved to the satisfaction of

the Fiscal Agent, the Commander shall present the issue to the RCV CET Board for resolution.

9.7 As Fiscal Agent, Ramsey County is not responsible for providing services outside of the scope of services described in this Agreement. The County is not liable for management decisions made by the RCV CET. The County is not responsible for cash shortfalls due to funding shortfalls of the RCV CET.

10. Vehicles

The Parties may use a Ramsey County vehicle for RCV CET activities. If a County-owned vehicle is needed by a Party, that Party must execute a Vehicle Lease Agreement ("VLA") with Ramsey County prior to the use of the vehicle.

11. RCV CET Personnel

11.1 The Agencies shall assign licensed peace officers and/or civilian personnel to the RCV CET as needed to carry out its purpose and to perform their responsibilities under this Agreement.

11.2 All personnel assigned to the RCV CET ("RCV CET Personnel") shall remain employees of the Party whose Agency assigned the personnel and shall not be considered temporary or permanent employees of any of the other Parties or Agencies or the RCV CET for any purpose whatsoever or be entitled to tenure rights or any rights or benefits by way of workers' compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, PERA or any other right or benefit of another of the Parties. The Parties acknowledge their individual responsibility to provide all salary compensation and fringe benefits to their employees while performing services on behalf of the RCV CET. Benefits may include, but are not limited to, health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare, PERA, vacation, sick leave, and unpaid leave of absence.

11.3 All RCV CET Personnel shall be required to comply with the Violent Crime Coordinating Council's Multijurisdictional Task Force Operating Procedures and Guidelines Manual and more restrictive rules of conduct and operating procedures prescribed by the RCV CET Commander, which shall be developed in consultation with the heads of the Agencies and in recognition of the rules of their respective Agencies and adopted by the RCV CET Board. The RCV CET Commander, or designee, shall refer disciplinary matters involving RCV CET Personnel to the person's originating Agency for investigation and disposition unless, based on the judgment of the RCV CET Commander, or designee, a particular matter represents probable cause for the issuance of a criminal complaint, in which case the matter shall be referred directly to an external law enforcement agency for investigation, provided the person's Agency head is notified in advance thereof.

11.4 As assigned by the RCV CET Commander, RCV CET Personnel will be responsible for drug, gang, and violent crime investigation, including information management, case development, and presenting cases for charging to the appropriate prosecuting authority.

RCVCET Personnel may also assist other law enforcement agencies in surveillance and undercover operations. RCV CET Personnel will work cooperatively with assisting agencies. RCV CET Personnel who are peace officers and who take action in another jurisdiction are authorized to exercise the powers of a peace officer in the other jurisdiction for purposes of the RCV CET activities.

12. Advisor

The Ramsey County Attorney shall designate an Assistant Ramsey County Attorney to provide civil legal advice to the RCV CET Board as, and if, required.

13. Location

RCVCET activities shall take place out of a central location to be agreed upon by the Agencies.

14. Forfeiture, Seizures, and Fines

Proceeds received by the Agencies pursuant to Minnesota statutes on forfeitures from RCV CET case forfeitures shall be turned over to the Fiscal Agent to be used to support the efforts of the RCV CET according to the RCV CET Grant requirements. The use and disbursement of these proceeds must be approved by the RCV CET Board.

15. New Members

A governmental unit may become an additional member of the RCV CET upon approval by the RCV CET Board. Any governmental unit that applies to become a member must agree to assign at least one officer to the RCV CET. A governmental unit that becomes a new member shall be included in the term "Parties" as used in this JPA, its law enforcement agency shall be included in the term "Agencies" as used in this JPA, and the member and its agency shall be subject to all provisions of this JPA. Such governmental unit will become a member effective upon filing with the Fiscal Agent a certified resolution of the governmental unit's governing body, approving, and authorizing execution of this Agreement and an executed counterpart copy of this Agreement. Upon receipt of such resolution and executed copy, the Fiscal Agent will prepare a conformed copy showing execution by existing Parties and the new member and forward a copy to all Parties.

16. Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. All executed counterparts of this Agreement shall be forwarded to the Fiscal Agent. Upon receipt of executed counterparts from all parties, the Fiscal Agent will prepare one conformed copy of this Agreement and provide a copy to each Party.

17. The Parties to this Agreement are subject to the provisions of Minn. Stat. § 299A.642.

18. This Agreement shall amend the JPA signed on February 7, 2005, as amended on January 31, 2007, June 1, 2010, January 1, 2013, January 1, 2018, July 16, 2018, and December 13, 2022.

IN WITNESS THEREOF, the undersigned Parties, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

Wherefore, the parties have executed this Agreement the last date set forth below.

RAMSEY COUNTY

Victoria Reinhardt, Board Chair
Ramsey County Board of Commissioners

Date: _____

Jason Yang, Interim Chief Clerk
Ramsey County Board of Commissioners

Date: _____

Approval recommended:

Bob Fletcher, Ramsey County Sheriff

Approved as to form:

Marcelo Neblett, Assistant Ramsey County Attorney

CITY OF MAPLEWOOD

By: _____
Marylee Abrams, Mayor

Date: _____

By: _____
Michael Sable, City Manager

Date: _____

Approval recommended:

Brian Bierdeman, Chief
Maplewood Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF NEW BRIGHTON

By: _____
Kari Niedfeldt-Thomas, Mayor

Date: _____

By: _____
Devin Massopust, City Manager

Date: _____

Approval recommended:

Tony Paetznick, Director
New Brighton Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF ROSEVILLE

By: _____
Dan Roe, Mayor

Date: _____

By: _____
Patrick J. Trudgeon, City Manager

Date: _____

Approval recommended:

Erika Scheider, Police Chief
Roseville Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF SAINT PAUL

By: _____
Melvin Carter, Mayor

Date: _____

Approval recommended:

Axel Henry, Police Chief
Saint Paul Police Department

Approved as to form:

Saint Paul City Attorney

Financial Services Director

CITY OF WHITE BEAR LAKE

By: _____
Dan Louismet, Mayor

Date: _____

By: _____
Lindy Crawford, City Manager

Date: _____

Approval recommended:

Dale Hager, Police Chief
White Bear Lake Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF MOUNDS VIEW

By: _____
Zach Lindstrom, Mayor

Date: _____

By: _____
Nyle Zikmund, City Administrator

Date: _____

Approval recommended:

Ben Zender, Police Chief
Mounds View Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF SAINT ANTHONY

By: _____
Wendy Webster, Mayor

Date: _____

By: _____
Charlie Yunker, City Manager

Date: _____

Approval recommended:

Jeff Spiess, Police Chief
St. Anthony Police Department

Approved as to form:

City Attorney

Financial Services Director

REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.f.

Department Approval

City Manager Approval



Item Description: Authorize the Mayor and City Manager to Enter into a Memorandum of Understanding with Collective Bargaining Units regarding the Roseville Police Department Recruitment and Retention Initiative

Background

The recruitment of police officers has been an ongoing challenge for local governments over the past couple of years. As a result, the city is in a constant recruitment mode to fill vacancies due to retirements, voluntary resignations to go to another agency, or quitting the profession all together. Roseville is not unique and many agencies are experiencing significant vacancies in their departments. The pool of qualified officer applicants, especially non-traditional law enforcement candidates, is extremely limited and very competitive. When staff originally brought this item to council for approval in 2022, there were 70 active postings throughout the state for licensed peace officers when 15-20 were more typical of previous years. At the time of writing this report there are 155 active postings throughout the state - more than double the number in 2022.

Although the city has been very innovative in our recruitment of new officers over the years, and has created a strong career path for the profession, we are continuing to see an incredibly competitive market for the position. Many other agencies have also implemented recruitment and retention initiatives and therefore in order to remain competitive staff is seeking to extend our current program through at least the end of the year. This initiative not only focuses on recruitment, but also allows us to continue to retain our existing officers.

Attachment 1 contains the details of the Roseville Police Department Recruitment and Retention Initiative, and below is a brief summary of the program.

For new officers:

- The City of Roseville will pay a one-time \$5,000 entry level hire bonus to work as a new licensed police officer for the Roseville Police Department. \$2,500 will be paid to the new officers after successful completion of the new hire academy. The remaining \$2,500 will be paid upon successful completion of the probation. If the officer leaves the department within two years of hire date, the hiring bonus must be paid back.
- The City of Roseville will pay a one-time \$10,000 lateral level hire bonus to work as a licensed police officer for the Roseville Police Department. \$5,000 will be paid to the new officers after successful completion of the new hire academy. The remaining \$5,000 will be paid upon successful completion of the probation. If the officer leaves the department within two years of hire date, the hiring bonus must be paid back.

For existing officers:

- The City of Roseville will pay a one-time lump sum Referral Bonus in the amount of \$5,000 to any current Roseville Police Department employee (excluding the Police Chief) who refers an eligible peace officer to apply for and is subsequently hired in a licensed police officer position at

the Roseville Police Department. The one-time lump sum Referral Bonus will be distributed to the referring officer after the candidate successfully completes the new hire academy. Referrals originating from formal department recruitment efforts are excluded.

- Officers assisting with recruitment ride-alongs for interns, cadets, community service officers, or officer candidates will receive one hour of overtime per ride along (pay or comp). Referrals resulting from a department arranged ride along are not eligible for the referral bonus.
- Officers serving as a field training officer for a licensed officer on a given 12-hour shift will receive two hours of overtime, which can be taken as OT comp or OT pay. (Currently the officer's contract, provides for 1 and ½ hour overtime pay or comp time).

In order to continue these incentives, an updated Memorandum of Understanding (MOU) with the various unions must be signed.

Policy Objectives

To have professional law enforcement officer that are representative of the community and that protect and serve the public, consistent with the Roseville's Community Aspirations.

Equity Impact Summary

The proposed Recruitment and Retention Initiative extends existing incentives aimed at addressing workforce shortages while maintaining the city's commitment to equitable hiring practices. By providing structured financial incentives, including hire and referral bonuses, the initiative seeks to reduce barriers for new officers, including those from underrepresented communities, while also retaining current officers who play a key role in mentoring and recruiting future candidates. Additionally, enhancements to field training and ride-along compensation recognize the contributions of existing officers in supporting an inclusive recruitment pipeline.

Budget Implications

Due to our current officer vacancies, we have sufficient salary savings to pay for the expected costs. This program will be in place through December 31, 2025.

Staff Recommendations

Staff recommends authorizing the Mayor and City Manager to enter into an MOU agreement regarding the Roseville Police Department Recruitment and Retention Initiative through December 31, 2025 for the following bargaining units:

1. Law Enforcement Labor Services (LELS) Local 112 – Police Officers
2. Law Enforcement Labor Services (LELS) Local 436 – Police Sergeants
3. Law Enforcement Labor Services (LELS) Local 431 – Police Commanders
4. Law Enforcement Labor Services (LELS) Local 478 – Deputy Chief

Requested Council Action

Motion to authorize the Mayor and City Manager to enter into an MOU agreement regarding the Roseville Police Department Recruitment and Retention Initiative through December 31, 2025 for the following bargaining units:

1. Law Enforcement Labor Services (LELS) Local 112 – Police Officers
2. Law Enforcement Labor Services (LELS) Local 436 – Police Sergeants
3. Law Enforcement Labor Services (LELS) Local 431 – Police Lieutenants
4. Law Enforcement Labor Services (LELS) Local 478 – Deputy Chief

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Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. 2025 RPD Referral and Retention Initiative
2. Officers MOU
3. Sergeants MOU
4. Commanders MOU
5. Deputy Chief MOU

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ROSEVILLE POLICE DEPARTMENT

Recruitment and Retention Initiative

February 16, 2022
Updated February 10, 2025



BACKGROUND

Police departments across the county, including the Roseville Police Department currently face significant challenges to recruit and retain licensed peace officers. In an effort to address this problem, the City of Roseville will be implementing a Recruiting and Retention Initiative.

TIMEFRAME

The below incentives are effective immediately and shall end as of December 31, 2025. The city retains the right to amend, alter, modify, continue or discontinue any of the incentives at any time and in its sole discretion.

REFERRAL BONUS (\$5,000)

The City of Roseville will pay a one-time lump sum Referral Bonus to any current Roseville Police Department employee (excluding the Police Chief) who refers an eligible peace officer to apply for and is subsequently hired in a licensed police officer position at the Roseville Police Department.

1. The referred licensed peace officer applicant must inform the Chief of Police of the name of the referring police officer via email at the time their application is submitted.
2. The one-time lump sum Referral Bonus will be distributed to the referring officer after the candidate successfully completes the new hire academy.
3. Referrals originating from formal department recruitment efforts are excluded. Formal department recruiting efforts include, but are not necessarily limited to: career fairs, recruiting tables at colleges, speaking to SKILLS classes, and candidates who proactively reach out to the department looking for information. RVPD internal candidates are excluded. Any recruiting efforts performed as part of an employee's normal duties are exempt from the referral bonus. All referring employees are strongly encouraged to confirm Referral Bonus eligibility at the time of referral.

RECRUITMENT BONUS (ONE HOUR OT PAY/COMP)

Officers assisting with recruitment ride-alongs for interns, cadets, community service officers, or officer candidates will receive one hour of overtime per ride-along (pay or comp). Referrals resulting from a department arranged ride-along are not eligible for the referral bonus.

TRAINING INCENTIVE (INCREASE TO 2 HOURS OT PAY/COMP)

Officers serving as a field training officer for a licensed officer on a given 12-hour shift will receive two hours of overtime, which can be taken as OT comp or OT pay.

ENTRY LEVEL HIRING BONUS (\$5000)

The City of Roseville will pay a one-time \$5,000 entry level hire bonus to work as a new licensed police officer for the Roseville Police Department.

1. The one-time lump sum of \$2,500 will be paid to the new officer after successful completion of the new hire academy.
2. A final payment of \$2,500 will be paid to the new officer upon successful completion of probation.
3. If the new officer resigns or is released from employment prior to the date for either payment, the hire bonus amount tied to that date will not be paid.
4. All Hiring Bonus amounts must be re-paid in full to the City in the event the new officer's employment ends, voluntarily or involuntarily, within two (2) years of the date of hire.

LATERAL LEVEL HIRING BONUS (\$10,000)ⁱ

The City of Roseville will pay a one-time \$10,000 lateral level hire bonus to work as a licensed police officer for the Roseville Police Department.

1. The one-time lump sum of \$5,000 will be paid to the new employee after successful completion of the new hire academy.
2. A final payment of \$5,000 will be paid to the new employee upon successful completion of probation.
3. If the employee resigns or is released from employment prior to the date for either payment, the hire bonus amount tied to that date will not be paid.
4. All Hiring Bonus amounts must be re-paid in full to the City in the event the new officer's employment ends, voluntarily or involuntarily, within two (2) years of the date of hire.

ⁱ Due to staffing and department needs, a temporary elevated lateral hiring bonus was offered between 11/1/2024 and 2/1/2025. The City retains the right to implement increases or changes to the lateral hiring bonus based on staffing and department needs.

MEMORANDUM OF UNDERSTANDING
2025 RECRUITMENT AND RETENTION INITIATIVE
CITY OF ROSEVILLE
AND
LELS LOCAL NO. 112 (POLICE OFFICERS)

This Memorandum of Understanding sets forth the mutual agreement between all members of LELS Local No. 112 (“Union”) and the City of Roseville (“City”) regarding implementation of the City’s 2025 Recruitment and Retention Initiative.

WHEREAS, recruitment and retention of highly competent, qualified licensed police officers around the country has reached crisis levels;

WHEREAS, the City has created a temporary 2025 Recruitment and Retention Initiative (“Initiative”) to assist in the recruitment and retention of highly competent, qualified police officers;

WHEREAS, the Union supports the City’s Initiative given the recruitment and retention crisis; and,

WHEREAS, the parties wish to memorialize in writing their mutual understanding of the Initiative in order to avoid future disputes regarding application of the Initiative to members of the Union’s bargaining unit.

1. A true and correct copy of the City’s 2025 Recruitment and Retention Initiative is attached as Exhibit A.
2. No other provisions of the parties’ Agreement are intended to be, nor shall be construed to be, amended in any other manner by way of the Initiative or this Memorandum of Understanding.
3. The parties expressly agree that the Initiative does not constitute contractual terms between the parties under any current, future, or former Collective Bargaining Agreement or any other contractual relationship between the parties.
4. The parties expressly agree that the City possesses the sole right and discretion to amend, alter, modify, or discontinue the Initiative at any time of the City’s choosing.
5. The parties expressly agree that the Initiative is temporary in nature and shall terminate as of 11:59 p.m. CST on December 31, 2025, unless otherwise directed by the City.

FOR THE CITY OF ROSEVILLE

By _____

Its _____ City Manager

By _____

Its _____ Mayor

FOR LELS LOCAL NO. 112

By  3/11/2025

Its Union Stewards

By Brian Bone

Its Business Agent

MEMORANDUM OF UNDERSTANDING
2025 RECRUITMENT AND RETENTION INITIATIVE
CITY OF ROSEVILLE
AND
LELS LOCAL NO. 436 (POLICE SERGEANTS)

This Memorandum of Understanding sets forth the mutual agreement between all members of LELS Local No. 436 ("Union") and the City of Roseville ("City") regarding implementation of the City's 2025 Recruitment and Retention Initiative.

WHEREAS, recruitment and retention of highly competent, qualified licensed police officers around the country has reached crisis levels;

WHEREAS, the City has created a temporary 2025 Recruitment and Retention Initiative ("Initiative") to assist in the recruitment and retention of highly competent, qualified police officers;

WHEREAS, the Union supports the City's Initiative given the recruitment and retention crisis; and,

WHEREAS, the parties wish to memorialize in writing their mutual understanding of the Initiative in order to avoid future disputes regarding application of the Initiative to members of the Union's bargaining unit.

1. A true and correct copy of the City's 2025 Recruitment and Retention Initiative is attached as Exhibit A.
2. No other provisions of the parties' Agreement are intended to be, nor shall be construed to be, amended in any other manner by way of the Initiative or this Memorandum of Understanding.
3. The parties expressly agree that the Initiative does not constitute contractual terms between the parties under any current, future, or former Collective Bargaining Agreement or any other contractual relationship between the parties.
4. The parties expressly agree that the City possesses the sole right and discretion to amend, alter, modify, or discontinue the Initiative at any time of the City's choosing.
5. The parties expressly agree that the Initiative is temporary in nature and shall terminate as of 11:59 p.m. CST on December 31, 2025, unless otherwise directed by the City.

FOR THE CITY OF ROSEVILLE

By _____

Its _____ City Manager

By _____

Its _____ Mayor

FOR LELS LOCAL NO. 436

By J. J. J. 3/5/25

Its STEWART

By [Signature] 3/5/25

Its LELS BUSINESS AGENT

MEMORANDUM OF UNDERSTANDING
2025 RECRUITMENT AND RETENTION INITIATIVE
CITY OF ROSEVILLE
AND
LELS LOCAL NO. 431 (COMMANDERS)

This Memorandum of Understanding sets forth the mutual agreement between all members of LELS Local No. 431 ("Union") and the City of Roseville ("City") regarding implementation of the City's 2025 Recruitment and Retention Initiative.

WHEREAS, recruitment and retention of highly competent, qualified licensed police officers around the country has reached crisis levels;

WHEREAS, the City has created a temporary 2025 Recruitment and Retention Initiative ("Initiative") to assist in the recruitment and retention of highly competent, qualified police officers;

WHEREAS, the Union supports the City's Initiative given the recruitment and retention crisis; and,

WHEREAS, the parties wish to memorialize in writing their mutual understanding of the Initiative in order to avoid future disputes regarding application of the Initiative to members of the Union's bargaining unit.

1. A true and correct copy of the City's 2025 Recruitment and Retention Initiative is attached as Exhibit A.
2. No other provisions of the parties' Agreement are intended to be, nor shall be construed to be, amended in any other manner by way of the Initiative or this Memorandum of Understanding.
3. The parties expressly agree that the Initiative does not constitute contractual terms between the parties under any current, future, or former Collective Bargaining Agreement or any other contractual relationship between the parties.
4. The parties expressly agree that the City possesses the sole right and discretion to amend, alter, modify, or discontinue the Initiative at any time of the City's choosing.
5. The parties expressly agree that the Initiative is temporary in nature and shall terminate as of 11:59 p.m. CST on December 31, 2025, unless otherwise directed by the City.

FOR THE CITY OF ROSEVILLE

By _____

Its City Manager

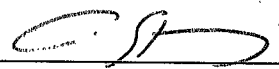
By _____

Its Mayor

FOR LELS LOCAL NO. 431

By  _____

Its Law Enforcement Labor Services Business Agent

By  _____

Its Union Steward

3/4/2025

MEMORANDUM OF UNDERSTANDING
2025 RECRUITMENT AND RETENTION INITIATIVE
CITY OF ROSEVILLE
AND
LELS LOCAL NO. 478 (DEPUTY CHIEF)

This Memorandum of Understanding sets forth the mutual agreement between all members of LELS Local No. 478 (“Union”) and the City of Roseville (“City”) regarding implementation of the City’s 2025 Recruitment and Retention Initiative.

WHEREAS, recruitment and retention of highly competent, qualified licensed police officers around the country has reached crisis levels;

WHEREAS, the City has created a temporary 2025 Recruitment and Retention Initiative (“Initiative”) to assist in the recruitment and retention of highly competent, qualified police officers;

WHEREAS, the Union supports the City’s Initiative given the recruitment and retention crisis; and,

WHEREAS, the parties wish to memorialize in writing their mutual understanding of the Initiative in order to avoid future disputes regarding application of the Initiative to members of the Union’s bargaining unit.

1. A true and correct copy of the City’s 2025 Recruitment and Retention Initiative is attached as Exhibit A.
2. No other provisions of the parties’ Agreement are intended to be, nor shall be construed to be, amended in any other manner by way of the Initiative or this Memorandum of Understanding.
3. The parties expressly agree that the Initiative does not constitute contractual terms between the parties under any current, future, or former Collective Bargaining Agreement or any other contractual relationship between the parties.
4. The parties expressly agree that the City possesses the sole right and discretion to amend, alter, modify, or discontinue the Initiative at any time of the City’s choosing.
5. The parties expressly agree that the Initiative is temporary in nature and shall terminate as of 11:59 p.m. CST on December 31, 2025, unless otherwise directed by the City.

FOR THE CITY OF ROSEVILLE

By_____

Its_____City Manager_____

By_____

Its_____Mayor_____

FOR LELS LOCAL NO. 478

By_____

Its_____LELS Business Agent_____

By_____

Its_____LELS Steward_____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.g.

Department Approval



City Manager Approval



Item Description: Authorize the Mayor and City Manager to enter into a Memorandum of Understanding with Law Enforcement Labor Services 112 for City Contracted Overtime

Background

For decades, Roseville Police Officers have provided off-duty and contracted overtime services to deter crime through their presence at various events and businesses. On February 10, 2025, Council approved a Professional Services Agreement Template for Police Contracted Overtime (Attachement 1). This allows the city to streamline administrative processes for billing and payment while aligning RPD practices with statewide best practices. This allows the city to be better positioned to manage contracted overtime services efficiently and effectively

During the last round of union negotiations with other police bargaining units, the City included a provision in the labor contract that provides "when not scheduled to work, and outside Business Hours, Employee may work law-enforcement related overtime that is grant or contract funded in accordance with the employer's rules and regulations". This provision was necessary since the city is moving to this different model for how they manage outside requests for police services (contracted overtime).

This change occurred after the current labor contract was finalized and is not explicitly addressed in the existing agreement with the officers' union. To ensure that officers can continue working contracted overtime under the new system, an MOU is necessary. The proposed MOU clarifies that officers may accept these assignments under City-managed grant or contracted overtime arrangements.

Policy Objectives

One of the City's aspirations is to be a community where all people feel safe and secure and where trust and mutual respect for police, fire and emergency responders is fostered. The Envision Roseville report highlighted the importance of maintaining good communication and a collaborative relationship with the community. Additionally, it emphasized the need for businesses to have confidence that they will receive prompt, professional responses from the Police Department. By allowing officers to continue to provide contracted overtime, Roseville will continue to provide collaborative services to achieve this aspiration.

Equity Impact Summary

The shift to a City-managed contracted overtime system improves fairness and transparency in how off-duty assignments are distributed among officers. Under the previous model, officers independently secured contracted overtime opportunities, which could result in inequities in access to these assignments. By centralizing this process, the City can ensure that all eligible officers have equal opportunity to participate, reducing the potential for favoritism or inconsistent work distribution. Additionally, this model provides clearer oversight to ensure that contracted police services align with community expectations and department priorities.

Budget Implications

Contracted overtime is paid by the business requesting the service.

Staff Recommendations

By motion, authorize the Mayor and City Manager to enter into a Memorandum of Understanding (MOU) with Law Enforcement Labor Services (LELS) Local 112 for contracted overtime.

Requested Council Action

Motion to authorize the Mayor and City Manager to enter into a Memorandum of Understanding (MOU) with Law Enforcement Labor Services (LELS) Local 112 for contracted overtime.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. Feb 10 RCA_Contracted OT PSA
2. 2025_LELS 112_MOU_Contracted OT

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Agreement for a Professional Service Agreement Template for Police Contracted Overtime

Background

The Roseville Police Department (RPD) requests City Council approval of a Professional Service Agreement (PSA) template to be used for contracted overtime work conducted by RPD officers. Additionally, RPD seeks authorization for the Police Chief to enter into individual agreements with businesses and individuals using the approved template, allowing for adjustments to meet unique agreements and circumstances, as well as urgent requests or immediate security threats.

For decades, Roseville Police Officers have provided off-duty and contracted overtime services to deter crime through their presence at various events and businesses. These services have included long-term agreements with businesses, as well as one-time or annual events such as the State Fair, holidays, sporting games, and special events. RPD has also provided off-duty services when a business was faced with a specific threat or security concern. Historically, RPD has not utilized a standardized PSA or consistent billing practices for these arrangements, resulting in varying terms and processes across different contracts.

To align with best practices and address inconsistencies, RPD recommends implementing a standardized PSA template that ensures fairness and equity in approving and assigning contracted overtime. The template will ensure full reimbursement to the City for services provided, including administrative and equipment costs. Officers will be paid for contracted overtime through City funds, with businesses reimbursing the City directly at consistent and standardized rates. Establishing standardized procedures across all sites ensures compliance with best practices at the state and national levels. The PSA template will be updated annually to reflect rate or any other necessary changes. RPD worked with the City Attorney to ensure the template addresses and clarifies liability concerns and ensures all City interests are protected. The City Attorney has approved the template.

The proposed changes will promote transparency and consistency in contracting practices, ensuring equitable treatment of businesses and officers. These changes will streamline administrative processes for billing and payment while aligning RPD practices with statewide best practices. By implementing these updates, the City will be better positioned to manage contracted overtime services efficiently and effectively. The standardized rate structure will ensure the City is fully compensated for all contracted overtime services, including officer time, fringe benefits, equipment, administrative costs, and additional expenses incurred.

Policy Objectives

One of the City's aspirations is to be a community where all people feel safe and secure and where trust and mutual respect for police, fire, and emergency responders is fostered. The Envision Roseville report highlighted the importance of maintaining good communication and a collaborative relationship with the community. Additionally, it emphasized the need for businesses to have confidence that they will receive prompt, professional responses from the Police Department. By streamlining contracted overtime

41 procedures, RPD will promote transparency in these processes and be better positioned to manage
42 contracted overtime services efficiently and effectively.

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45 **Equity Impact Summary**

46 The Police Department carefully considered equity impacts while developing the police services
47 agreement template, but did not identify significant equity impacts. However, one possible concern is
48 that the cost of contracted overtime may pose challenges for smaller businesses that might have
49 difficulty funding these services, whereas larger businesses can often more easily absorb the costs. To
50 address this, RPD will continue to work with businesses that may not have the financial means to hire
51 contracted overtime. The department will assist in identifying alternative procedures or lower-cost
52 options to address security concerns or threats, ensuring equitable access to safety resources across
53 the community. It also is worth noting that the entire community benefits from having contracted
54 overtime at businesses and events since it frees up our on-duty officers, allowing them to focus and
55 increase their presence throughout the community,

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58 **Budget Implications**

59 The template will ensure full reimbursement to the City for services provided, including administrative
60 overhead and equipment costs. Officers will be initially paid for contracted overtime through City funds,
61 with businesses and individuals reimbursing the City directly on a monthly basis. The template will be
62 updated annually to reflect rate or any other necessary changes.

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65 **Staff Recommendations**

66 Staff recommends Council approve the Professional Service Agreement template and authorize the
67 Police Chief to enter into individual agreements with businesses and individuals using the approved
68 template.

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71 **Requested Council Action**

72 By resolution, approve the proposed Professional Service Agreement template and authorize the Police
73 Chief to enter into individual agreements with businesses and individuals using the approved template.

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Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Roseville Police Contracted Overtime Resolution
2. Agreement for Contracted Police Services Template

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ROSEVILLE
AND
ROSEVILLE
LAW ENFORCEMENT LABOR SERVICES
LELS LOCAL NO. 112 (POLICE OFFICERS)**

WHEREAS, Law Enforcement Labor Services, Inc. ("Union") and the City of Roseville ("City") are parties to a Labor Agreement for the time period of January 1, 2024 through December 31, 2025 (Local Number 112), (hereinafter "Labor Agreement"); and

WHEREAS, the Labor Agreement includes Article 14 related to Overtime which does not include provisions for City Contracted Outside Employment; and

WHEREAS, other labor agreements with bargaining units in the Roseville Police Department provide that "when not scheduled to work, and outside Business Hours, Employee may work law-enforcement related overtime that is grant or contract funded in accordance with the employer's rules and regulations"; and

WHEREAS, the Parties would like to permit Police Officers the opportunity to work such City Contracted Outside Employment; and

WHEREAS, the parties wish to enter into this Memorandum of Understanding ("MOU") for the purposes of including On-Call Pay for Police Officers to better align with the rights, obligations, and privileges of LELS Local No. 112;

WHEREAS, the City retains all of its management rights as acknowledged by the Union in Article 5 of the Labor Agreement as well as in Minn. Stat. § 179A.07, subd. 1;

WHEREAS, the parties wish to memorialize in writing their mutual understanding of application of On-Call Pay to members of the Union's bargaining unit.

NOW, THEREFORE, the City and the Union agree as follows:

1. In addition to the other provisions of Article 14 Overtime, the following language shall apply to members of LELS Local no. 112 Police Officers:

"When not scheduled to work, Employee may work law-enforcement related overtime that is grant or contract funded in accordance with the employer's rules and regulations. Section 14.3 and 14.5 do not apply to overtime described in this paragraph."

2. In addition to the other provisions of Article 14, Overtime, the following language shall apply to members of LELS Local No. 112 Police Officers:

“Police Officers who have been approved by the Chief of Police to work as Detectives, may be assigned as Detectives and may be required to be on-call outside of their regularly scheduled shift. For each day a Police Officer assigned as a Detective is required to be on-call, they will receive compensation equivalent to two (2) hours of overtime. To qualify for On-Call Compensation, the Police Officer must be reachable by phone or other designated communication device and must be ready to respond to duty as required by the Employer.”

3. By entering into this MOU, the City is not waiving its management rights or employer authority under the Labor Agreements. The City will retain all inherent managerial functions not specifically limited by the Labor Agreement.
4. This MOU shall be in effect from the date all parties have signed, until December 31, 2025.
5. This MOU sets no precedent and does not create an employee entitlement or right.
6. Nothing in this MOU is intended to alter any other provision of the Labor Agreement.

FOR THE CITY OF ROSEVILLE

FOR LELS LOCAL NO. 112

By _____

By  3/11/2025

Its _____ City Manager

Its Union Steward

By _____

By Brian Bone

Its _____ Mayor

Its Business Agent

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.h.

Department Approval



City Manager Approval



Item Description: Approve the 2025 Wellness Program for Employees

Background

Based upon the recommendation of the city attorney, Council is being asked to formally approve the city's 2025 Wellness Program for employees.

For many years, the city has offered a voluntary wellness program that employees can participate in with the intention of promoting health and wellness to benefit employees as well as lower the cost of providing health insurance. Over 75% of healthcare spending is caused by preventable health risks, such as inadequate exercise, high cholesterol, cardiovascular disease, obesity and high blood pressure.

The city's wellness program offers different programs and activities available for employees to participate in. The city has an employee wellness committee that meets regularly to review and revise the wellness program and define the particulars around each program submitted for approval. As part of our contract with our insurance pool, the city is allocated a certain dollar amount annually for which we are eligible to receive reimbursement of approved health and wellness expenditures. For 2025, the amount we are eligible to receive in reimbursement for approved expenditures is \$12,800.

Employee wellness programs have been proven to benefit both employers and employees^[1]. Listed below are key benefits of a wellness program.

- **Increased Productivity:** Wellness activities can increase productivity and performance as employees feel more focused and motivated to complete tasks.
- **Adopt Healthy Behaviors:** Employees can reduce their risk of severe health problems and help prevent chronic disease, leading to reduced costs for the city.
- **Improved Employee Retention:** Wellness programs have been proven to have a positive impact on employee retention. Successful programs help keep employees loyal and happy in their jobs.

[1] <https://www.edenhealth.com/blog/corporate-wellness-programs/#:~:text=A%20well%2Dcurated%20wellness%20program,and%20help%20prevent%20chronic%20diseases>

Policy Objectives

To promote an inclusive setting, awareness and understanding of whole health by creating a supportive community within the city organization, while encouraging participation through education, opportunities and rewards.

Equity Impact Summary

Social determinants of health are key drivers of health disparities within communities of color, placing those within these populations at greater risk for poor health. The data shows that racial and ethnic

minority groups, throughout the United States, experience higher rates of illness and death across a wide range of health conditions, including diabetes, hypertension, obesity, asthma, and heart disease, when compared to their White counterparts. Additionally, the life expectancy of non-Hispanic/Black Americans is four years lower than that of White Americans. The COVID-19 pandemic, and its disproportionate impact among racial and ethnic minority populations is another stark example of these enduring health disparities.^[1] Workplace wellness programs have many components to help improve health outcomes and decrease health disparities for all employees.

[1] <https://inclusiveleadersgroup.com/inclusive-workplace-wellness-to-reduce-health-disparities/>

Budget Implications

Each year the city receives an allocation from the city's insurance pool from which we can seek reimbursement to promote health and wellness for our employees. For 2025, the maximum amount of reimbursement is \$12,800. The city's wellness program budget (attached) only has expenditures which have been approved for reimbursement by our insurance pool.

Staff Recommendations

By motion, approve the 2025 Wellness Program Budget.

Requested Council Action

By motion, approve the 2025 Wellness Program Budget.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. 2025 Wellness Budget Plan



Organization Name: City of Roseville		Completed Budget Date: 1/2025	
Wellness Coordinator: Yer Vue		Back-Up Coordinator: Dawn O'Connor - We are co-wellness coordinators	
Email Address: yer.vue@cityofroseville.com		Email Address: dawn.oconnor@cityofroseville.com	
Committee Members & Email Addresses (if applicable):			

Program Title	Program Description	Incentive Description	Timeline	Vendor	BUDGET
Promote My Health Rewards Program	Promote My Health Rewards Program for on-plan members. We will have Hannah come out for this event. SUGGESTION: Reward employees for signing up. This is the only event that will only be for employees that are on plan.	Participants will be able to earn \$225 - \$345 in reward incentives	February/March	SCSC/Medica	\$300
Anti-Stress Coloring	Team building + Anti-stress coloring sessions: coloring books and coloring pencils/markers	Decreasing an employees stress is beneficial to good health.	February		\$200
Snack Station	Provide healthy snacks in each department that is readily available to employees to promote healthy snack options during work hours. The healthy snacks will be provided from the Wellness budget twice (beginning of the year and middle of the year). Each department (7 departments) is responsible to maintain/donate to their department snack station.	Employees will have healthy snacks to choose from that is located right in their department.	February and July		\$2,500
March Madness Blitz	Hosting a 4-week March Madness Blitz to help embrace healthy habits in the spring time. This is inspired by the 4-week basketball madness. Each week we will focus on a challenge to encourage employees to participate to keep them moving into the nice warm weather. Week 1: Walk Your Socks Off - sock Week 2: Daily Mindfulness Week 3: Step Challenge (shoe reimbursement) Week 4: Daily Stretching Week 1: Bombas socks, belt bags, exercise bag, traveling tags Week 2: Journals Week 3: Shoe reimbursement Week 4: Stretching bands, yoga stuff NOTES: Socks and shoe reimbursement approved. Other ideas for incentive will need to be sent to SCSC for approval prior to event. SUGGESTION on incentives: -reimbursement for gym membership or fitness class reimbursement -reimbursement towards gym equipment -reimbursement for athletic wear, does need to be company branded.	Weekly prizes related to the weekly challenge.	March		\$2,000

National Earth Day	Plant your own desk plant: dirt, pea pebbles, succulents/air plants, container (will also promote employees to bring their own container) SUGGESTION: APPROVED, but staff will need to earn incentive (plant). Maybe a walk around the park or at the Oval.	Employees will be able to have the greens of a plant, calming and relaxing. We will have a sign-up sheet to stay within budget.	April		\$200
Spring Wellness Bag	Spring Wellness Bag: hand sanitizer snacks not approved.	As we approach spring, this is a great opportunity to prepare for the time change, the cold and flu season going away and thinking about good spring healthy habits.	April		\$400
Bike Tune-Up	Promote employees to stay active on their bikes. Hire a bike specialist to come share what to look for in a good bike and also tune up any bike(s) that employees bring in during this event. Budget can be used if we have to pay someone to come out to do the tune-up. Prizes for participation is approved.	Participants will be able to get a free tune-up if they bring their bike. We will also draw some prizes for participating in this event. Prizes may include some of the following: *bike bell *helmet *repair kit *chain/lock *safety blink *water bottle holder *mirrors *phone holder	May		\$700
Healthy Food Tasting	Food events are limited. Suggestion: healthy taste testing of one food item. Example: yogurt, fruits, Starkiss/Chicken tuna kit, or protein shakes.	The Wellness Committee will share nutrition facts when making breakfast choices that are still healthy and fuels the body.	May	This event will not be catered. It will be food options available for purchase at Costco/Sam's Club/Target	\$1,100
Healthy Cooking with Vegetables (CSA)	Subscribe to 2 CSA box in 2025. Based on positive feedback and employee count, two subscription will support our departments with more staff and help promote our employee onsite food share for the smaller departments. We are requesting the full amount of the CSA box subscription since all employee benefit from this weekly vegetable box.	Employees will be able to bring home and cook with fresh nutritious vegetables. Great way to try ones you have never had before.	June - October		\$2,374
Hydration Day	Promote employees to stay hydrated during summer months: water and liquid IV/sugar-free vitamin drops for water. Employees will receive information on staying hydrated. WATER NOT APPROVED Suggestion: Week long water challenge and give away water bottles, reusable straws, dry bag for cellphones, cooling towels, ice molds as incentive for participating.	The importance of maintaining hydration for the brain and the skin.	August		\$200

Photo Challenge	Summer in Roseville Photo Challenge: Promote employees to take walking breaks during the workday and outside of work. By submitting a photo taken during the month of July, the committee will vote on the best photos for a prize. Six - Ten prizes (based on participation) related to healthy living will be offered. The importance of being outdoors benefiting from the fresh air and the sunshine while calming the mind as you are in nature.	*MN State Park Passes *Lunch Bags *Yoga Kit *Hydration Kit *Belt Bags *Reimburse for up to \$50 sunglasses or transition sunglasses	July		\$600
Winter De-stress	Hire a yoga instructor to help employees de-stress at the end of the year. Offer two sessions. Suggestion: Wellness dollars cannot be used to purchase water. We can give incentive for participating: yoga mat, yoga block, stretching bands, yoga cleaning kit, water bottle.	De-stressed mindset. We will be offering water to participants.	November	TBD	\$300
Best Gratitude Turkey	Gratitude Turkey: construction paper, tape and coloring markers	Sharing gratitude with your coworkers while creating a fun spirited tree.	November		\$0
Winter Wellness Blitz	Hosting a 4-week year end Wellness Blitz to help embrace healthy habits as we head into the new year. Each week we will focus on a challenge to encourage employees to participate and hopefully maintain some healthy habits as we end the year. Week 1: Walk Your Socks Off Week 2: Healthy Lunch Swap Week 3: Step Challenge Week 4: Eat Your Vegetables	Weekly prizes related to the weekly challenge.	October - December		\$1,926
Total Budget	\$12,800.00				

2025 Budget: \$12,800

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.i.

Department Approval



City Manager Approval



Item Description: Reclassify the position of Accounting Tech III and rename the position to Payroll Accountant

Background

There are several open Payroll positions in the metro area that are advertising a higher pay scale despite having similar or even fewer responsibilities than our current Accounting Technician III role. This creates a retention risk, as our position may not be competitive enough to attract or retain qualified talent. By adjusting the classification now, we ensure that the City remains competitive in the job market and can continue to recruit and retain skilled payroll professionals.

The position was originally scored during our classification and compensation study, but upon further review and clarification of the job's actual duties, it became clear that the Know-How and Accountability categories were underestimated. This means the initial evaluation did not fully capture the depth of responsibility, level of autonomy, and required human relations skills for the role.

The City relies on position evaluations conducted at the time of classification, and those evaluations are based on the best available information at the time. In this case, the assumptions made about the position—particularly in regard to human relations skills and accountability—did not fully reflect the actual scope of work performed by the Accounting Technician III. Since then, we have had the opportunity to analyze the position in more detail, compare it against similar roles, and see how it functions within the Finance Department, leading to a more informed assessment.

As part of our commitment to ensuring internal equity and accuracy in job classifications, we are making this correction as soon as the issue was identified. The City's classification system must be dynamic and responsive to the real-world responsibilities of positions, and this update reflects that commitment.

The revised evaluation places the position in Grade 13, up from its current Grade 11 classification. Listed below are the 2025 pay ranges for each Grade.

Grade 11: \$72,241.73 - \$88,823.90

Grade 13: \$79,654.43 - \$97,907.68

Policy Objectives

The objective of this reclassification is to ensure that the Payroll Accountant position is appropriately graded based on the established job evaluation methodology. Proper classification aligns with the City's commitment to:

- Ensuring fair and competitive compensation based on job responsibilities and market data.
- Accurately reflecting the level of knowledge, decision-making, and accountability required for the role.
- Maintaining internal equity in position classifications across departments.

Equity Impact Summary

This reclassification supports equity by ensuring that positions are evaluated based on the actual scope of work, rather than assumptions about job functions.

- The review process helps prevent underclassification of positions that have historically been considered more transactional but require significant expertise and autonomy.
- This adjustment aligns the position more accurately with industry standards and comparable roles in similar organizations, ensuring fair compensation for the work performed.
- It reinforces the City's commitment to fair and transparent pay practices, helping to attract and retain talent in a competitive job market.

Budget Implications

This reclassification will result in approximately a \$4,336.80 wage increase for the remainder of 2025. There are sufficient funds in the budget to cover this.

Staff Recommendations

Based on the updated scoring and benchmarking against comparable municipal payroll positions, staff recommends reclassifying the Accounting Technician III position to a Grade 13 and renaming the position to better reflect the duties as a Payroll Accountant.

Reclassification would bring the position in line with:

- The revised evaluation of job complexity and responsibility
- Market data, where comparable roles offer higher salaries despite similar or lower responsibilities

Requested Council Action

By motion, authorize the City Manager to reclassify the Accounting Technician III position to a Grade 13 and rename it to Payroll Accountant to better reflect the duties.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.j.

Department Approval



City Manager Approval



Item Description: Approve 403 Wagner Street Pathway Easement Agreement

Background

At the August 23, 2004 City Council meeting, the Council approved vacating the southern half of the Wagner Street right-of-way between the Wagner Street and Western Avenue cul-de-sacs, effectively preventing a future road connection between them. In 2005, a request was made to vacate the northern half of the Wagner Street right-of-way. Public Works and Parks and Recreation staff supported the vacation on the condition that adjacent property owners dedicate a utility and pathway easement to preserve access to existing utilities.

While the vacation was approved, the notice of completion was not filed with Ramsey County for the portion of right-of-way abutting 403 Wagner Street because the required pathway easement, as stipulated in the vacation resolution, was never executed or recorded.

As part of Roseville's 2025 Pathway Project, a pathway will be constructed to connect Wagner Street and Western Avenue, as outlined in the Pathway Master Plan and directed by the City Council on October 23, 2023. To facilitate this project, City staff has worked with the property owners of 403 Wagner Street to secure the necessary pathway easement (Attachment A). This easement is essential for the City to maintain, repair, and replace the pathway in the future. This easement will also complete the vacation process and, when recorded, the City will file for the notice of completion for the vacation from 2005.

The public improvement is scheduled for completion in 2025, and the City Attorney has reviewed the agreement.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

35 There are no costs to the City for the pathway easement, other than legal review.

36
37 **Staff Recommendations**

38 Staff recommends the City Council approve the 403 Wagner Street Pathway Easement
39 Agreement.

40
41 **Requested Council Action**

42 Motion to approve the 403 Wagner Street Pathway Easement Agreement.

43
44 **Prepared by:** Erik Henricksen, Assistant City Engineer

Attachments: 1. Pathway Easement Agreement

45

PATHWAY EASEMENT AGREEMENT

THIS PATHWAY EASEMENT AGREEMENT is dated _____, 2025 (this “Agreement”) is made by and between Jay A. Rollinger and Susan M. Rollinger, spouses married to each other, Grantors and the City of Roseville, Minnesota, a municipal corporation under the laws of the State of Minnesota, Grantee (the “City”).

Recitals

A. Grantors are the fee owner of the property located at 403 Wagner St., in Ramsey County, Minnesota (PID No. 13-29-23-31-0124) (the “Property”) and legally described as:

Lots 19 and 20, Block 2, Rolling Green

B. The City has requested a pathway easement for the purpose of a public trail or sidewalk and Grantors desire to grant to the City a pathway easement, according to the terms and conditions contained herein.

Terms of Easement

1. Incorporation. The above recitals and attached exhibits are hereby incorporated and made part of this Agreement.
2. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantors, Grantors grant and convey to the City a perpetual, non-exclusive pathway easement for public trail and sidewalk purposes over, under, and across the portion of the Property legally described on Exhibit A and depicted on Exhibit B attached hereto (the “Easement Area”).
3. Scope of Easement. The perpetual non-exclusive pathway easement granted herein includes the right of the City, its contractors, agents, and employees to enter the premises at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering and repairing public trail and sidewalk facilities and other public utilities or

improvements that are not inconsistent with a public right-of-way use in the described Easement Area. Such use of the Easement Area shall not unreasonably interfere with Grantors' use and enjoyment of the Property, including the Easement Area.

The easement granted herein also includes the right to cut, trim, or remove from the Easement Area such improvements, trees, shrubs, or other vegetation and to prohibit obstructions and grading alterations as in the City's judgment unreasonably interfere with the easement or the function of facilities located therein.

4. Construction of Improvements. Any and all costs related to the locating, constructing, reconstructing, operating, maintaining, inspecting, altering, and repairing of the public trail or sidewalk and any other City facilities within the Easement Area shall be paid by the City. The City shall indemnify, defend, and hold Grantors harmless from any and all costs, expenses, and claims relating to the locating, constructing, reconstructing, operating, maintaining, inspecting, altering, and repairing of the public trail or sidewalk and any other City facilities in the Easement Area, including, but not limited to, those costs and expenses resulting from any mechanics' liens.

5. Property Damage. The City shall repair all damage to the Property outside of the Easement Area that is caused by the City's construction and maintenance of the public trail and sidewalk and other City facilities within the Easement Area. This agreement to repair excludes the repair of any damage caused by members of the public and their use of the Easement Area.

6. Indemnification. Pursuant to Minnesota Statutes Sections 604A.21-27, Grantors and any subsequent owners of the Property are protected from liability with respect to accidents occurring on the sidewalk/trail facilities. Without waiving any statutory limits on liability and except to the extent caused by the negligence or willful misconduct of Grantors, the City agrees to indemnify, defend, and hold Grantors harmless from and against any claims, losses, costs, or liabilities suffered or incurred by reason of claims brought by third parties against Grantors by reason of any claims based on the design, construction, maintenance, or use of the City facilities within the Easement Area.

7. Warranty of Title. Grantors warrant Grantors are the owners of the Property and have the right, title, and capacity to convey to the City the easement herein.

8. Environmental Matters. The City shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Easement Area or the Property prior to the date of this Agreement. Grantors shall not be responsible for any release of hazardous substances, pollutants, or contaminants resulting from the City's use of the Easement Area.

9. Binding Effect. The terms and conditions of this Agreement shall run with the land and be binding on Grantors and the City and their heirs, successors, and assigns.

STATE DEED TAX DUE HEREON: NONE

GRANTORS

Jay A. Rollinger
Jay A. Rollinger

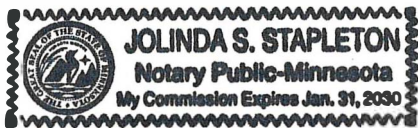
Susan M. Rollinger
Susan M. Rollinger

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 17 day of March, 2025, by Jay A. Rollinger and Susan M. Rollinger, spouses married to each other, Grantors.

Jolinda Stapleton
Notary Public

NOTARY STAMP OR SEAL



CITY OF ROSEVILLE

By: _____
Dan Roe
Its: Mayor

By: _____
Patrick J. Trudgeon
Its: City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Dan Roe and Patrick J. Trudgeon, the Mayor and City Manager, respectively of the City of Roseville, a Minnesota municipal corporation, on behalf of the City.

Notary Public

NOTARY STAMP OR SEAL

THIS INSTRUMENT DRAFTED BY:

Kennedy & Graven, Chartered
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

**EXHIBIT A TO
PATHWAY EASEMENT**

Legal Description of the Easement Area

A perpetual easement for pathway purposes over, under, and across that part of the south 10.00 feet of the north 30 feet of Wagner Street as dedicated on the plat of ROLLING GREEN, Ramsey County, Minnesota which lies west of the following described Line A and east of the following described Line B:

Line A: Beginning at the southeast corner of Lot 20, Block 2, said ROLLING GREEN; thence southerly, at a right angle to the south line of said lot, a distance of 30 feet to the south line of said ROLLING GREEN, and there terminating.

Line B: Commencing at the southeast corner of said Lot 20, Block 2; thence South 89 degrees 29 minutes 58 seconds West, assumed bearing, along the south line of said Block 2 a distance of 57.00 feet to the point of beginning of the line to be described; thence South 0 degrees 30 minutes 02 seconds East a distance of 30.00 feet to the south line of said ROLLING GREEN and there terminating.

B-1

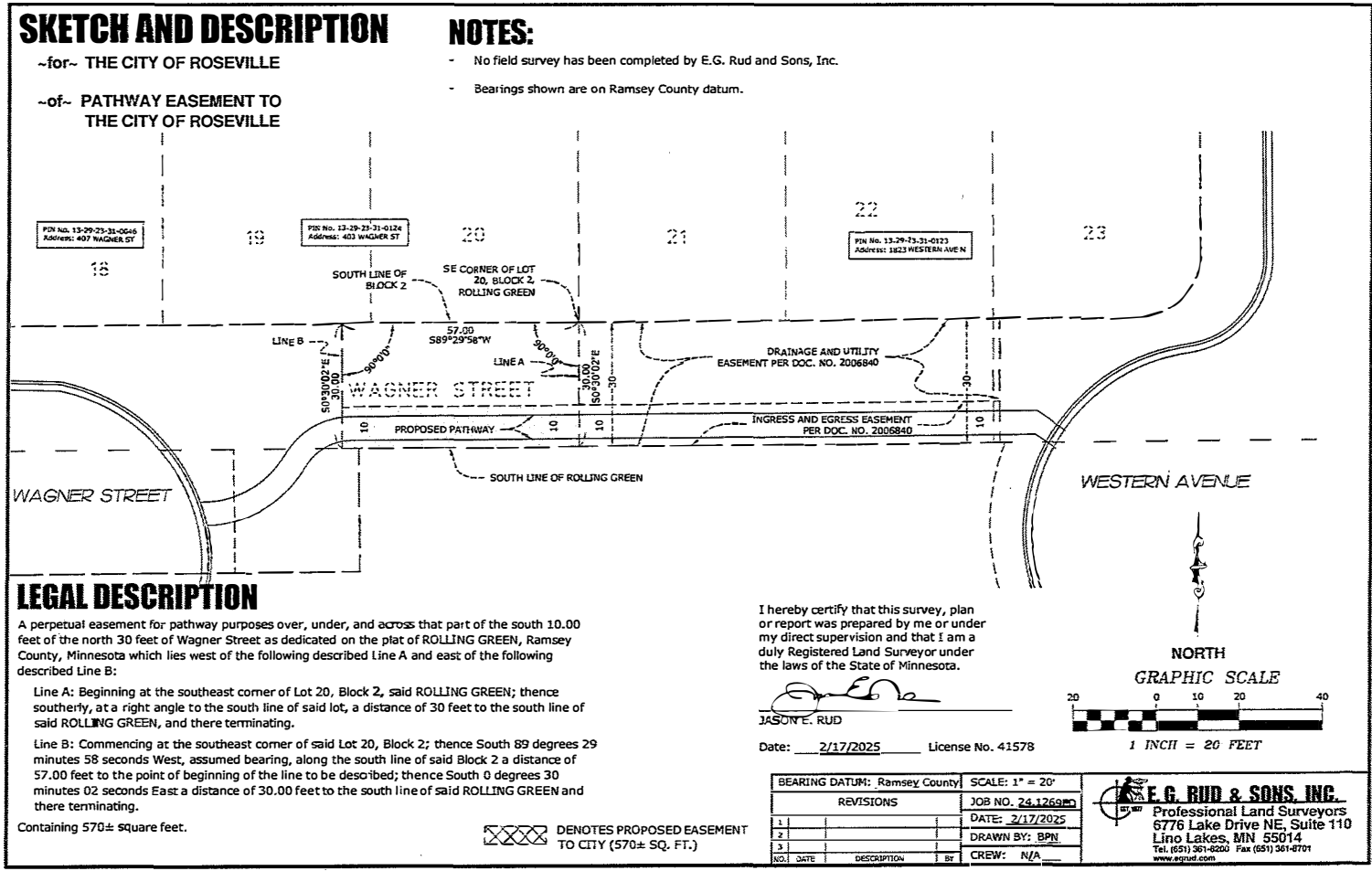


EXHIBIT B TO
PATHWAY EASEMENT
Depiction of the Easement Area

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.k.

Department Approval



City Manager Approval



Item Description: Approve Professional Services Agreement for Telecommunication
Review Services

Background

The City of Roseville issued a Request for Proposals (RFP) seeking qualified consultants to provide telecommunications review and inspection services. The scope of work includes reviewing lease agreements and site plans, performing structural analyses, conducting preconstruction meetings, and completing final inspections to certify compliance with lease documents and industry standards.

In response to the RFP, the City received three proposals from qualified firms. A review committee consisting of City staff evaluated the proposals based on the evaluation criteria outlined in the RFP, including relevant experience, proposed approach, cost, and project schedule. Following a thorough review and discussion, the committee selected KLM Engineering, Inc., as the most qualified and responsive proposer. A breakdown of final scores can be seen below:

Average Scores			
Consultant	KLM	Bolton-Menk	SEH
Firms Experience (20)	19%	18%	16%
Methodology (40)	33%	32%	33%
Completeness (5)	4%	5%	4%
Fee Proposal (25)	25%	22%	21%
References (10)	9%	9%	8%
Total Score (100)	90%	86%	82%

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition. As such, this service will ensure telecommunications installations on City infrastructure comply with lease agreements, industry standards, and safety requirements while protecting City assets and maintaining reliable service.

Equity Impact Summary

25 There should be no equity impacts associated with this agreement.

26

27 **Budget Implications**

28 The cost of the professional services agreement with KLM Engineering, Inc., are paid for
29 through escrows captured during the permitting process. No direct costs to the City are
30 associated with this Professional Services Agreement.

31

32 **Staff Recommendations**

33 Staff recommends the Council approve the Professional Services Agreement for
34 Telecommunication Review Services by KLM Engineering, Inc.

35

36 **Requested Council Action**

37 Motion to approve the Professional Services Agreement for Telecommunication Review
38 Services by KLM Engineering, Inc.

39

40

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Agreement
2. Request for Proposals

41

CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 24th day of March 2025, between the City of Roseville, a Minnesota municipal corporation (the “City”), and KLM Engineering, Inc., a business corporation (the “Contractor”, each a “Party” and together the “Parties”).

1. Scope of Work. The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. Term and Termination. The term of this Agreement will commence on March 24, 2025. Unless extended by written agreement of the Parties, this Agreement will terminate no later than March 24, 2028. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

3. Compensation for Work. The City agrees to compensate Contractor the in accordance with **Exhibit A** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

4. Method of Payment. Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.
- b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
Attn: Erik Henriksen, Asst. City Eng.
2660 Civic Center Drive
Roseville, MN 55113

To Contractor:

KLM Engineering, Inc.
Attn: Shawn Mulhern
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

9. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

11. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the “Act”), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor’s books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney’s fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

14. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor's expense, as follows:

- a. Workers Compensation insurance for all employees performing Work under this agreement in accordance with Minnesota law The Contractor shall also provide Employer’s Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers’ Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers’ Compensation requirements.

- b. Professional/Technical (Errors and Omissions) Liability Insurance

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Contractor’s professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

- c. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
- The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.
- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.

- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

15. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the "Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

16. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

17. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

18. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

20. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

21. Entire Agreement. Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

KLM ENGINEERING, INC.

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

EXHIBIT A

WORK & COMPENSATION

The Contractor shall perform the following Work at the following locations:



Roseville, Minnesota

**Proposal for
Telecommunication Services**

March 3rd, 2025



March 3rd, 2025

Dear Mr. Eric Henriksen, P.E.:

Thank you for the opportunity to submit a proposal for telecommunication review and inspection services.

At KLM, we have been providing antenna services for 30 years, bringing together key components from all aspects of services to fulfill each of our clients' goals and expectations. Our professional staff has more than 150 combined years of experience and are fluent in the current codes and standards in the engineering industry regarding antenna services. KLM is proud to be an AMPP-accredited QP5 organization, a distinction held by only a select few companies in the US. This accreditation sets us apart from other companies in our industry.

We have extensive experience in lease reviews, drawing reviews, performing installations and inspection services. KLM employs inspectors, who climb towers regularly, are trained and/or certified by the National Association of Corrosion Engineers (NACE) as protective coating inspectors, as well as American Welding Society (AWS) associate and certified welding inspectors. These credentials and experience ensure your assets will be protected for any current or future antenna projects. By selecting KLM as your consulting and antenna management firm, you are hiring licensed and certified professionals to protect your community and city assets.

We look forward to the opportunity to assist the City of Roseville with future projects. With our team's expertise, we are confident this project will be completed to your satisfaction.

Sincerely,



KLM ENGINEERING, INC.

Tadd Oachs

Telecom Manager

1976 Wooddale Drive, Suite 4

Woodbury, MN 55125

Cell: 612-481-8018

Email: toachs@klmengineering.com

KLM Qualifications and Experience

Founded in 1995, **KLM Engineering Inc.** has provided engineering, consulting, and inspection services for cell carrier installations and has an unparalleled record of consistently delivering successful results. On average, KLM provides services for over 100 antenna projects each year for clients across the United States. Below is a full scope of services that KLM specializes in:

- Antenna management, lease and drawing review, and installation inspections.
- Inspection services on new and reconditioned elevated water towers, ground storage reservoirs, water treatment plants, wastewater treatment plants and concrete tanks during construction.
- Inspection and evaluations of existing concrete and steel storage tanks, pressure vessels, and other related structures.
- Design Build services.
- Inspections and evaluations of protective coatings/lead paint identification.
- Preparation of project specifications for tank rehabilitation/lead paint abatement and disposal.
- Resident welding inspection during rehabilitation or new construction.
- Tank cleanings.
- Non-destructive testing.
- Wastewater treatment plant inspections.

Our Engineers Are:

- Experienced in tank design and structure modifications based upon years of employment with tank fabricators, erectors and consulting engineers.
- Experienced at examining existing tanks regarding corrosion, structure integrity and fitness for continued service.
- Registered Professional Engineers with practical knowledge of current designs and code requirements.

Our Inspectors Are:

- Association for Materials Protection & Performance (AMPP), formerly NACE, trained/certified protective coating inspectors.
- American Welding Society (AWS) associate/certified welding inspectors.
- Experienced journeyman painters, climbers and riggers with proven abilities to perform proper hands-on inspections and testing.
- Experienced in project management and enforcement of specifications for quality control and lead abatement.

REGIONAL OFFICES

- Headquarters | Woodbury, Minnesota
- Great Lakes Region | New Lenox, Illinois
- West Central Region | Blue Springs, Missouri

Telecommunication Project Profiles:

Below are a few project profiles and references. Please reach out for additional reference pages and it will be provided upon request.



City of Maple Grove, MN
Ranchview Tower | 2.0 MG Hydropillar

Tower Reconditioning | 2021
Dish Wireless New Site Build | 2023
AT&T Upgrade | 2024
Point of Contact Jay Murzyn



City of Lakeville, MN
Georgetown Way Monopole

Dish Wireless New Site Build | 2023
City AMI New Site Build | 2023
Sprint Decommissioning | 2025
Point of Contact Shane Quade



City of Fargo, ND
Tower No. 7 | 1.0 MG Single Pedestal

Tower Recon | 2020
T-Mobile Upgrade | 2022
T-Mobile Radio Decom | 2024
Point of Contact Dan Portlock



City of Apple Valley, MN
Palmino Lattice Tower

Dakota County New Installation | 2019
T-Mobile Anchor Upgrade | 2021
T-Mobile Generator Upgrade | 2024
Point of Contact: Brian Skok



City of Hastings, MN
Fourth Street Tower | 0.75 MG Hydropillar

T-Mobile Upgrade | 2021
Sprint Decom | 2022
Tower Reconditioning | 2022
Point of Contact Ryan Stempski



City of Otsego, MN
Tower No. 1 | 0.4 MG Single Pedestal

Verizon Upgrade | 2022
T-Mobile Radio Decom | 2024
T-Mobile Upgrade | 2024
Point of Contact Kurt Neidermeir

Reference Contact Information:

City of Maple Grove - Jay Murzyn (763)494-6358
City of Lakeville - Shane Quade (952) 985-2741
City of Fargo - Dan Portlock (701) 476-6799

City of Apple Valley - Brian Skok (952) 953-2441
City of Hastings - Ryan Stempski (651) 300-4267
City of Otsego - Kurt Neidermeier (763) 458-4219

Professional Affiliations:



KLM Telecommunication Services and Methodology

Telecommunication projects typically do not receive the oversight from providers required to protect your assets. KLM provides third party reviews, consultation, and inspections by licensed and certified professionals that will give you peace of mind that your asset is protected. KLM believes in open communication with all parties including the tower owner, provider, and contractor, to increase efficiency, quality of work performed, and the overall product.

Lease Review:

KLM will aid as you work through any new lease agreements or extensions. Your lease is of utmost importance and will ultimately be what makes a cellular collocation on your asset a success or failure. With this high importance, we always recommend the city have their legal counsel review all lease agreements and amendments, as we do not employ attorneys. Although, we do have years of experience and knowledge of city lease agreements, knowing what to avoid, and what to get in your lease to protect your interests.

Structural Review:

Providers are looking to push projects through as fast as possible and turn profits. Structural integrity of the tower is paramount to protecting your assets. To ensure your assets are maintained, we hold cell providers accountable to provide accurate information and perform quality workmanship. Below are a few of the most common issues we run into during our structural reviews.

1. **Inaccurate Information** - The most common issue we see with structural analysis is that the engineers are not running their analysis with accurate loadings. In addition, it is not uncommon that loadings are estimated based off photos. Provider's engineers are known to add a disclaimer section in their analysis stating, "if the information provided to them is not accurate, they are not to be held liable." KLM reviews their analysis to ensure accurate antenna loading is being utilized in their analysis.
2. **Structural Analysis** – The second most common issue we see is providers don't perform a global analysis of the structure. We ensure global analysis is provided and signed off by the licensed engineer, and make sure providers are not just providing a local/mount analysis.
3. **Using Water as Ballast** – Another issue we see is, carriers have tried to manipulate cities into signing off on requiring their tank to always be X% full, so structural modifications are not needed. Most of the time this request is done the correct way, by emailing and asking the city if they would allow this. As you can assume this is not acceptable for a city's use of the tower, and the requests are rejected. Although, we have run into where the carrier's site acquisition has tried to submit it through without the city's knowledge. Thankfully during the KLM structural reviews this has been identified and brought to the city's attention and resulting in rejection of the analysis with minimum water requirements.

Drawing Review:

Reviewing cell carrier plans for construction on a city asset is an essential first step, ensuring your assets are properly protected. Drawing review allows the tower owner the opportunity to do what is in their best interest and not the cell provider. Our review includes many general project items including cable routes, mounting methods, OSHA compliance, ground restoration, damage of property from construction, and many others. Below are more specific review items KLM considers during review.

1. **Structure/Mount Modification Review** - Structure modifications and mount modifications are the nature of the beast for cell carriers to operate on your water tower. What is best for the carriers is often not what is best for the tower owner. The carriers are going to design their modifications to reduce the amount of investment they have in the site. KLM's reviews ensure the tower owner's best interests are implemented into the provider drawings.
2. **Coating Protection Review** - Coating protection is a key to increasing a water tower's coating life. The longer the coating lasts the better for the owner, as we know far too well how expensive it is to replace the coating system. With KLM's years of experience, we have found many different

methods to protect coatings systems from cell carrier installations. From adding neoprene between metal-to-metal connection points, adding nylon washers on bolted mounting parts, utilizing magnetic mounts to reduce coating damage from welding, the use of silicone to keep water out from under stud welded connections, and several other methods that are considered during review.

3. [Coating Repair Review](#) - Coating damage during construction can happen. KLM ensures that carriers add coating specifications with the proper coating repair methods that apply to your assets current coating system.
4. [Esthetics Review](#) - We believe that tower esthetics should be left to the tower owner. The carriers will do what they can to reduce the amount of work on their end and not take into consideration what their final product looks like. During our review we have the carriers add to their scope of work to paint cables, antennas, and pipes to match the tower and help blend their equipment. Shrouds may be another suggestion that we propose during our review to help blend in equipment that may not be able to be painted.
5. [General Project Review](#) - Our review also includes review of many general project items including cable routing, mounting methods, OSHA compliance, ground restoration, damage of property from construction, and many other items.

Project Management:

KLM will provide extensive project management to help you through all your telecom needs. Every project needs an experienced eye looking out for your best interest and holding cell carriers and their contractors accountable. KLM will host a pre-construction meeting with the contractor and the city prior to work being started to make sure all parties understand the scope of work, all specifications, and any other relevant project-related items. Hiring KLM will drastically reduce the workload put on city personnel and we will assist you from start to finish.

Inspection Services:

KLM provides a full array of inspection services to ensure that carrier upgrades are completed per the approved specifications. KLM will provide a punch list reports along with follow up inspections when non-compliance items are identified during inspections. Below are the inspections services provided:

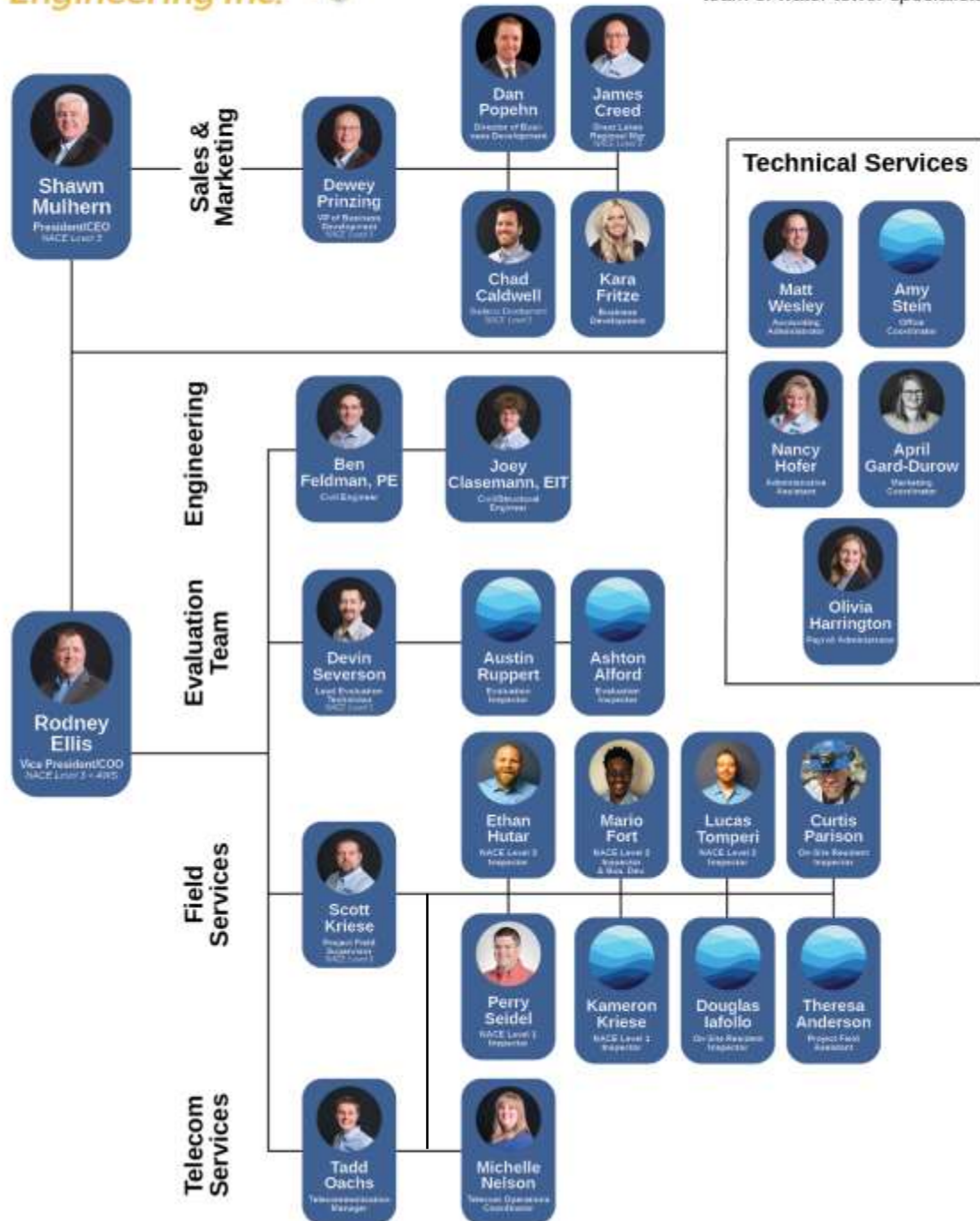
1. [Design/Structural Compliance](#) – Included in KLM’s telecom services, is a review of the installation and confirming the contractor installation is per the EOR’s specifications.
2. [AWS/CWI Inspection](#) – Included in our telecom services, KLM has certified AWS/CWI welding inspectors to confirm that all welding completed on the tower is per AWS standards and per EOR specifications.
3. [AMPP Coating Inspection](#) – Included in our telecom services, KLM has AMPP coating inspectors varying from level 1 to level 3 certifications that complete field and shop coating inspections for carrier installations.
4. [OSHA Compliance](#) – Included in KLM telecom services, KLM has OSHA 10 and OSHA 30 certified personnel who confirm the installations follow OSHA standards.
5. [Coating Protection](#) – Included in KLM telecom services, KLM has coating protection added to the specifications of the cell carriers’ drawings during drawing review and completes field inspections to ensure these specifications are followed.
6. [Coating Damage](#) – Included in KLM’s telecom services, are inspections confirming the contractor did not damage the tower coating during their work. If damage is found KLM has NACE certified inspectors to confirm the damage is repaired per the approved specifications.

Project Team



Team Chart

When you hire KLM, you hire a team of water tower specialists



Roseville, MN – Proposal for Telecommunication Services

Team Members:



Rodney Ellis | Vice President/COO
612-813-1956 | re@klemengineering.com



Education, Experience & Certifications

- Mount Senario College
- Federal Department of Natural Resources
- OSHA 18
- Certified Competent Climber

- NACE/AMPP Level 3 #1686
- 37 Years Certified Experience
- AWS Weld Inspection Certified 40434031
- 29 Years Certified Experience

KLM Projects

- City of Valley Center, KS**
Reconditioning of 0.75MG Composite
- City of Moorhead, MN**
New Construction of 0.75MG Composite
- City of Andover, MN**
Reconditioning of 1.0MG Hydropillar
- City of Brighton, CO**
New Construction of 2.0MG Composite
- City of Des Moines, IA**
Reconditioning of 4.7MG Standpipe
- City of Hinkley, MN**
Reconditioning of 0.2MG Single Pedestal



- City of Joliet, IL**
Reconditioning of 1.0MG Toro Ellipsoid
- City of Rogers, AR**
Reconditioning of 2.0MG Toro Ellipsoid
- City of Verdale, MN**
New Construction of 0.075MG Hydropillar
- City of Marshall, ND**
New Construction of 0.3MG Composite
- City of Lawrence, KS**
Reconditioning of 1.5MG Ground Storage Tank



Ben Feldman, PE | Civil Engineer
650-773-5111 | bfeldman@klemengineering.com



Education, Experience & Certifications

- University of Minnesota - Twin Cities
- BS Civil Engineering
- Minor in Business Management
- Men's Crew
- OSHA 10

- Licensed Professional Engineer
- Minnesota License No. 49516
- Colorado License No. 57334
- South Dakota License No. 16738
- MN AWWA Awards Committee Co-Chair
- Past Secretary-Treasurer

KLM Projects

- City of Hastings, MN**
Reconditioning of 0.15MG Hydropillar
- City of Brighton, CO**
New Construction of 2.0MG Composite
- City of Hinkley, MN**
Reconditioning of 0.25MG Double Ellipsoid
- City of Jamaica, IA**
New Construction of 0.05MG Single Pedestal
- City of Delavan, WI**
Reconditioning of 0.5MG Single Pedestal
- City of Lawrence, KS**
Reconditioning of 1.5MG Ground Storage Tank

- City of Napoleon, MO**
New Construction of 0.3MG Single Pedestal
- City of Goodview, MN**
Reconditioning of 0.1MG Single Pedestal
- City of Verdale, MN**
New Construction of 0.075MG Hydropillar
- City of West Chicago, IL**
Reconditioning of 0.5MG Booster Reservoirs
- City of Rogers, AR**
Reconditioning of 2.0 MG Toro Ellipsoid



Tadd Oachs | Telecom Manager
612-481-8838 | toachs@klemengineering.com



Education, Experience & Certifications

- NACE/AMPP Level 2 #107515
- 12 years of Telecommunications Experience

- MBA, University of Wisconsin - Whitewater
- BS, Statistics, St. Cloud State University

KLM Projects

- City of Victoria, MN**
Water Tower 1
AT&T 5G Upgrades, Management of Engineering Review and Inspection Services
- City of Alamosa, CO**
Craft Water Tower
AT&T 5G Upgrades, Management of Engineering Review and Inspection Services
- City of Clear Lake, WI**
Water Tower No. 1
Verizon 5G Upgrade, Management of Engineering Review and Inspection Services
- Order of St. Benedict (Collegeville, MN)**
Water Tower No. 1 Reconditioning
Telecommunications Temp Installation, Equipment Decom, and Restoration, Consulting, Management of Project Review and Inspection Services
- City of Lakeville, MN**
Steve Michael Park Water Tower Reconditioning
Telecommunications Temp Installation, Equipment Decom, and Restoration, Consulting, Management of Project Review and Inspection Services
- City of Chaska, MN**
Monsieurmark Water Tower Reconditioning
Telecommunications Temp Installation, Equipment Decom, and Restoration, Consulting, Management of Project Review and Inspection Services

- City of Prior Lake, MN**
South Tower Reconditioning
Telecommunications, Temporary and Restoration, Consulting, Management, and Inspection Services
- City of Maple Grove, MN**
Ranchview Tower Reconditioning
Telecommunications, Temporary and Restoration, Consulting, Management, and Inspection Services
- City of Joliet, IL**
Rock Run Tower Reconditioning
Telecommunications, Temporary and Restoration, Consulting, Management, and Inspection Services
- City of Lakeville, MN**
Verizon 5-Ring 5G Upgrades
Management of Engineering Review and Inspection Services
- City of Fargo, ND**
T-Mobile Anchor 5G Upgrades
Management of Engineering Review and Inspection Services
- City of Chisholm, MN**
AT&T 5G Upgrades
Management of Engineering Review and Inspection Services



Scott Kriese | Project Supervisor
650-773-5111 | skriese@klemengineering.com



Education, Experience & Certifications

- NACE/AMPP Level 3 #16236
- 25 Years Industry Experience

- OSHA 18
- Certified Competent Climber

KLM Projects

- City of Moorhead, MN**
New Construction of 0.75MG Composite
- City of Otsego, MN**
New Construction of 1.5MG Composite
- Village of Dresser, WI**
Reconditioning of 0.2MG Double Ellipsoid
- City of Farmington, MN**
Reconditioning of 1.5MG Hydropillar
- City of Baxter, MN**
Reconditioning of 0.75MG Hydropillar
- City of St. Cloud, MN**
Reconditioning of 1.0MG Hydropillar
- City of Plymouth, MN**
Design Build of 2.0MG Toro Ellipsoid
- Village of Somerset, WI**
New Construction of 0.2MG Composite
- City of Sioux Falls, SD**
Reconditioning of 1.5MG Composite
- City of Needahs, KS**
Reconditioning of 0.2MG Single Pedestal
- Jackson County FWSO #1, MO**
Reconditioning of 1.5MG Elevated Water Tower

- City of Elgin, IL**
Reconditioning of 1.5MG Single Pedestal
- City of South Bend, IN**
Reconditioning of 1.5MG Single Pedestal
- City of Forney, TX**
New Construction of 1.0MG Composite
- City of Rogers, AR**
Reconditioning of 2.0MG Toro Ellipsoid
- City of Topeka, KS**
New Construction of 1.0MG Composite
- City of Kansas City, MO**
New Construction of 0.0MG Composite
- Ogish Sioux Rural Water Supply System, SD**
New Construction of 0.8MG Composite
- City of Sioux Falls, SD**
Reconditioning of 0.5MG Single Pedestal
- City of Jamaica, IA**
New Construction of 0.05MG Composite
- City of Dubuque, IA**
Reconditioning of 2.4MG Ground Storage Tank

Fee Proposal and Schedule

Professional Fee Schedule – Effective October 2024

(All fees are subject to a price increase of 5% per annum.)

Staff:

Principal	\$250.00 per hour
Structural Engineer	\$225.00 per hour
Professional Engineer	\$200.00 per hour
Engineer in Training	\$130.00 per hour
Project Management	\$155.00 per hour
Project Supervisor	\$150.00 per hour
NACE/AWS Inspector	\$140.00 per hour
Admin	\$ 90.00 per hour

Expenses:

All project-related expenses will be billed at rates determined with respect to current market pricing; a complete list of expense rates is available upon request.

Other Services:

Production supplies, duplicating and delivery at actual cost without mark-up
Vehicle mileage at \$0.90 per mile.
Per diem \$225.00 per day, or as contracted.
Staff travel time at labor rates listed above.

Alternative KLM Telecom Fee Schedule

KLM is open to hourly or fixed rate billing, which ever works best for the City of Roseville. KLM typically finds fixed rate billing to be best for all parties involved. One benefit for municipalities is each individual project encompasses fees that are fixed and will only be invoiced twice throughout a telecom upgrade/new build project. We have a fixed fee of \$1,600 for our review service that will be invoiced once the project plans are approved for construction. We also have a quoted and fixed rate for inspection services and construction management that typically vary from \$4,500 to \$6,500 depending on the needs of the project. This will include the pre-construction meeting, project management, telecom installation inspections, NACE coating inspections, CWI weld inspections, PE Review, and any other needs throughout the construction process. KLM will not invoice for inspection services and construction management until the project is completed, all punch items are addressed, and the work is approved.

Fixed Rate Billing Estimates:

Drawing / Structural Review (2 iterations)	\$1,600
Inspection Services	\$4,500-\$6,500
Additional Drawing / Structural Review	\$500

Insurance Coverage

Our firm maintains general liability, automotive, professional liability insurance and workers compensation. A certificate of insurance, listing the client as additional insured, will be provided upon execution of a contract.



Request for Proposals Telecommunication Review Services

I. Introduction

The City of Roseville is seeking proposals from qualified consultants to provide professional telecommunications review (including structural analysis), project administration and inspection services for an annual contract (see **Exhibit A**). The selected consultant will assist in ensuring that telecommunications permits and installations comply with lease agreements, city requirements, state statutes, and approved plans.

1. **Addenda/Clarifications.** Any changes to this RFP will be made by written addendum. Verbal modification will not be binding.
2. **Pre-Contractual Expenses.** The city will not be responsible for any pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the Consultant in:
 - a. Preparing its proposal in response to this RFP;
 - b. Submitting that proposal to the city;
 - c. Negotiating with the city any matter related to this RFP; or
 - d. Any other expenses incurred by the Consultant prior to the date of execution of the Contract.
3. **Contract Award.** Issuance of this RFP and receipt of proposals does not commit the city to award a contract. The city reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant should negotiations with the selected be terminated, to negotiate with more than one Consultant simultaneously, or to cancel all or part of this RFP.
4. **Contact Person.** The Consultant's contact for specific questions regarding information in this RFP is:

Erik Henriksen, PE
Assistant City Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
(651) 792-7048
erik.henricksen@cityofroseville.com

II. Project Background

The City of Roseville receives year-round telecommunication permits and frequent updates to telecommunication installations on city-owned infrastructure, including water towers, lattice



towers and monopoles. Ensuring that these installations comply with lease agreements, city requirements, state statutes, structural analysis, and industry standards is critical to maintaining structural integrity and public safety. As a result, the City seeks a qualified consultant to provide technical expertise in reviewing telecommunications plans, conducting inspections, and certifying compliance with applicable regulations.

The City is the landlord to five (5) cellular tower sites:

- Reservoir Woods Lattice Tower (MIN Rosey: FA# 10111982) – 1901 Alta Vista
- Lattice Tower (Rosedale Mall: FA# 10111985) – 2501 Fairview Ave
- Water Tower (MIN Rosebud: FA# 140179) – 2501 Fairview Ave
- North Tower Monopole (MIN Roselawn: FA# 140348) – 2660 Civic Center Dr
- South Tower Monopole (Howard Johnson: FA# 11663467) – 2660 Civic Center Dr

These sites can be reviewed on **Exhibit B**. Current tenants include AT&T, Sprint, T-Mobile, Verizon, and Clearwire.

III. Scope of Services

The selected consultant will be responsible for the following tasks:

- 1. Review & Administration:**
 - Review lease agreements, lease amendments, site drawings, antenna information, and specifications.
 - Perform structural analysis to ensure telecommunications installations on cellular tower sites (water towers, lattice towers, and monopoles) meet industry standards.
 - Provide a written report outlining necessary updates to conform with lease documents and necessary plan amendments. This report will be provided to the tenant for implementation. It is assumed this may take multiple iterations (2).
 - Consult with the City and tenant representative to ensure compliance with additional City requirements.
- 2. Preconstruction Meeting & Coordination:**
 - Conduct a preconstruction meeting and site walk with the contractor, subcontractors, and the City prior to the commencement of construction.
 - Ensure all parties understand city requirements and coordinate the construction schedule with the City and contractors.
 - Prepare and distribute meeting minutes.
- 3. Site Inspections:**
 - Conduct site visits as needed to verify installation work aligns with approved plans, utility requirements, and preconstruction meeting discussions.
- 4. Final Inspection & Certification:**
 - Perform a final inspection of the installation in accordance with the approved project plans and preconstruction meeting minutes.
 - Develop and distribute a punch list as applicable and perform follow-up inspections to ensure completion of punch list items.



- Certify that the project is complete and in compliance with all relevant requirements.

IV. Proposal Requirements

Proposals must include:

- 1. Qualifications and Experience**
 - Provide a summary of the firm's experience with similar projects/services.
 - Highlight relevant experience with structural reviews.
- 2. Scope of Work and Methodology**
 - Describe the approach to completing the scope of services, including key tasks and deliverables.
- 3. Project Team**
 - Identify key personnel and their qualifications, including experience with similar projects/services.
- 4. Fee Proposal**
 - Provide a detailed cost breakdown for the services outlined in the scope of work. Include a breakdown of hourly costs per task and hourly rates for additional services.

V. Selection Criteria

The City of Roseville will evaluate proposals based on the following criteria:

1. Firm's experience with similar projects/services. (20%)
2. Proposed approach and methodology. (40%)
3. Clarity and quality of the proposal. (5%)
4. Fee proposal and cost-effectiveness. (25%)
5. References and past performance. (10%)

VI. Submission Instructions

Proposals must be submitted by **4:00 PM on March 5, 2025**. Submit proposals electronically to erik.henricksen@cityofroseville.com. Please limit submittals to 10 pages.

Anticipated Project Schedule

- RFP Release Date: February 5, 2025
- Proposal Submission Deadline: March 5, 2025
- Consultant Selection and Award of Contract: March 17, 2025

EXHIBIT A

CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the _____ day of 20____, between the City of Roseville, a Minnesota municipal corporation (the “City”), and [NAME OF CONTRACTOR] ,a [TYPE OF ENTITY] (the “Contractor”, each a “Party” and together the “Parties”).

1. Scope of Work. The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. Term and Termination. The term of this Agreement will commence on [DATE]. Unless extended by written agreement of the Parties, this Agreement will terminate no later than [DATE], or upon completion of the Work, whichever occurs first. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

3. Compensation for Work. The City agrees to compensate Contractor the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

4. Method of Payment. Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.

b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [NAME, TITLE]

To Contractor:

Attn: _____

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

9. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

11. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the “Act”), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor’s books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney’s fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

14. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor’s expense, as follows:

- a. Workers Compensation insurance for all employees performing Work under this agreement in accordance with Minnesota law. The Contractor shall also provide Employer’s Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers’ Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers’ Compensation requirements.

- b. [CHECK WITH CITY ATTORNEY] Professional/Technical (Errors and Omissions) Liability Insurance

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or

omission related to the Contractor's professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

- c. [CHECK WITH CITY ATTORNEY] Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
- The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.

- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.
- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

15. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the "Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

16. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

17. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

18. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

20. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

21. Entire Agreement. Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

[CONSULTANT]

By: _____
Mayor

By: _____
Its: _____

By: _____
City Manager

By: _____
Its: _____

EXHIBIT A

WORK

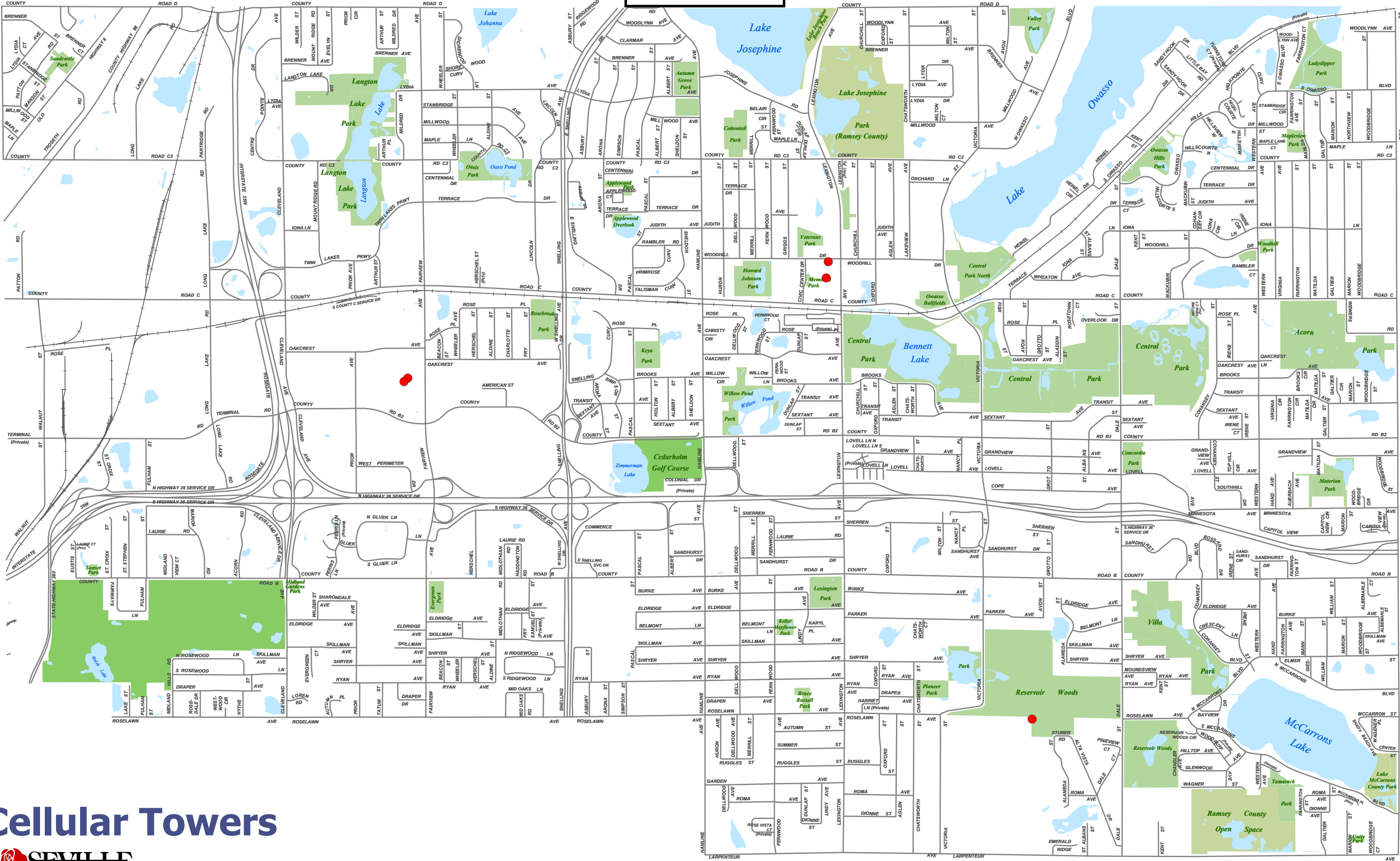
The Contractor shall perform the following Work at the following locations:

EXHIBIT B

COMPENSATION

** Must include list of reimbursable expenses or statement that no expenses are eligible for reimbursement.

EXHIBIT B



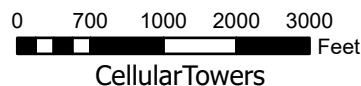
Cellular Towers
ROSEVILLE

Prepared by: Engineering Department
2/4/2025

● Cellular Tower Location

Data Sources
* Ramsey County GIS (12/31/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/24/2025

Item No.: 13.I.

Department Approval

City Manager Approval



Item Description: Approve Resolution Approving Summary Ordinance to Implement
Roseville Local Sales Tax Approved on March 17, 2025

Background

On March 17, the City Council approved the ordinance to implement the Roseville Local Sales Tax approved by voters at the November 5, 2024 election to fund the construction of the Maintenance Operations Center. As there were only three Councilmembers present, the City Council was unable to approve an ordinance summary to be used for publication in the City's official newspaper. Under state law, passage of an ordinance summary requires approval by four-fifths of the City Council members. In Roseville's case, that would mean that four Councilmembers would need to approve the ordinance summary. The ordinance summary is utilized to save costs for the City when publishing long ordinances in the official newspaper.

Policy Objectives

NA

Equity Impact Summary

NA

Budget Implications

Publishing an ordinance summary instead of the whole ordinance saves the City money when publishing in the official City Newspaper.

Staff Recommendations

Staff recommends adoption of a resolution approving an ordinance summary to implement the Roseville Local Sales Tax approved on March 17, 2025.

Requested Council Action

Motion to adopt the resolution approving an ordinance summary implementing the local sales tax for Roseville ordinance approved on March 17, 2025.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Roseville Sales and Use Tax Ordinance Approved March 17, 2025
2. Resolution Approving Summary Ordinance for Publication

**City of Roseville
ORDINANCE NO. 1688**

**AN ORDINANCE ESTABLISHING
TITLE 3, CHAPTER 317**

**AN ORDINANCE CREATING TITLE 3, CHAPTER 317 OF THE CITY OF
ROSEVILLE, MINNESOTA, IMPOSING A LOCAL SALES AND USE TAX**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 317 of the Roseville City Code, entitled “Local Sales and Use Tax” is hereby established to read as follows:

**CHAPTER 317
LOCAL SALES AND USE TAX**

SECTION:

317.01	Authority
317.02	Definitions
317.03	Local sales and use tax imposed; amount of tax; coordination with state sales and use tax laws and rules.
317.04	Effective date of tax; transitional sales
317.05	Tax Clearance; Issuance of Licenses
317.06	Deposit of revenues; costs of administration; termination of tax
317.07	Agreement with the commissioner
317.08	Effective Date

317.01 AUTHORITY.

Pursuant to Minnesota Laws 2023, Chapter 64, Article 12, Section 45, the Minnesota Legislature has authorized the City of Roseville to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the commissioner of revenue of the state of Minnesota and to finance the capital and administrative costs related to the funding of designated projects as defined in 2023, Chapter 64, Article 12, Section 45, and approved by the voters at the November 5, 2024, referendum.

317.02 DEFINITIONS.

For purposes of this Ordinance, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

- A. City. “City” means the City of Roseville, Minnesota.
- B. Commissioner. “Commissioner” means the commissioner of revenue of the state of Minnesota or a person to whom the commissioner has delegated functions.
- C. Designated projects. “Designated projects” means the planning, construction and any other capital costs plus the costs of collecting and administering the tax and the costs of issuing any bonds including interest is collected for construction of a new maintenance facility as authorized by the 2023, Chapter 64, Article 12, Section 45, and approved by the voters at the November 5, 2024, referendum.
- D. State sales and use tax laws and rules. “State sales and use tax laws and rules” means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.

317.03 LOCAL SALES AND USE TAX IMPOSED; AMOUNT OF TAX; COORDINATION WITH STATE SALES AND USE TAX LAWS AND RULES.

A local sales tax is imposed in the amount of one-half of one (0.5) percent on the gross receipts from sales at retail sourced within city limits which are taxable under the state sales and use tax laws and rules. A local use tax is imposed in the amount of one-half of one (0.5) percent on the storage, use, distribution or consumption of goods or services sourced within city limits which are taxable under the state sales and use tax laws and rules. All of the provisions of the state sales and tax laws and rules apply to the local sales and use tax imposed by this Ordinance. The local sales and use tax imposed by this Ordinance shall be collected and remitted to the commissioner on any sale or purchase when the state sales tax must be collected and remitted to the commissioner under the state sales and use tax laws and rules and is in addition to the state sales and use tax.

317.04 EFFECTIVE DATE OF TAX; TRANSITIONAL SALES.

Except as otherwise provided herein, the local sales and use tax imposed by this Ordinance shall apply to sales and purchases made on or after July 1, 2025. The local sales and use tax imposed by this Ordinance shall not apply to:

- A. The gross receipts from retail sales or leases of tangible personal property made pursuant to a bona fide written contract, which unconditionally vests the rights and obligations of the parties thereto, provided that such contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal property subject thereto is made on or before July 1, 2025.
- B. The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price construction contract, which unconditionally vests the rights and obligations of the parties thereto and which does not make provision or allocation of future taxes, provided that such contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal property used in performing such construction contract is made before January 1, 2026.

- C. The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after July 1, 2025, but the local sales and use tax imposed by this Ordinance shall apply on the first billing period not including charges for services furnished
- D. Lease payments for tangible personal property and motor vehicles that includes a period before and after July 1, 2025, but the local sales and use tax imposed by this Ordinance shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after July 1, 2025, and on the entire lease payment for all lease payment periods thereafter.

317.05 TAX CLEARANCE; ISSUANCE OF LICENSES.

- A. The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this Ordinance, or penalties or interest due on such taxes. City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.
- B. Delinquent taxes does not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.
- C. Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.
- D. A copy of the notice of delinquent taxes given to the licensing division of the city shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minnesota Statutes, chapter 270A for the state sales and use tax imposed under Minnesota Statutes, chapter 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

317.06 DEPOSIT OF REVENUES; COSTS OF ADMINISTRATION; TERMINATION OF TAX.

- A. All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this Ordinance collected by the commissioner and remitted to the city shall be deposited by the city finance director in the city treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this Ordinance and to finance the capital and administrative costs directly related to completing the designated projects.

- B. The local sales and use tax imposed by this Ordinance shall terminate at the earlier of: (1) 16.25 years after it is first imposed; or (2) when the City Council determines that \$64,200,000, plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this Ordinance to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this Ordinance may terminate at an earlier time if the City Council so determines by ordinance. In any event, the local sales and use tax imposed by this Ordinance may terminate earlier if so directed by the Commissioner.

317.07 AGREEMENT WITH THE COMMISSIONER.

The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this Ordinance. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or 2023, Chapter 64, Article 12, Section 45.

317.08 EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage and publication, and shall apply to transactions occurring on or after July 1, 2025.

Passed by the City Council of the City of Roseville, Minnesota, this 17th day of March, 2025.

Signatures as follows on separate page:

Ordinance – LOCAL SALES AND USE TAX

(SEAL)

CITY OF ROSEVILLE

BY: _____
Wayne Groff, Acting Mayor

ATTEST:

Patrick Trudgeon, City Manager

July 1, 2025, to be used to fund certain designated projects related to the construction of a new Public Works facility.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City's website. (www.cityofroseville.com)

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____; and the following voted against the same: _____.

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of March 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of March, 2025.

Patrick Trudgeon, City Manager

Seal

FUTURE MEETING AGENDA HIGHLIGHTS

March 24, 2025

April 7, 2025 – City Council Meeting

- Discuss massage therapy establishment cap

April 14, 2025 – EDA Meeting

- Receive completed Housing Needs Assessment/Market Study

April 9, 2025 – Ethics Training 6:00 pm

April 14, 2025 – City Council Work Session

- Discuss Strategic Planning Goals and Success Indicators

			<u>Future Agenda Review - Longer Term Initiatives</u>				11/20/2024
			(items that likely require council discussion/action)				
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>		
Roseville Fire role in medical transport			Staff	TBD	Ongoing discussions with Allina, etc.		
Review need of pet licenses			Council	TBD	Staff review amount of licenses issued and report back		
City Speed Limit Review on Local Streets			Strahan/Council	TBD	PWET will continue to work on issue and report back		
Sister City Relationship with Indigenous Tribal Nation			Strahan	TBD			
Addiction Month Awareness			Strahan	TBD	For September 2025		