



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

May 2, 2017

NOTICE OF INTENT TO SUSPEND LICENSES

Dean Turner, President  
Twin City Tree Service, Inc.  
981 Lydia Drive West  
Roseville, MN 55113

RE: Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses held by Twin City Tree Service, Inc. d/b/a Twin City Tree Service, Inc. for the City of Saint Paul  
License ID #: 20150003603

Dear Licensee:

The Department of Safety and Inspections will recommend suspension of the Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses held by Twin City Tree Service, Inc. d/b/a Twin City Tree Service, Inc. for the City of Saint Paul. The recommendation is based on the following information:

The Department of Safety and Inspections have made several attempts to contact you regarding information still needed in order to renew your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses:

On June 29, 2016, DSI staff sent emails to [twincitytree@gmail.com](mailto:twincitytree@gmail.com) indicating that your license renewals were on hold due to missing information. In particular, they requested a copy of your current DOT Inspection form for the two (2) vehicles you had licensed in Saint Paul:

- |                          |         |                        |
|--------------------------|---------|------------------------|
| • 2000 GMC Bucket Truck  | YBD8174 | VIN #1GDG6H1D2YJ520876 |
| • 1996 GMC Utility Truck | YBG4061 | VIN #1GDL7H1P7TA509127 |

On January 17, 2017, you were sent a letter from the Department of Safety and Inspections indicating that your licenses had not been renewed because required vehicle inspection information had not been submitted. DSI records indicate that in addition to the DOT inspection reports, the following information would need to be submitted in order to renew your licenses:

- Submit \$263.00 license renewal fee covering the period of time from 4/12/2017 to 4/12/2018
- Current vehicle information (year, make, model and license plate number)
- Current DOT inspection forms for the vehicles listed above if you are keeping the same vehicles or you need to obtain an inspection approval from a DSI Inspector if changing vehicles or the vehicle doesn't require a DOT Inspection.
- Current General Liability Insurance certificate showing insurance coverage from 4/12/2017 to 4/12/2018

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 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 **Friday, May 12, 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 renewal fee and required information listed above directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, May 12, 2017**. A self-addressed envelope is enclosed for your convenience. Submission of the renewal fee and required 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, May 12, 2017**. The matter will then be scheduled before City Council to determine whether to suspend your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l 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 the **REQUEST TO CANCEL LICENSE with the CITY OF SAINT PAUL** and send it to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, May 12, 2017**.

If you have not contacted me by Friday, May 12, 2017, I will assume that you do not contest the suspension of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Add'l Vehicle licenses 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

Attachments: Renewal Invoice  
Vehicle Information Form  
Request to Cancel License with the City of Saint Paul



# Renewal Invoice

**CITY OF SAINT PAUL**

Check this box if making any name, mailing address or phone # corrections. Please write the changes on this form. If your business license address is changing, please request a new business license application

Department of Safety and Inspections  
 375 Jackson Street, Suite 220  
 Saint Paul, MN 55101-1806  
 PHONE: (651) 266-8989  
 FAX: (651) 266-9124  
 An Equal Opportunity Employer

April 27, 2017

TWIN CITY TREE SERVICE INC  
 CONTACT: DEAN J TURNER  
 981 LYDIA DRIVE W  
 ROSEVILLE MN 55113

**Invoice # : 961558**

Invoice Due Date : Upon Receipt

Account Balance: \$263.00

**Pay this Amount: \$263.00**

HOME PHONE: 651-528-6304 BUSINESS PHONE: 651-645-2933

Transaction Description

Transaction Total

## INVOICE COVERS RENEWAL PERIOD 04/12/2017 TO 04/12/2018

150003603 Tree Trimmer-Each Add'l Vehicle  
 @ 981 LYDIA DRIVE W

187.00

150003603 Tree Trimmer & 1 Vehicle Expires: 06/13/2017

76.00

Requirements	<b>Invoice Amount Due: \$263.00</b>
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- \*Submit current vehicle information (year, make, model, license plate #)
- \* Submit Current Insurance with general liability in the amount of \$100,000 for bodily injury and \$100,000 for property damage.
- \*Please contact Kris Schweinler at 651-266-9110 or Tom Ferrara at 651-266-9087 for inspection of your vehicle.
- \* Vehicle must have sticker provided by the Department of Safety and Inspections that has the month and date of license expiration displayed

Your Taxpayer Identification is on file. Thank you.

Please Give Us Your Email Address: \_\_\_\_\_

**Please Return this invoice with your payment!**

VEHICLE INFORMATION FORM

License ID# \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

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Vehicle Info:

License Plate Number \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle VIN \_\_\_\_\_

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License Plate Number \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle VIN \_\_\_\_\_

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License Plate Number \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle VIN \_\_\_\_\_

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License Plate Number \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle VIN \_\_\_\_\_

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License Plate Number \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle VIN \_\_\_\_\_

NOTE: **New vehicle(s)** – require a visual inspection conducted by a DSI Inspector with the initial licensing of the vehicle(s). Future renewals of **previously licensed and DSI inspected vehicles** – provide a current MN DOT inspection report at time of renewal (unless changes have been made to the vehicle or an inspection is otherwise required by DSI)

