



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
PHONE: (651) 266-8585 FAX: (651) 266-8574

March 3, 2023

Joe Steinmaus
Metro Holdings, LLC

VIA EMAIL: joesteinmaus@comcast.net

Re: Remove or Repair of the Structure at 1618 Hamline Avenue North

Dear Mr. Steinmaus:

This is to confirm that at the Legislative Hearing on February 28, 2023 Legislative Hearing Officer Marcia Moermond continued the matter to **Tuesday, March 14, 2023 at 9 am in room 300 City Hall/Courthouse for further discussion.**

By close of business March 10 please submit or complete the following:

1. Submit signed purchase agreement, noting **title cannot transfer until the rehabilitation is complete and nuisance abated;**
2. **\$5,000 Performance Deposit** posted with the Department of Safety & Inspections;
3. apply for a Code Compliance inspection with the Department of Safety & Inspections;
4. **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;
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.**

The performance deposit and Code Compliance Inspection forms can be found online here: <https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>. I have also included copies. Please contact the Department of Safety and Inspections directly at 651-266-8989 for questions regarding the application or payment process. **Make sure the lock-box code is included in your Code Compliance Inspection application.**

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

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Vacant Building Performance Deposit form
Code Compliance Inspection Report application

c: Rehabilitation & Removal staff
Teamsters Credit Union, 9422 Ulysses St NE Suite 140, Blaine MN 55434 VIA US
MAIL (w/o enclosures)