



**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

July 25, 2024

Kyle Runbeck  
o/b/o Runbeck & Sons, LLC  
6307 St. Croix Trail N  
Oak Park Heights, MN 55082

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

Re: Remove or Repair of the Structure at 887 CHARLES AVENUE

Dear Kyle Runbeck:

This is to confirm that at the Legislative Hearing on July 23, 2024, Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, August 13, 2024 at 9 am in room 330 City Hall/Courthouse** for review of work plan, bids, and financing.

**Once your Code Compliance Inspection Report is completed, you will need to submit the following for approval before receiving a grant of time from the City Council to rehabilitate the property:**

- 1. 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;
- 2. submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued;
- 3. submit work plan, sworn construction statement, or scope of work.** This should include **signed** subcontractor bids which address all items in the Code Compliance Inspection Report and a **schedule** for completion of the project; and
- 4. the property must be maintained.**

If you would like samples of these documents please let me know. If you have any questions, please contact me at 651-266-8585

Sincerely,

/s/  
Joanna Zimny



Legislative Hearing Executive Assistant

- c:     Rehabilitation & Removal staff  
       MortgageIT 33 Maiden Lane 6th Floor New York NY 10038 (via mail)  
       MERS PO Box 2026 Flint MI 48501-2026 (via mail)