



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
PHONE: (651) 266-8585 FAX: (651) 266-8574

July 30, 2021

Khai Hong Lim & Shu Ping Teoh
839 Brenner Ave
Roseville MN 55113-1953

VIA MAIL & EMAIL:
seanlim2000@msn.com

Re: Remove or Repair of the Structure at 904 Charlotte Street

Dear Khai Hong Lim and Shu Ping Teoh:

This is to confirm that at the Legislative Hearing on July 27, 2021 at Legislative Hearing Officer Marcia Moermond recommended continuing the above-referenced matter to Legislative Hearing on **Tuesday, August 10, 2021 between 9:00 and 11:00 am via phone. The following items must be submitted by noon on Monday, August 9:**

- 1) a revised building bid that reflects *all* items in Code Compliance Inspection Report are addressed;**
- 2) updated plumbing bid to properly reflect the work will be done at 904 Charlotte;**
- 3) updated bank statement and/or affidavit to accurately reflect matching source of funds;**
- 4) submit a work plan, sworn construction statement, or scope of work. This should include *signed* subcontractor bids and a schedule for completion of the project; and**
- 5) the property must be maintained.**

I have attached samples of the above documents for your reference. Those documents can be emailed to me at Joanna.zimny@ci.stpaul.mn.us or dropped off in our office at 15 W. Kellogg Boulevard, Room 310 Monday through Friday between 9 am and 3 pm.

This matter is currently scheduled to go before City Council on Wednesday, August 25, 2021 **between 3:30 p.m. and 5:00 p.m.** Information on how to testify, should you wish to do so, will be sent after the August 10th hearing.

If you have any questions, please contact me at 651-266-8515.



Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Sample work plan(s)

Sample sworn construction statement(s) (mail w/o enclosures)

c: Rehabilitation & Removal staff

Steve Magner – Department of Safety & Inspections, Housing and Code Enforcement
Manager