



**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

March 12, 2021

John Ray  
1219 Bidwell St  
St Paul MN 55108-2211

VIA MAIL & EMAIL:  
[golferjohn1962@gmail.com](mailto:golferjohn1962@gmail.com)

Re: Remove or Repair of the Structure at 655 Jessamine Avenue East

Dear Mr. Ray:

This is to confirm that on March 10, 2021 at the City Council Public Hearing, Ms. Moermond recommended the matter be referred back to Legislative Hearing on **Tuesday, March 23, 2021 via phone between 10:00 a.m. and 12:00 p.m.** By close of business March 19, 2021, the following conditions must be met:

1. post a \$5,000 performance deposit with the Department of Safety & Inspections (DSI);
2. **Apply for a Code Compliance inspection** with the Department of Safety & Inspections. Your code compliance application must include lock box code and box must be attached to door for use; and
3. the property must be maintained

For your reference, in order to rehabilitate the property (in addition to the above items), the following conditions will need to be met in order to receive a grant of time to rehabilitate the property:

1. Should you wish to sell the property, because this is a Category 3 vacant building **title of the property cannot transfer until the rehabilitation is complete and a Certificate of Code Compliance has been received.** Pending transfer of title, **the contract used for this transaction will need to be approved by the Legislative Hearing Officer;**
2. **Submit a work plan, sworn construction statement, or scope of work.** This should include **signed** subcontractor bids and a schedule for completion of the project;
3. **Submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates cost \$75,000. 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;  
and

4. **Submit an affidavit** indicating the finances will be dedicated to completing the project and not diverted until a code compliance certificate is issued.

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

If you have any questions, please contact me at 651-266-8515.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: Vacant building \$5,000 Performance Deposit form

Sample work plan

Sample affidavit

Sample sworn construction statement(s)

c: Rehabilitation & Removal staff

Steve Magner – DSI, Housing and Code Enforcement Manager

Shelly Myers VIA EMAIL: [shellymyers1@gmail.com](mailto:shellymyers1@gmail.com)