



**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 14, 2023

Derrick T Malone  
326 Charles Ave  
St Paul MN 55103-2007

VIA EMAIL: [dmalone132@gmail.com](mailto:dmalone132@gmail.com)

Re: Remove or Repair of the Structure at 326 CHARLES AVENUE

Dear Derrick Malone:

This is to confirm that at the Legislative Hearing on July 11, 2023 Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, August 8, 2023 via phone between 9:00 and 11:00 am for further discussion.**

**The Code Compliance Inspection application must be made to the Department of Safety & Inspections by no later than close of business July 25, 2023.** The Code Compliance Inspection application form can be found online here: <https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. I have also attached one. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process.

Note that 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, the following items will (eventually) need to be completed 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. **Post \$5,000 Performance Deposit with the Department of Safety & Inspections (note that the expectation will be that this is posted before the August 16, 2023 Council Public Hearing)**
3. **submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$150,000. 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;

4. **outstanding taxes must be brought current** (*Real estate taxes for the second half of 2022 are delinquent in the amount of \$1,296.69, which includes penalty and interest. Taxes for the first half of 2023 have not been paid*);
5. submit an affidavit indicating the **finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
6. **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
7. **the property must be maintained.**

If you have any questions, please contact me at 651-266-8585.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

**Encl: Code Compliance Inspection report application**

- c:     Rehabilitation & Removal staff  
        Affinity Plus Credit Union 175 W Lafayette Frontage Road St Paul MN 55107 (via mail  
        w/o enclosure)  
        Five Brothers 12220 E 13 Mile Road Warren MI 48093 (via mail w/o enclosure)