



**CITY OF SAINT PAUL**  
OFFICE OF THE CITY COUNCIL  
310 CITY HALL  
15 WEST KELLOGG BOULEVARD  
SAINT PAUL, MN 55102-1615  
Marcia Moermond, Legislative Hearing Officer  
EMAIL: [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us)  
PHONE: (651) 266-8585 FAX: (651) 266-8574

November 9, 2022

Russ Waletski  
1500 Essex Road  
Minnetonka, MN 55305

VIA EMAIL: [russwaletski@gmail.com](mailto:russwaletski@gmail.com)

Re: Remove or Repair of the Structure at 346 Sherburne Avenue

Dear Russ Waletski:

This is to confirm that at the Legislative Hearing on November 8, 2022 Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, November 22, 2022 via phone between 9:00 and 1:00 a.m. for further discussion of the items outlined below.**

**By close of business November 18, 2022 please:**

- 1. Post a \$5,000 Performance Deposit with the Department of Safety & Inspections;**
- 2. submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$75,000. If total for bids are more than 20% less than staff estimate, a high level of detail will be required. Financing could be business or personal accounts, a line of credit, or construction loan. Other types of financing will be reviewed on a case-by-case basis;
- 3. submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
- 4. submit work plan, sworn construction statement, or scope of work addressing all items in the Code Compliance Inspection Report.** This should include **signed** subcontractor bids and a **schedule** for completion of the project; and
- 5. the property must be maintained.**

The performance deposit form can be found online here:

<https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. I have also attached one. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. I have also attached samples of the other documents as well. They can be emailed to me at [Joanna.zimny@ci.stpaul.mn.us](mailto:Joanna.zimny@ci.stpaul.mn.us) or dropped off to our office Monday through Friday between 8 am and 4 pm at the address noted above.



If you have any questions, please contact me at 651-266-8585.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Vacant Building performance deposit form

Sample work plans(s)

Sample affidavit

c: Rehabilitation & Removal staff