



**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

December 27, 2021

Steven Schoneck  
Richard Schoneck  
P.O. Box 56  
Newport, MN 55055

Joe Steinmaus

VIA EMAIL: [joesteinmaus@comcast.net](mailto:joesteinmaus@comcast.net)

VIA MAIL (w/o enclosures)

Re: Remove or Repair of the Structure at 288 Avon Street North

Dear Sirs:

This is to letter is to confirm the conditions that must be met in order for the City Council to grant time to rehabilitate the above-named property.

These following conditions must be met by **close of business January 10, 2022**:

- 1. apply for a Code Compliance inspection with the Department of Safety & Inspections** Your code compliance application must include lock box code and box must be attached to door for use;
- 2. post a \$5,000 performance deposit with the Department of Safety & Inspections (DSI);**
- 3. in order to have a third party rehabilitate the property, pending transfer of title, the contract used for this transaction will need to be approved by the Legislative Hearing Officer. Title of the property cannot transfer until the rehabilitation is complete;**
- 4. submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates cost \$50,000. 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;
- 5. submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued;
- 6. submit work plan, sworn construction statement, or scope of work.** This should include subcontractor bids and a schedule for completion of the project; and
- 7. the property must be maintained.**

The Code Compliance and performance deposit forms can be found online here:

<https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. I have also included copies for your convenience. Please contact the Department of Safety and Inspections directly at

651-266-8989 for questions regarding the application or payment process. **Please include the lock box code in your Code Compliance Application.**

**A hearing will be held to discuss this matter on Tuesday, January 11, 2022 via telephone between 10 and 11:30 a.m.** We will plan on calling Mr. Steinmaus into the hearing that morning. If any other parties wish to attend, please contact me as soon as possible.

The documents mentioned above can be emailed to me at [Joanna.zimny@ci.stpaul.mn.us](mailto:Joanna.zimny@ci.stpaul.mn.us) or dropped off in person at our office at 15 W. Kellogg Boulevard, room 310, Monday through Friday between 9 a.m. and 3:30 p.m.

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)/construction statements
- Sample affidavit
- Vacant Building Performance Deposit Form
- Code Compliance Inspection Application
- Sample title transfer documents

c:     Rehabilitation & Removal staff  
       Steve Magner – Department of Safety & Inspections, Housing and Code Enforcement Manager