



**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

April 9, 2024

Doreen Pollock  
1054 Jessie St.  
St. Paul, MN 55130

Colleen Pollock  
1058 Jessie Street  
Saint Paul MN 55130

VIA EMAIL: [pineknot@comcast.net](mailto:pineknot@comcast.net)

VIA EMAIL: [pollockc467@gmail.com](mailto:pollockc467@gmail.com)

Re: Stay of the Removal or Repair of the Structure at 1058 JESSIE STREET

Dear interested parties:

This is to confirm that at the Council Public Hearing on April 17, 2024 Legislative Hearing Officer Marcia Moermond will ask them to refer the matter back to Legislative Hearing on **Tuesday, April 23, 2024 at 9 am in room 330 City Hall/Courthouse to consider whether a stay in the demolition of the structure would be recommended.**

**For your reference, the following items need to 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. **\$5,000 Performance Deposit** posted with the Department of Safety & Inspections\*;
3. **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;
4. **submit an affidavit indicating the finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued;
5. **submit work plan, sworn construction statement, or scope of work.** This should include **signed** subcontractor bids which address all items in the Code Compliance Inspection Report and a **schedule** for completion of the project; and
6. **the property must be maintained.**

\*It is my understanding that Ms. Colleen Pollock's attorney had posted the original Performance Deposit and has been refunded, and he will then refund those funds to her, so another Performance Deposit will need to be posted. This is refundable if either time is not given to

rehab, or upon successful rehabilitation of the property and issuance of the Code Compliance certificate.

Samples of the above documents are available if you would like, as well as samples of transfer documents people have used and had approved in the past. Please let me know if you would like any of those. If you have any questions, please contact me at 651-266-8515.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: November 22, 2023 Code Compliance Inspection Report

c:      Rehabilitation & Removal staff