



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

Civil Division
400 City Hall
15 West Kellogg Blvd.
Saint Paul, Minnesota 55102

Telephone: 651 266-8710
Facsimile: 651 298-5619

January 14, 2013

NOTICE OF INTENT TO SUSPEND LICENSE

Wellington Window & Door Co.
Contact: Libby Wyatt
3938 Meadowbrook Road
St. Louis Park, MN 55426

RE: City Contractor- General Installation license held by Wellington Window & Door Co. d/b/a Wellington Window & Door Co., for the City of Saint Paul
License ID #00TR202262

Dear Ms. Wyatt:

The Department of Safety and Inspections (DSI) has recommended suspension of the City Contractor- General Installation license held by Wellington Window & Door Co. d/b/a Wellington Window & Door Co. for the City of Saint Paul. The basis for the recommendation is as follows:

On October 8, 2012, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspection stating your City Contractor – General Installation license expired as of July 1, 2012. You currently owe \$331.00 in delinquent license and late fees.

You were also asked to submit the following: 1) a current certificate of General Liability insurance with a 30-day notice of cancellation and naming the City of Saint Paul as additional insured; 2) a current \$2,500.00 License, Permit and Performance Bond and 3) a completed Certificate of Compliance Minnesota Workers' Compensation Law form.

You were given until October 29, 2012, to pay the delinquent license and late fees and submit the requested information. As of today's date, neither the payment nor the requested information has been received.

In addition to the suspension of your City Contractor- General Installation license, per Saint Paul Legislative Code §310.05 (m) (2), the licensing office will also recommend a \$500.00 matrix penalty for failure to submit the requested information in order to maintain your license.

At this time, you have three (3) options on how to proceed:

1. You can submit payment of the delinquent license and late fees and the requested information. If this is your choice you should send the information directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, January 24, 2013**. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and submission of the requested information will be considered to be a waiver of the hearing to which you are entitled.
2. If you wish to admit the facts but contest the penalty, you may have a public hearing before the Saint Paul City Council. You will need to send me a letter with a statement admitting the facts and requesting a public hearing no later than **Thursday, January 24, 2013**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your license and impose the \$500.00 matrix penalty. You will have an opportunity to appear before the Council and make a statement on your own behalf.
3. If you no longer wish to do business in the City of Saint Paul, you will need to send a written statement to that effect to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, January 24, 2013**. Information should be directed to the attention of Christine Rozek.

If you have not contacted me by Thursday, January 24, 2013, I will assume that you do not contest the suspension of your license and imposition of the \$500.00 matrix penalty. In that case, the matter will be placed on the City Council Consent Agenda for approval of the recommended penalty.

If you have questions about these options, please feel free to contact me at 266-8710.

Sincerely,

A handwritten signature in dark ink that reads "Daphne Lundstrom/jk". The signature is written in a cursive, flowing style.

Daphne Lundstrom
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI

COUNTY OF RAMSEY)

Julie Kraus, being first duly sworn, deposes and says that on the 14th day of January she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Wellington Window & Door Co.
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3938 Meadowbrook Road
St. Louis Park, MN 55426

(which is the last known address of said person) depositing the same, with postage prepaid, in the United States mail at St. Paul, Minnesota.

Julie Kraus
Julie Kraus

Subscribed and sworn to before me
this 14th day of January, 2013

Rita M. Bossard
Notary Public

