



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

January 17, 2013

**NOTICE OF INTENT TO SUSPEND LICENSE**

James Cota  
J C Signs & Graphics  
20-2<sup>nd</sup> Avenue West  
Foley, MN 56329

RE: Trade-Sign Contractor/Operator license held by James Cota d/b/a J C Signs & Graphics  
for the City of Saint Paul  
License ID #20100000350

Dear Mr. Cota:

The Department of Safety and Inspections (DSI) has recommended suspension of the Trade-Sign Contractor/Operator license held by James Cota d/b/a J C Signs & Graphics for the City of Saint Paul. The basis for the recommendation is as follows:

**On February 2, 2012, you were sent a letter from the Department of Safety and Inspection (DSI) stating that your license had been renewed but could not be issued until you submitted a completed Certificate of Compliance Minnesota Workers' Compensation Law form. You were given until February 16, 2012, to submit that information. In addition, according to DSI records, you have not submitted the required \$8,000.00 Surety Bond.**

In addition to the suspension of your the Trade-Sign Contractor/Operator, 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 requested information in order to maintain your license.

At this time, you have three (3) 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 **Monday, January 28, 2013**. 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.
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 no later than **Monday, January 28, 2013**. 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, January 28, 2013**. A self-addressed envelope is enclosed for your convenience.

**If you have not contacted me by Monday, January 28, 2013, 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  
J C Signs & Graphics, P.O. Box 840, Foley, MN 56329

AFFIDAVIT OF SERVICE BY U.S. MAIL


COUNTY OF RAMSEY )

Julie Kraus, being first duly sworn, deposes and says that on the 17<sup>th</sup> day of January she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

James Cota  
J C Signs & Graphics  
20-2<sup>nd</sup> Avenue West  
Foley, MN 56329

J C Signs & Graphics  
P.O. Box 840  
Foley, MN 56329

(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 17<sup>th</sup> day of January, 2013

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

