



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

Civil Division

400 City Hall

15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: 651-266-8710

Facsimile: 651- 298-5619

March 22, 2011

NOTICE OF INTENT TO SUSPEND LICENSES

Cleve Volk
A Tree Service and Landscape, Inc.
1849 – 38th Street East
Minneapolis, MN 55407

RE: Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses held by A Tree Service & Landscape, Inc. d/b/a A Tree Service & Landscape, Inc. for the City of Saint Paul
License ID #20100001164

Dear Mr. Volk:

The Department of Safety and Inspections (DSI) has recommended suspension of the Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses held by A Tree Service & Landscape, Inc. d/b/a A Tree Service & Landscape, Inc. for the City of Saint Paul. The basis for this recommendation is as follows:

On February 14, 2011, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating that your Tree-Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses had expired as of November 13, 2010. You now owe \$375.00 in delinquent license and late fees. You were also asked to submit the following information: 1) current vehicle information (year, make, model and license plate#); 2) a current certificate of General Liability insurance and 3) a completed Certificate of Compliance Minnesota Workers' Compensation Law form.

You were given until March 7, 2011, to pay the delinquent 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 Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses, 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 \$375.00 in 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 **Friday, April 1, 2011**. 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.

A Tree Service & Landscape, Inc.

March 22, 2011

Page 2

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. We will need to receive your letter by **Friday, April 1, 2011**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your licenses 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 **Friday, April 1, 2011**. Information should be directed to the attention of Christine Rozek.

If you have not contacted me by Friday, April 1, 2011, I will assume that you do not contest the suspension of your licenses and imposition of \$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,



Kyle Lundgren
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI
Denise Volk, 4020 – 40th Avenue South, Minneapolis, MN 55406-3447

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 22nd day of March, she served the attached **NOTICE OF INTENT TO SUSPEND LICENSES** true and correct copy thereof in an envelope addressed as follows:

Cleve Volk
A Tree Service and Landscape, Inc.
1849 – 38th Street East
Minneapolis, MN 55407

Denise Volk
4020 – 40th Avenue South
Minneapolis, MN 55406-3447

(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 22nd day of March, 2011



Notary Public

