



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

December 18, 2013

NOTICE OF INTENT TO SUSPEND LICENSE

Richard D. Cook, Owner
Green Tree & Stump
9537 Islay Avenue South
Cottage Grove, MN 55016

RE: Tree Trimmer & 1 Vehicle license held by Richard D. Cook d/b/a Green Tree & Stump for the City of Saint Paul
License ID #20080002858

Dear Mr. Cook:

The Department of Safety and Inspections (DSI) has recommended suspension of the Tree Trimmer & 1 Vehicle license held by Richard D. Cook d/b/a Green Tree & Stump for the City of Saint Paul. The basis for the recommendation is as follows:

On August 19, 2013, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating your Tree Trimmer & 1 Vehicle license expired May 18, 2013. You currently owe \$267.00 in delinquent license and late fees.

You were also asked to call DSI to schedule a vehicle inspection and submit the following information along with your payment: 1) current vehicle information (year, make, model and license plate #); 2) a current certificate of General Liability; 3) proof of registration with the Commissioner of Agriculture; 4) proof that you have employed an individual who possesses current certification as an arborist from the ISA and 5) return a completed Certificate of Compliance Minnesota Workers' Compensation Law form.

You were given until September 9, 2013, 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 Tree Trimmer & 1 Vehicle 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.

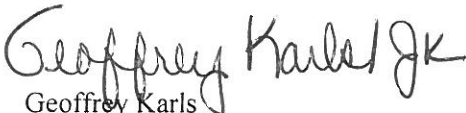
At this time, you have three options on how to proceed:

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, December 30, 2013**. 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.
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, December 30, 2013**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your Tree Trimmer & 1 Vehicle 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, December 30, 2013**. Information should be directed to the attention of Kristina Schweinler.

If you have not contacted me by Monday, December 30, 2013, I will assume that you do not contest the suspension of your Tree Trimmer & 1 Vehicle 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: Kristina Schweinler, Senior License Inspector, 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 18th day of December she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

Richard D. Cook
Green Tree & Stump
9537 Islay Avenue South
Cottage Grove, MN 55016

(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 18th day of December 2013

Rita M. Bossard
Notary Public

