



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

December 12, 2013

NOTICE OF INTENT TO SUSPEND LICENSE

Vera Valentin, Owner  
Vera Construction, Inc.  
227 Colfax Avenue North  
Minneapolis, MN 55405

RE: Sidewalk Contractor license held by Vera Construction, Inc., d/b/a Vera Construction, Inc. for the City of Saint Paul  
License ID #20100001555

Dear Ms. Valentin:

The Department of Safety and Inspections (DSI) has recommended suspension of the Sidewalk Contractor license held by Vera Construction, Inc., d/b/a Vera Construction, Inc. for the City of Saint Paul. The basis for the recommendation is as follows:

**On November 5, 2013, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) indicating your Sidewalk Contractor license expired as of August 1, 2013. You currently owe \$267.00 in delinquent license and late fees.**

**You were also asked to submit the following information with your payment: 1) current certificates of Automotive and Non-Automotive Public Liability insurance with naming the City of Saint Paul as additional insured; 2) a \$5,000.00 Sidewalk Bond and 3) a completed Certificate of Compliance Minnesota Workers' Compensation Law form.**

**You were given until November 26, 2013, to pay the delinquent license and late fees and submit the required information. As of today's date, neither has been received.**

In addition to the suspension of your Sidewalk Contractor 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 required information in order to maintain your license.

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

1. You can pay the delinquent license and late fees and submit the required information. If this is your choice, you should send the payment and information directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Monday, December 23, 2013**. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and submission of the required 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. I will need to receive your letter by **Monday, December 23, 2013**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your Sidewalk Contractor 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 **Monday, December 23, 2013**. Information should be directed to the attention of Christine Rozek.

**If you have not contacted me by Monday, December 23, 2013, I will assume that you do not contest the suspension of your Sidewalk Contractor 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,



Geoffrey Karls  
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI  
Vera Valentin, 1718 Fremont Avenue North, Minneapolis, MN 55411

STATE OF MINNESOTA)  
) ss. )

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

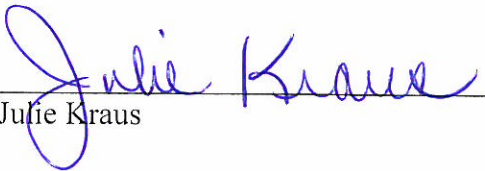
COUNTY OF RAMSEY )

Julie Kraus, being first duly sworn, deposes and says that on the 12<sup>th</sup> day of December she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

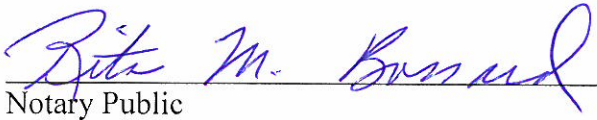
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Minneapolis, MN 55405

Vera Valentin  
1718 Fremont Avenue North  
Minneapolis, MN 55411

(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 12<sup>th</sup> day of December 2013

  
Notary Public

