



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

September 19, 2011

NOTICE OF INTENT TO SUSPEND LICENSE

Jay Chapman  
Final Touch Exteriors, Inc.  
1620 County Road B  
Roseville, MN 55113

RE: City Contractor – Exterior Finishing license held by Final Touch Exteriors, Inc. d/b/a Final Touch Exteriors, Inc. for the City of Saint Paul  
License ID #20060004077

Dear Mr. Chapman:

The Department of Safety and Inspections (DSI) has recommended suspension of the City Contractor – Exterior Finishing license held by Final Touch Exteriors, Inc. d/b/a Final Touch Exteriors, Inc. for the City of Saint Paul. The basis for the recommendation is as follows:

**On August 18, 2011, you were sent a SECOND REQUEST from the Department of Safety and Inspections (DSI) requesting that you submit the following information: 1) a current certificate of General Liability insurance for the coverage period of April 1, 2011 through April 1, 2012 with a 30-day notice of cancellation and naming the City of Saint Paul as additional insured and 2) a License, Permit & Performance Bond in the amount of \$2,500.00 with coverage dates of July 7, 2010 through April 1, 2012.**

**You were given until September 1, 2011, to submit the requested information. As of today's date, it has not been received.**

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

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

1. You can submit 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, September 29, 2011**. Information should be directed to the attention of Christine Rozek. A self-addressed envelope is enclosed for your convenience. Submission of the requested information will be considered to be a waiver of the hearing to which you are entitled.

Final Touch Exteriors, Inc.

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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. We will need to receive your letter by **Thursday, September 29, 2011**. 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, September 29, 2011**. Information should be directed to the attention of Christine Rozek.

**If you have not contacted me by Thursday, September 29, 2011, 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,

Handwritten signature of Kyle Lundgren in black ink, appearing as 'Kyle Lundgren / JK'.

Kyle Lundgren  
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI

STATE OF MINNESOTA)  
) s. )

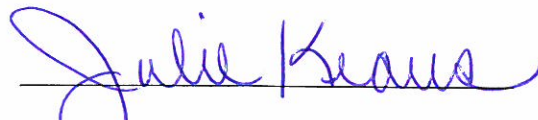
**AFFIDAVIT OF SERVICE BY U.S. MAIL**

COUNTY OF RAMSEY )

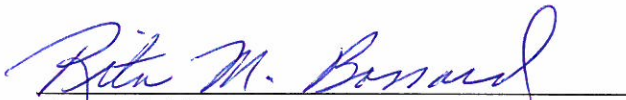
Julie Kraus, being first duly sworn, deposes and says that on the 19th day of September she served the attached the **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Jay Chapman  
Final Touch Exteriors, Inc.  
1620 County Road B  
Roseville, MN 55113

(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

Subscribed and sworn to before me  
this 19th day of September, 2011

  
Notary Public

