



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

July 19, 2012

**NOTICE OF INTENT TO SUSPEND LICENSE**

Valley Blacktopping  
4135 Robert Trail South  
Eagan, MN 55123

RE: Bituminous Contractor license held by Valley Blacktopping, Inc. d/b/a Valley Blacktopping for the City of Saint Paul  
License ID #20100004604

Dear Sir/Madam:

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

**On March 8, 2012, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating that your Bituminous Contractor license expired as of December 8, 2011. You currently owe \$267.00 in delinquent license and late fees. You were given until March 29, 2012 to pay the license and late fees.**

**On December 22, 2011, DSI received most of the required information requested, but did not receive a current \$5,000.00 Sidewalk Bond. As of today's date, neither the delinquent license and late fees nor the \$5,000.00 Sidewalk Bond has been received.**

In addition to the suspension of your Bituminous 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 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 \$5,000.00 Sidewalk Bond. If this is your choice, you should send the payment and bond information directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Monday, July 30, 2012**. Information should be directed to the attention of Christine Rozek. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and submission of the \$5,000.00 Sidewalk Bond 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, July 30, 2012**. 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 **Monday, July 30, 2012**. Information should be directed to the attention of Christine Rozek.

**If you have not contacted me by Monday, July 30, 2012, 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,



Daphne Lundstrom  
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI

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 19<sup>th</sup> day of July she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Valley Blacktopping  
4135 Robert Trail South  
Eagan, MN 55123

(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 19<sup>th</sup> day of July, 2012

Rita M. Bossard  
Notary Public

