



CITY OF SAINT PAUL
Mayor Melvin Carter

Civil Division
400 City Hall
15 West Kellogg Blvd.
Saint Paul, Minnesota 55102

Telephone: 651 266-8710
Facsimile: 651 298-5619

October 1, 2018

NOTICE OF INTENT TO SUSPEND LICENSES

James Bouchard, Owner
Golden Oak Tree Service, Inc.
3130-145th Street West
Rosemount, MN 55068

RE: Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses held by Golden Oak Tree Service, Inc. d/b/a Golden Oak Tree Service, Inc. for the City of Saint Paul
License ID #: 20170001729

Dear Licensee:

The Department of Safety and Inspections will recommend suspension of the Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses held by Golden Oak Tree Service, Inc. d/b/a Golden Oak Tree Service, Inc. The recommendation is based on the following information:

On August 7, 2018, you were sent a letter from the Department of Safety and Inspection (DSI) stating they received your \$339.00 license fee payment on July 27, 2018 but the payment did not include the \$68.00 in late fees that been incurred.

In addition, you had not submitted the most recent MN DOT inspection reports for each of the three (3) vehicles to be re-licensed. You were asked to complete the following actions by August 17, 2018 for DSI to continue processing your license renewal:

- **Submit payment of \$68.00 in late fees.**
- **Submit the most recent MN DOT inspection report for each of the three (3) vehicles to be re-licensed.**

As of today, you have not submitted the late fees incurred or the current MN DOT inspection reports for each of the three (3) vehicles to be re-licensed.

In addition to the suspension of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional 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 to maintain your license.

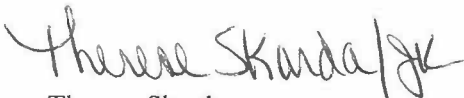
You have four (4) options:

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, October 11, 2018**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the **October 24, 2018** City Council Agenda for approval of the proposed remedy.
2. You can pay the late fees that have incurred and submit the required MN DOT inspection information. **If this is your choice, you need to contact the Department of Safety and Inspections (651) 266-8989 to determine the total amount of late fees now due.** You may then send the payment and inspection information directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 by **Thursday, October 11, 2018**. A self-addressed envelope is enclosed for your convenience. Payment of the late fees and submission of the required inspection information will be considered 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, October 11, 2018**. The matter will then be scheduled before the City Council to determine whether to suspend your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle 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.
4. If you no longer wish to do business in the City of Saint Paul, you will need to complete and return the attached REQUEST TO CANCEL LICENSE with the CITY OF SAINT PAUL to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, October 11, 2018**.

If you have not contacted me by Thursday, October 11, 2018, I will assume that you do not contest the suspension of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses and imposition of a \$500.00 matrix penalty. In that case, the matter will be placed on the October 24, 2018 City Council Agenda for approval of the recommended penalty.

If you have questions about these options, please feel free to contact Julie Kraus, my Legal Assistant at (651) 266-8776.

Sincerely,



Therese Skarda
Assistant City Attorney
License No: 024989

Cc: James Bouchard, P.O. Box 25, Rosemount, MN 55068

Attachment: REQUEST TO CANCEL LICENSE with the CITY OF SAINT PAUL

STATE OF MINNESOTA)
) ss.

AFFIDAVIT OF SERVICE BY U.S. MAIL

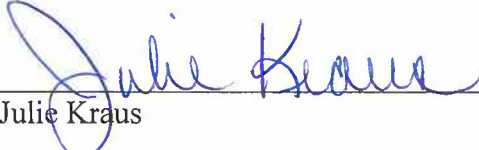
COUNTY OF RAMSEY)

Julie Kraus, being first duly sworn, deposes and says that on the 1ST day of October, she served the attached **NOTICE OF INTENT TO SUSPEND LICENSES** and a correct copy thereof in an envelope addressed as follows:

James Bouchard, Owner
Golden Oak Tree Service, Inc.
3130-145th Street West
Rosemount, MN 55068

James Bouchard
P.O. Box 25
Rosemount, MN 55068

(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 1ST day of October 2018


Notary Public

