



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 12, 2015

NOTICE OF INTENT TO SUSPEND LICENSE

Brad Ballard
Quik Copy, LLC
1317 Rice Street
Saint Paul, MN 55117

RE: Cigarette/Tobacco license held by Brad Ballard d/b/a Quik Copy, LLC for the premises located at 1317 Rice Street in Saint Paul
License ID #20130003935

Dear Mr. Ballard

The Department of Safety and Inspections (DSI) has recommended suspension of the Cigarette/Tobacco license held by Brad Ballard d/b/a Quik Copy, LLC for the premises located at 1317 Rice Street in Saint Paul. The basis for the recommendation is as follows:

On December 3, 2014, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating your Cigarette/Tobacco license expired as of November 21, 2014 and you owe delinquent license and late fees. You were also asked to submit a completed Certificate of Compliance Minnesota Workers' Compensation Law form along with your license payment. You were given until December 24, 2014, to pay the delinquent license and late fees and submit the required information.

On December 31, 2014, a DSI Inspector came to your establishment to hand-deliver the renewal letter and delinquent notice and told an employee that you needed to renew your license or send a letter to DSI stating you wanted to cancel your Cigarette/Tobacco license.

On January 9, 2015, the inspector came to your establishment a second time and spoke to a man who said he wasn't the owner but he would talk to the owner regarding the delinquent license fees. As of today's date, the delinquent license fees have not been paid and the required information has not been submitted.

In addition to the suspension of your Cigarette/Tobacco 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 **Thursday, January 22, 2015**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the City Council Agenda for approval of the proposed remedy.
2. You can pay the delinquent license and late fees and submit the required information. If this is your choice, you should contact the Department of Safety and Inspections (DSI) to determine the total amount due. You may then send in the payment and information directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, January 22, 2015**. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and 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 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 **Thursday, January 22, 2015**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your Cigarette/Tobacco 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 **Thursday, January 22, 2015**. Information should be directed to the attention of Dan Niziolek.

If you have not contacted me or DSI by Thursday, January 22, 2015, I will assume that you do not contest the suspension of your Cigarette/Tobacco 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, DSI Deputy Director
Brad Ballard, 8756 Rainier Alcove, Woodbury, MN 55125

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 12th day of January she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Brad Ballard
Quik Copy, LLC
1317 Rice Street
Saint Paul, MN 55117

Brad Ballard
8756 Rainier Alcove
Woodbury, MN 55125

(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 12th day of January, 2015

Rita M. Bossard
Notary Public

