



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**

Todd Halvorson  
Halvorson Concrete, Inc.  
1345-157<sup>th</sup> Avenue NE, Unit C  
Ham Lake, MN 55304

RE: Sidewalk Contractor license held by Halvorson Concrete, Inc. d/b/a Halvorson Concrete, Inc.  
for the City of Saint Paul  
License ID #00C10173

Dear Mr. Halvorson:

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

**On May 29, 2012, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating that your Sidewalk Contractor license expired as of February 15, 2012. You currently owe \$267.00 in delinquent license and late fees. You were also asked to submit the following information: 1) a current certificate of Automotive and Non-Automotive Public Liability insurance naming the City of Saint Paul as additional insured 2) a current \$5,000.00 Sidewalk Bond and 3) a completed Certificate of Compliance Minnesota Workers' Compensation Law form.**

**You were given until June 12, 2012, to pay the license and late fees and submit the requested 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 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 requested 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, 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 requested information will be considered to be a waiver of the hearing to which you are entitled.

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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:

Todd Halvorson  
Halvorson Concrete, Inc.  
1345-157<sup>th</sup> Avenue NE, Unit C  
Ham Lake, MN 55304

(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

