



**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

September 16, 2022

Manuel Crespo  
722 - 23rd Ave N  
Minneapolis MN 55411

Manuel Crespo  
342 Thomas Avenue  
St Paul MN 55103-1739

VIA MAIL & EMAIL:  
[manuelcrespo1924.mc@gmail.com](mailto:manuelcrespo1924.mc@gmail.com)

Re: Remove or Repair of the Structure at 342 Thomas Ave

Dear Manuel Crespo:

This is to confirm that at the Legislative Hearing on September 13, 2022, at which you did not appear but have subsequently contacted the Department of Safety & Inspections, Legislative Hearing Officer Marcia Moermond laid the matter over to Legislative Hearing on **Tuesday, September 27, 2022 at 9:00 am in room 330 City Hall/Courthouse.**

**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 (*this has been completed as of 9/14/22*);
3. apply for a Code Compliance inspection with the Department of Safety & Inspections (*this has been completed as of 9/14/22*);
4. pay past due real estate taxes (they are currently due and owing in the amount of \$2,903.99 for the first half of 2022);
5. **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;
6. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
7. **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

**8. the property must be maintained** (note that orders were sent as recently as September 13, 2022 to clean up the property).

Samples 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