



**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 15, 2022

Timothy Hay  
1803 Ivy Ave E.  
St. Paul, MN 55119

Re: Remove or Repair of the Structure at 1803 Ivy Avenue East

Dear Timothy Hay:

This is to confirm that at the Legislative Hearing on July 12, 2022 Legislative Hearing Officer Marcia Moermond recommend continuing the matter **to Legislative Hearing on Tuesday, July 26, 2022 in room 330 City Hall. Please have any potential purchaser attend this hearing as well.**

**For your reference, the following items must 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 a \$5,000 performance deposit with the Department of Safety & Inspections;
3. title must be cleared through probate;
4. apply for a Code Compliance inspection with the Department of Safety & Inspections;
5. outstanding real estate taxes must be brought current (currently amounting to \$241.63);
6. **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;
7. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
8. **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
9. **the property must be maintained.**

Samples of these items will be sent at a later date. If you would like them sooner, please let me know.

As discussed in the hearing, it was suggested you may wish to reach out to the **St. Paul Association of Realtors at 651-776-6000** to see if they can refer you to anyone who has experience rehabbing Category 3 Vacant Buildings or contacts who may assist. Again please note above about the restrictions on transferring title for a Category 3 property.

The Hearing officer suggested you reach out to **Neighborworks Home Partners** at 651-292-8710, [hello@hwhomepartners.org](mailto:hello@hwhomepartners.org) or 553 Dale Street N, St. Paul, MN 55103 as well as the **Rondo Community Land Trust** at 651-221-9884 or in person at 1041 Selby Ave (I believe they prefer in person). Our offices contacted them to let them know we were referring you.

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

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

c: Rehabilitation & Removal staff  
Executive Builders via email: [INFO@EXECUTIVEBUILDERSMN.COM](mailto:INFO@EXECUTIVEBUILDERSMN.COM)