



# 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

August 11, 2023

Michael Sauer  
Wilford Geske & Cook PA  
7616 Currell Blvd Suite 200  
Woodbury MN 55125-2296

PennyMac Loan Services LLC  
3043 Townsgate Road, Suite 200  
Westlake Village CA 91361

VIA MAIL

VIA EMAIL: [msauer@wgcmn.com](mailto:msauer@wgcmn.com)

MERS  
PO Box 2026  
Flint MI 48501-2026

Secretary of Housing and Urban  
Development  
451 Seventh St SW  
Washington DC 20410

VIA MAIL

Andrea Roark

VIA EMAIL: [AndreaRoark95@yahoo.com](mailto:AndreaRoark95@yahoo.com)

Re: Remove or Repair of the Structure at 1213 WOODBRIDGE STREET

Dear Interested Parties:

This is to confirm that at the Legislative Hearing on August 8, 2023 Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **August 22, 2023 at 9 am in room 330 City Hall/Court House for further discussion.**

The expectation is that the Performance Deposit and Code Compliance Inspection application will be made by **no later than September 8, 2023.**

The Code Compliance and performance deposit forms can be found online here: <https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. The code compliance application must include lock box code and box must be attached to door for use; it isn't sufficient to just apply without ability for staff to conduct the inspections.



**For your reference, in addition to the two items above, the following items must (eventually) be completed before receiving a grant of time from the City Council to rehabilitate the property:**

1. If a third party is intending to rehabilitate the property, pending transfer of title, the contract used for this transaction will need to be approved by the Legislative Hearing Officer. **Please note that title cannot transfer until the rehabilitation is complete and nuisance abated;**
2. **submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$100,000. 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.** This should include **signed** subcontractor bids and a **schedule** for completion of the project; and
5. **the property must be maintained.**

Samples of the remaining documents will be sent at a later date, if you would like them sooner 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  
Kevin Stevenson via email: thecleanoutpeople@gmail.com