



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

October 30, 2025

Stacie Nelson
o/b/o Arlene Johnson
Regional Business Office Consultant
Monarch Healthcare Management

VIA EMAIL stacie.nelson@monarchmn.com

Re: Remove or Repair of the Structure at 693 COOK AVENUE EAST

Dear Stacie Nelson:

This is to confirm that at the Legislative Hearing on October 28, 2025, Legislative Hearing Officer Marcia Moermond recommended that the City Council **order the building removed within 15 days with no option to repair.**

This matter will go before the City Council at Public Hearing on Wednesday, December 3, 2025 at 3:30 pm. in room 300 City Hall. If someone will be contesting Ms. Moermond's recommendation on behalf of the property owner:

1. appear in person (*please arrive before 3:30 p.m. and check in with staff outside Council chambers when you arrive*).

If you don't wish to contest then no further action is needed and the Council will proceed with Ms. Moermond's recommendation above without discussion.

For your reference, the following items would 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. apply for a Code Compliance inspection with the Department of Safety & Inspections;
4. **submit evidence of financing sufficient to complete the rehabilitation.** 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;
6. **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
7. **the property must be maintained.**

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

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

c: Rehabilitation & Removal staff