



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 14, 2012

NOTICE OF INTENT TO SUSPEND LICENSE

Katie Novotny
St. Paul Classic Cookie
2386 Territorial Road
St. Paul, MN 55114

RE: Restaurant (2) 1-12 Seats license held by St. Paul Classic Cookie d/b/a St. Paul Classic Cookie for the premises located at 2386 Territorial Road in Saint Paul
License ID #20100000174

Dear Ms. Novotny:

The Department of Safety and Inspections (DSI) has recommended suspension of the Restaurant (2) 1-12 Seats license held by St. Paul Classic Cookie d/b/a St. Paul Classic Cookie for the premises located at 2386 Territorial Road in Saint Paul. The basis for the recommendation is as follows:

On May 15, 2012, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating that your Restaurant (2) 1-12 Seats license expired as of January 15, 2012. You currently owe \$714.00 in delinquent license and late fees. You were given until June 5, 2012 to pay the delinquent license and late fees. As of today's date, that payment has not been received.

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

1. You can pay the delinquent license and late fees. If this is your choice, you should send the payment directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Monday, June 25, 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 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, June 25, 2012**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your license. You will have an opportunity to appear before the Council and make a statement on your own behalf.

3. If you dispute the facts outlined above, you may request a hearing before an Administrative Law Judge (ALJ). You will need to send me a letter disputing the facts and requesting an administrative hearing by **Monday, June 25, 2012**. At that hearing both you and the City will appear and present witnesses, evidence and cross-examine each other's witnesses. After receipt of the ALJ's report (usually within 30 days), a public hearing will need to be scheduled. At that time, the City Council will decide whether to adopt, modify or reject the ALJ's report and recommendation.

Please note: If you choose an administrative hearing, the Department of Safety and Inspections reserves the right to request that City Council impose the costs of the administrative hearing per Saint Paul Legislative Code § 310.05 (k).

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 **Monday, June 25, 2012**. Information should be directed to the attention of Christine Rozek.

If you have not contacted me by Monday, June 25, 2012, I will assume that you do not contest the suspension of your license. 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 14th day of June she served the attached the **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Katie Novotny
St. Paul Classic Cookie
2386 Territorial Road
St. Paul, MN 55114

(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 June, 2012

Rita M. Bossard
Notary Public

