



**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 17, 2021

Roy R Carlson  
987 Reaney Ave  
St Paul MN 55106

VIA MAIL

Re: Remove or Repair of the Structure at 879 Sixth Street East

Dear Mr. Carlson:

This is to confirm that at the Legislative Hearing on December 14, 2021 Legislative Hearing Officer Marcia Moermond stated that on January 12, 2022 she will ask the Council to refer the matter back to **Legislative Hearing on Tuesday, January 28, 2022 at 9 am via phone for further discussion if the following conditions are met:**

1. **post a \$5,000 performance deposit with the Department of Safety & Inspections (DSI) by close of business January 10, 2022; and**
2. **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.**

For your reference, in order to receive a grant of time to rehabilitate the property the following conditions must be met (in addition to those above):

1. **apply for a Code Compliance inspection with the Department of Safety & Inspections before January 28, 2021. Your code compliance application must include lock box code and box must be attached to door for use;**
2. **submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$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;
3. If you are intending 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 an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
5. **submit work plan, sworn construction statement, or scope of work.** This should include **signed** subcontractor bids and a **schedule** for completion of the project; and
6. **the property must be maintained.**

**I have attached samples for your reference.**

This matter will go before City Council on Wednesday, January 12, 2022. If you will wish to contest to the recommendation and testify at the City Council Public Hearing on **January 12, 2022 at 3:30 p.m. in room 300 City Hall**, please contact me at 651-266-8515 or [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us) to let our staff know. **At this time City Council Public Hearings are scheduled to resume in person, so please plan to attend in person.** If your performance deposit is posted and you won't be contesting, then no further action is needed.

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  
State of Minnesota Commissioner of Revenue  
Minnesota Revenue, 600 Robert St. St Paul MN 55146 (via mail)