



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

June 16, 2015

NOTICE OF INTENT TO SUSPEND LICENSE

Jimmie Clausen, President  
Clausen Construction, Inc.  
16720 Welcome Avenue SE  
Prior Lake, MN 55372

RE: Sidewalk Contractor license held by Clausen Construction, Inc. d/b/a Clausen Construction, Inc. for the City of Saint Paul  
License ID #: 20000001470

Dear Licensee:

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

**On April 27, 2015, you were sent a letter RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating that your Sidewalk Contractor license expired on April 19, 2015 and you now owed delinquent license and late fees. You were asked to submit the following information with your license fee payment:**

- **A current certificate of Automotive Liability Insurance with minimum coverage amounts of \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage per accident.**
- **A current certificate of Non-automotive liability insurance with a minimum coverage amount \$250,000 bodily injury per person, \$500,000 bodily injury per accident, \$150,000 property damage per accident and \$200,000 property damage all accidents.**

**Note: The effective dates for the insurance certificate must cover the period of time from April 19, 2015 to April 19, 2016.**

- **A completed Certificate of Compliance Minnesota Workers' Compensation Law form. (See attached)**

**You were given until May 18, 2015 to pay the delinquent license and late fees and submit the required information listed above. According to DSI records, you paid the delinquent license and late fees on May 5, 2015, but did not submit the required information.**

**On May 19, 2015, you were sent a second letter from DSI requesting the insurance information and the completed Certificate of Compliance Minnesota Workers' Compensation Law form. At that time, you were given until June 4, 2015 to respond. As of today's date the required information has not 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 four (4) options to proceed:

1. If you do not contest the imposition of the proposed adverse action, you may do nothing. If I have not heard from you by **Friday, June 26, 2015**, I will presume that you have chosen not to contest the proposed adverse, and the matter will be placed on the City Council Agenda for approval of the proposed remedy.
2. You can submit the required insurance and workers' compensation information directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, June 26, 2015**. A self-addressed envelope is enclosed for your convenience. Submission of the required information will be considered to be a waiver of the hearing to which you are entitled.
3. If you wish to admit the facts but you 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 to the facts and requesting a public hearing. I will need to receive your letter by **Friday, June 26, 2015**. 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.
4. 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 **Friday, June 26, 2015**. Information should be directed to the attention of Dan Niziolek.

**If you have not contacted me or DSI by Friday, June 26, 2015, 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: Dan Niziolek, Deputy Director of DSI

Attachment

STATE OF MINNESOTA)  
 ) ss.

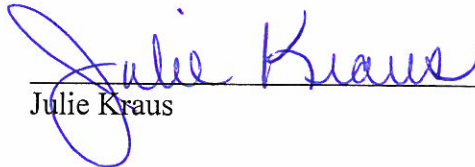
**AFFIDAVIT OF SERVICE BY U.S. MAIL**

COUNTY OF RAMSEY )

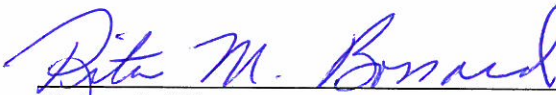
Julie Kraus, being first duly sworn, deposes and says that on the 16<sup>th</sup> day of June she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Jimmie Clausen, President  
Clausen Construction, Inc.  
16720 Welcome Avenue SE  
Prior Lake, MN 55372

(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 16<sup>th</sup> day of June, 2015

  
\_\_\_\_\_  
Notary Public

