



**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

May 31, 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 May 28, 2024, at which we could not reach you, Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, June 11, 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. 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. **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 \$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;
3. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued;
4. **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
5. **the property must be maintained.**

If you would like samples of these documents now, 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)