



December 6, 2022

To Whom it May Concern:

As of December 6, 2022, Metro Holdings LLC checking account with American National Bank ending in XXX3764 has a current balance of \$745,652.20

If you have any questions, please do not hesitate to reach out to me via phone at 651-290-7840 or email at tnoel@anbank.com.

Best Regards,

A handwritten signature in black ink that reads "Tiffany Noel". The signature is written in a cursive, flowing style.

Tiffany Noel
651-290-7840
tnoel@anbank.com

February 9, 2023

City of Saint Paul
Office of the City Council
310 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102

Re: 1011 Burns Ave, Saint Paul, MN 55106

To Whom it May Concern:

I, Joe Steinmaus of Metro Holdings LLC, the undersigned, confirm that the amount of One Hundred Thousand Dollars (\$100,000) in a checking account at American Bank will be dedicated to the purchase and repairs identified in the Code Compliance Report for the above referenced address and that these funds are sufficient to complete those repairs based on the bids and estimates I have provided to the City of Saint Paul in a work plan for rehabilitating the property and receiving a Certificate of Code Compliance for the same.



Joe Steinmaus of Metro Holdings, LLC

2-9-23
Date



Witness Signature

2-9-23
Date

Robin Sook

Property: 1011 Burns Ave, Saint Paul, MN 55106

Year Built: 2005

Contractors and Vendors:

Company	Name	Phone	Email
Owner	Metro Holdings, LLC (Joe Steinmaus)	651-889-7311	Joesteinmaus@comcast.net
Uliano Construction	Vinny Uliano	612-719-3380	vinny@ulianoproperties.com
Plumbing to Go	Mike Doody	651-755-1449	Plumbingtogo@gmail.com
FTK Services (electrical)	Jose		info@FTKservices.org
Javier Hardwood Floors	Javier Gerturamos	651-214-2651	javierhardwoodfloors@gmail.com
Hank Schnitzer Paint	Hank Schnitzer	651-276-6472	
AM Mechanical			

Start Date: 2/20/2023

Completion Date: 4/1/2023

Total Budget: \$100,000

Description of Work:

Building Repairs will be completed by the owner \$30000 to \$48,000. All work is to be done in a workmanship like manner.

1. Clean up trash and material on site.
2. Repair back steps.
3. Repair garage door.
4. Repair/replace front and back door.
5. Repair/replace closet doors.
6. Repair broken windows.
7. Repair/replace bathroom tile.
8. Sand floors and replace carpet where necessary.
9. Change locks.
10. Prepare and paint interior and exterior as necessary.
11. Install new appliances.
12. Replace deck railing.
13. Repair soffits.

14. Install basement handrail.

Electrical Repairs will be completed by RTK Services. All work to be completed to code.

Cost: \$5000 to \$7000

1. Repair/replace/install broken, painted over, corroded, missing or loose receptacles, light fixtures, switches, cover and plates to code.
2. Replace/repair any overfused circuit breakers.
3. Repair/replace/install GFCI outlets in bathrooms and kitchen.
4. Replace/repair light fixtures.

Plumbing Repairs will be completed by Plumbing to Go. All work to be completed to code.

Cost: \$6000 to \$8000

1. Install new water heater.
2. Install bathroom and kitchen faucets to code.
3. Remove all unused water, vent, water and gas piping to the main and cap or plug to code.
4. Plug all open piping and properly pitch all piping.
5. Replace all improper connections, transitions, fitting or pipe usage.
6. Ensure gas shut off and gas piping is to code.
7. Provide adequate combustion air for gas burning appliances.
8. Support water meter to code.
9. Repair/replace bathroom and kitchen fixtures.

Heating will be completed AM Mechanical. All work to be completed to code.

Cost: \$4000 to \$6000

1. Service cleaning on furnace and ensure it's operational.
2. Ensure gas valves and lines are to code.
3. Air test gas piping if needed.
4. Make all necessary code compliant heating and mechanical repairs.
5. Provide heat to all habitable rooms.
6. Repair/replace/install heating registers where necessary.
7. Vent clothes dryer to code.



Vacant Buildings Program Requirements, Regulations and Information

The Council of the City of Saint Paul has adopted ordinances regulating vacant and unoccupied structures. Homeowners must register a building with St. Paul Department of Safety and Inspections, Vacant/Nuisance Buildings Code Enforcement Unit, if the building is unoccupied and:

1. Unsecured, or
2. Secured by other than normal means (boarded), or
3. A dangerous structure, or
4. Condemned as uninhabitable, or
5. Condemned or Vacated by Fire Marshal Certificate of Occupancy Program, or
6. Has multiple housing or Building Code violations, or
7. Is condemned and illegally occupied, or
8. Has been unoccupied for a period longer than one year during which the Enforcement Officer has issued an order to correct nuisance conditions.

Registration Requirements

1. Submit the enclosed Vacant Building Registration Form within 30 days, describing plans for rehabilitating and reoccupying or demolishing the building.
2. Disclose all pertinent ownership information.
3. Disclose all pertinent lien holders.
4. Disclose any current Truth-in-Sale of Housing Disclosure Reports.
5. Pay the \$2,459 annual Vacant Building Registration fee within 30 days of receiving this letter. **If the registration fee is not received within 45 days of the due date the full amount owed will be assessed to, and collected with, the taxes for this property as permitted by Saint Paul Legislative Code Chapter 43.**

Note: If the building is vacant due to a fire, you may have a 90-day exemption from the registration fee. You must submit the enclosed Vacant Building Registration Form within 30 days of the fire informing us of your plans apply for this exemption. If you are granted the exemption, your rehabilitation must be complete within 90 days OR you must pay the \$2,459 registration fee.

6. Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.

Owners, agents, assignees and all responsible parties are required to comply with the following requirements of the Saint Paul Legislative Code:

1. Keep all buildings secure.
2. Keep all porches, stairs, and exterior premises free of refuse, junk and debris.
3. Cut grass and weeds.
4. Remove snow and ice from sidewalks.

**Sale Requirements – Contact the Vacant Buildings section, 651-266-8989, for full details.
There is a fee of \$300 for the Sale Review Process.**

VB1 – Current registration and fees; notify the City; restore utilities.

VB2 – No sale without City approval. Requirements include current registration and fee payments, code compliance report, cost estimate for all repairs, a schedule for completion of the repairs, and proof of financial capability to complete all repairs.

VB3 – No sale without a *Certificate of Code Compliance* or *Certificate of Occupancy*.



Buyer's Application for Sale Approval of a Category 2 Registered Vacant Building

Vacant Building Address: 1011 Burns Ave, Saint Paul, MN 55106

Use of Building (Check One): Single Duplex _____ Multi-Unit _____

Buyer's Name: Metro Holdings, LLC
(Please print clearly and legibly)

Buyer's Address: 7279 40th St. N.
(Street Address)
Oakdale, MN 55128
(City, State, Zip)

Buyer's Daytime Phone 612-889-7311 Buyer's Fax Number: N/A
(Include Area Code) (Include Area Code)

THE FOLLOWING REQUIREMENTS MUST BE COMPLETED AND THE APPLICATION FEE PAID BEFORE THIS OFFICE CAN PROCESS A REVIEW FOR THE SALE OF THIS PROPERTY

- A completed Vacant Building Registration Form must be provided.
- The annual vacant building fee (\$2,459) must be current or a provision must be made for the payment at closing.
- A Code Compliance Inspection Report (or a Fire Division Inspection Report, if the building has more than 3 units) must be completed and cannot be more than one year old.
- An estimate to complete the code compliance repairs must be submitted by a state-licensed, general building contractor. The estimate must be on the contractor's letterhead and include the contractor's state license number. The estimate must include total costs for each of the four categories of repairs: Building, Electrical, Plumbing and Heating. The estimate must contain a statement that it addresses all the code compliance repairs detailed in the report.
- A signed statement must be provided by the buyer giving a date or a timeline for the completion of all the work required by the Code Compliance or Fire Division Inspection Report.
- A copy of the purchase agreement must be provided.
- Proof of financial capability to purchase the property and complete the required work must be furnished.

I understand that this property shall not be occupied until all code corrections are made and written authorization to occupy is obtained.

Fee (effective February 2022): \$300

Make checks payable to: City of Saint Paul

If paying by credit card, complete the following information:

A 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider DSI uses to handle credit card transactions. City does not receive any of the fees.

Signature of Cardholder (required for all charges):													
<input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa								Security Code ►		Expiration Month/Year ►			
Enter Account Number ►►													



Vacant Building Registration Form

Today's Date: 2/9/23

Property Address: 1011 Burns Ave, Saint Paul, MN 55106

Planned disposition of this building (please check one):

- I plan to rehabilitate this structure commencing (date): _____
- I plan to demolish (wreck and remove) this building by (date): _____
- I am willing to authorize the City of Saint Paul to demolish and remove this building(s).
- This building is **vacant as a result of fire damage**. The fire occurred on (date): _____
I, as the property owner, want to claim registration and fee exemption status for ninety (90) days from the date of the fire. I intend to repair and reoccupy the building.

Other (please explain): _____

Responsible Party (persons/organizations who will ensure compliance with the ordinance):

Name	Address	Primary Phone	Alternate Phone
Joe Steinmaus	7279 40 th St. N. Oakdale, MN 55128	612-889-7311	—

Persons, lien holders, mortgagees, mortgagors and other interested parties known to me:

Name	Address	Primary Phone	Alternate Phone

All persons listed here will receive letters for the annual fee renewal. Also use this form to unregister your interest.

<p><u>Metro Holding, LLC</u> Name (please print clearly and legibly)</p> <p><u>[Signature]</u> Signature</p> <p><u>7279 40th St. N.</u> Address</p> <p><u>Oakdale, MN 55128</u> City State Zip</p> <p><u>612-889-7311</u> Main Contact Phone</p> <p>Alternate Phone Number</p> <p><u>joe.steinmaus@comcast.net</u> Email Address (please print clearly and legibly)</p>	<p>\$2,459 Registration Fee</p> <p>Instructions: Complete and return this form. Include the \$2,459 registration fee ONLY if currently due. Make checks payable to: City of Saint Paul Deliver or mail payment to: City of Saint Paul Department of Safety and Inspections Code Enforcement – Vacant Buildings 375 Jackson Street, Suite 220 St. Paul, MN 55101-1806 Credit Card payment accepted in person or by fax only. Fax: 651-266-9124 For questions, call 651-266-8989. Thank you for your cooperation.</p>
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**Sale of Vacant Building
Statement of Intent**

Vacant Building Address: 1011 Burns Ave, St Paul, MN 55106

I, (Printed Name of Buyer) Meko Holdings, LLC the undersigned, certify the amount of money in a (Type of Account) Checking Account will cover the purchase price and the estimated cost of repairs identified in the Code Compliance Report for the above-stated address and the funds in this account will be applied as payment for completion of required repairs.

Furthermore, I intend to purchase this property by (Expected Closing Date) 2/21/23

and complete the required repairs identified in the Code Compliance Report prior to (Expected Rehab Completion Date) 4/1/23.

Signed: [Signature] Date: 2/9/23



Steps for Approval of the Sale/Purchase of a Category 2, Registered Vacant Building

Note: All required forms are available on our website:

<https://www.stpaul.gov/departments/safety-inspections/vacant-buildings>

1. **An Application for Sale Approval form with the \$300 fee, must be SEPARATELY submitted via fax at 651-266-9124, or by mailing or personal delivery to: Department of Safety & Inspections, 375 Jackson St., Suite 220, St. Paul, MN 55101, ATTN: Vacant Buildings**
2. The building usage must be in conformity with the zoning district in which it is located or it must have current legal nonconforming status. **If it has been a registered vacant building for longer than one (1) year, the legal nonconforming status must be re-established, or the building must be converted to a conforming use.**
3. Submit the Vacant Building Registration Form with updated ownership information.
4. Payments of the annual vacant building fee (\$2,459 is the 2022 rate) must be current. If not, the fee must be paid in advance of closing the sale, or a HUD settlement statement showing a line item for the \$2,459 fee must be submitted prior to closing.
5. Code Compliance Inspection Report (or a Fire Division Inspection Report if the building has 3 or more units) must be completed and must not be more than one year old.
6. An estimate from a state-licensed, general building contractor to complete the code compliance repairs must be submitted. The estimate must be on the contractor's letterhead stationery and contain the contractor's state license number. It must include total costs for each of the four categories of repairs: Building, Electrical, Plumbing, and Heating. The estimate must contain a statement that the bid addresses all the code compliance repairs detailed in the report.
7. A signed statement must be provided by the buyer giving a date or a timeline for the completion of all required code compliance work.
8. Proof of financial capability to purchase the property and to complete the required work must be furnished. **Provide a copy of the purchase agreement** and one or more of the following:
 - a. Evidence that the repair costs are included in the mortgage.
 - b. A construction loan statement.
 - c. A bank statement or a line of credit, accompanied by a signed, dated, and notarized statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs.

The required materials, **except the application form**, must be submitted **Attention: Reid Soley/Vacant Buildings** via any of the following methods:

- Deliver in person or mail to: DSI, 375 Jackson Street, Suite 220, Saint Paul, MN 55101
- Fax: 651-266-1919 (Attn: Reid Soley)
- Scan and email to: Reid.Soley@ci.stpaul.mn.us.

For more information, please call Reid Soley at 651-266-9120 or call the City's information line at 651-266-8989.



Doc No **T02749320**

Certified, filed and/or recorded on
Feb 9, 2023 9:27 AM

Office of the Registrar of Titles
Ramsey County, Minnesota
Todd J. Uecker, Registrar of Titles
Heather L. Bestler, County Auditor and Treasurer

Deputy 403

Pkg ID 1562193E

Document Recording Fee Torrens	\$46.00
<i>Document Total</i>	\$46.00

Existing Certs

556289

