



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

November 7, 2017

NOTICE OF INTENT TO SUSPEND LICENSE

Rennie N. Smith, President
Allphase Companies, Inc.
404A St. Croix Trail North
Lakeland, MN 55043

RE: Sidewalk Contractor license held by Allphase Companies, Inc. d/b/a Allphase Companies, Inc. for the
City of Saint Paul
License ID #: 20060003923

Dear Licensee:

The Department of Safety and Inspections will recommend suspension of the Sidewalk Contractor license held by Allphase Companies, Inc. d/b/a Allphase Companies, Inc. for the City of Saint Paul. The recommendation is based on the following information:

On September 27, 2017, you were sent a letter from the Department of Safety and Inspections stating that your Sidewalk Contractor license expired on September 15, 2017 and you owed delinquent license and late fees. You were given until October 18, 2017 to respond.

On October 12, 2017, DSI staff sent an email to allphasecompany@gmail.com stating they received your \$187.00 payment to renew the Sidewalk Contractor license on October 11, 2017. However, the license could not be renewed because the following information had not been submitted:

- 1. Current certificates of General and Auto Liability with coverage dates of 9/15/2017 to 9/15/2018 naming the City of Saint Paul as additional insured.**
- 2. A completed Certificate of Compliance Minnesota Workers' Compensation Law form.**

As of today's date, that information has not 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 recommend a \$500.00 matrix penalty for failure to submit required information to renew/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 **Friday, November 17, 2017**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the next available City Council Agenda for approval of the proposed remedy.**

2. You can submit the required insurance information directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, November 17, 2017**. A self-addressed envelope is enclosed for your convenience. Submission of the required insurance 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 **Friday, November 17, 2017**. The matter will then be scheduled before City Council to determine whether to suspend your Sidewalk Contractor 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 complete and return the enclosed 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 **Friday, November 17, 2017**.

If you have not contacted me by Friday, November 17, 2017, I will assume that you do not contest the suspension of your Sidewalk Contractor license and imposition of a \$500.00 matrix penalty. In that case, the matter will be placed on the next available 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,



Therese Skarda
Assistant City Attorney

Enc. Certificate of Compliance Minnesota Workers' Compensation Law form
REQUEST TO CANCEL LICENSE with the CITY OF SAINT PAUL

STATE OF MINNESOTA)
) ss.


AFFIDAVIT OF SERVICE BY U.S. MAIL

COUNTY OF RAMSEY)

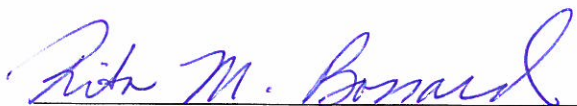
Julie Kraus, being first duly sworn, deposes and says that on the 7th day of November she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and a correct copy thereof in an envelope addressed as follows:

Rennie N. Smith, President
Allphase Companies, Inc.
404A St. Croix Trail North
Lakeland, MN 55043

(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 7th day of November, 2017


Notary Public

