



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

July 28, 2023

J. Mitchell
Universal Construction, Inc.
2355 Highway 36 W, Suite 400
Roseville, MN 55113

Quality Residences LLC
9617 Oak Ridge Tr
Hopkins MN 55305-4642

VIA EMAIL: j.mitchell@uni-construction.com VIA MAIL
jaymitchell93@gmail.com

Quality Residences LLC
7100 Northland Cir Ste 410
Brooklyn Park MN 55428-1500

VIA MAIL

Re: Remove or Repair of the Structure at 401 ROSE AVENUE EAST

Dear Interested Parties:

This is to confirm that at the Legislative Hearing on July 25, 2023 Legislative Hearing Officer Marcia Moermond continued the matter to Legislative Hearing on **Tuesday, August 22, 2023 at 9 am in room 330 City Hall/Court House for discussion of your bids, schedule, financing and affidavit** (see details below).

The \$5,000 Performance Deposit must be posted with the Department of Safety & Inspections by no later than close of business August 18, 2023. The Performance Deposit form 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. This money is fully refundable upon completion of the project (or demolition, etc).

By noon on Monday, August 21 you must:

- 1. submit evidence of financing sufficient to complete the rehabilitation.** Staff estimates costs to exceed \$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.;

2. submit an affidavit indicating the **finances will be dedicated to completing the project** and not diverted until a code compliance certificate is issued; and
3. **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
4. **the property must be maintained.**

Samples of these documents are included. You can submit them to me at Joanna.zimny@ci.stpaul.mn.us and I will forward to staff for review. If you have any questions, please contact me at 651-266-8585.

Sincerely,

/s/

Joanna Zimny

Legislative Hearing Executive Assistant

Encl: sample work plans/schedules

Sample affidavit

c: Rehabilitation & Removal staff