



**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 16, 2022

Victoria D. Cree

Associated Bank, NA  
200 N. Adams St.  
Green Bay, WI 54301

VIA EMAIL: [creev22@gmail.com](mailto:creev22@gmail.com)

VIA MAIL

Re: Remove or Repair of the Structure at 1011 Burns Avenue

Dear Interested Parties:

This is to confirm that at the Legislative Hearing on December 13, 2022 Legislative Hearing Officer Marcia Moermond recommended continuing the matter to Legislative Hearing on **Tuesday, January 24, 2023 at 9 am in room 330 City Hall/Courthouse** for further discussion. **Property to be broom clean, lockbox installed and ready for Code Compliance Inspection by Wednesday, December 21, 2022.**

Once the property is clean, has the doors unscrewed and able to be opened by normal means and a lock box installed, contact Clint Zane at [clint.zane@ci.stpaul.mn.us](mailto:clint.zane@ci.stpaul.mn.us) or 651-266-9029 to let him know the lock-box combination.

**For your reference, the following items must be completed 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 \$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;
- 2. submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
- 3. 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
- 4. the property must be maintained.**

Samples of these documents will be sent at a later date; if you would like them earlier 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  
          Clint Zane – Department of Safety & Inspections, Building Inspector  
          Nathan Bruhn - Department of Safety & Inspections, Building Inspector