



Request for City Attorney's Office Action  
From the Department of Safety and Inspections

Date: 7/20/2018

To: Kris Schweinler

Prepared by: Jeff Fischbach

Licensee Name & Number: Selby Ornamental Iron Co / ID # OOTR200310

Adverse License Action Requested:

<u>Type of Violation:</u>	<u>Requested Penalty:</u>
<input type="checkbox"/> First Violation	_____
<input type="checkbox"/> Second Violation (Within 12 Months)	_____
<input type="checkbox"/> Third Violation (Within 18 Months)	_____
<input type="checkbox"/> Fourth Violation (Within 24 Months)	_____
<input type="checkbox"/> Application Denial	
<input checked="" type="checkbox"/> Renewal Revocation <u>Suspension</u>	

\* \$500 penalty for failure to provide required info. to maintain lic.

Cause for Action:

Brief Description: Delinquent letter sent 6/27/2018  
- Submitted lic. fee payment but NOT required info. to maintain lic. on 7/13/2018  
\* MISSING insurance gen. lib. w/ City add. info.

Supporting Documentation:

- Delinquent letter
- Bart (showing payment date)



CITY OF SAINT PAUL

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-9124  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

June 27, 2018

Selby Ornamental Iron Co  
Contact: Thomas J Berry  
1160 E 7<sup>th</sup> Street  
St Paul, MN 55106

RE: License ID #00TR200310  
**City Contractor-General Installation**

Dear Licensee:

Our records indicate that the above-referenced license(s) which were issued to you have expired and are now delinquent. Renewal of your license(s) is required if you intend to engage in the licensed activity within the City of St. Paul.

Failure to renew by **July 18, 2018** will be processed as a voluntary surrender of your license(s), and will result in the administrative cancelation of your license(s). You will no longer be authorized to conduct this licensed activity in the City of St. Paul, and could be subject to citations and/or adverse license action if found conducting such activity within the City of St. Paul.

For your convenience, a copy of the renewal invoice and a return envelope is enclosed.

If you have questions regarding this notice, or wish to dispute that your license payment is delinquent, please contact our office between the hours of 8:00a.m. to 4:30 p.m. at 651-266-8989.

Sincerely,

*Eric Hudak*

Eric Hudak  
Licensing Manager  
Department of Safety and Inspections

enc.



# 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

June 26, 2018

<p><b>SELBY ORNAMENTAL IRON CO</b>                  CONTACT: THOMAS J BERRY                  1160 E 7TH ST                  ST PAUL MN 55106</p> <p>HOME PHONE: 651-426-3277 BUSINESS PHONE: 651-778-0512</p>	<p><b>Invoice #</b> : 1026667                  Invoice Due Date : Upon Receipt                  Account Balance: \$206.00  <b>Pay this Amount: \$206.00</b></p>
---	---

Transaction Description	Transaction Total
Inv: 1021774 TR200310 City Contractor-General Installation Expires: 06/15/2018	
@ 1160 7TH ST E	187.00
Late Fee 7-30 days late (10%)	19.00
Requirements	<b>Invoice Amount Due: \$206.00</b>

Your account is overdue. Please mail payment today!!

- \* Submit current insurance
- \* Submit current bond

\* Please Note: St Paul building contractors holding a state exempt certificate from the State of Minnesota can only accumulate a total valuation of work of less than \$15,000 per calendar year. Any accumulated valuation exceeding \$15,000 will automatically invalidate your city license and a state license will be required.

Your Taxpayer Identification is on file. Thank you.

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

Please Return this invoice with your payment!

Patron Key	Patron Name	DBA Name	Business Address
------------	-------------	----------	------------------

100013	SELBY ORNAMENTAL IRON CO	SELBY ORNAMENTAL IRON CO	1160 7TH ST ST PAUL MN 55106
--------	--------------------------	--------------------------	------------------------------

Tx Date	Invoice Key	Service Key	Detail Key	Sales Amt (DR)	Pmt Amt (CR)	Unapplied Balance	Tx Type	Description	Exp Date	Req unmet	Status	V
05/21/2015			1827507		-178.00	0.00	Payment	Payment				Y
04/18/2016	957400	590820	1894380	183.00		0.00	Sales	TR200310 City Contractor-General Installation	6/15/2016	2	Canceled	Y
06/22/2016	962225		1903789			0.00	Penalty	Late Fee 7-30 days late (10%) -				Y
07/15/2016	964172		1906932			0.00	Penalty	Late Fee 31-60 days late (10%) -				Y
08/08/2016		590820	1909943		-183.00	0.00	Sales Adj	TR200310 City Contractor-General Installation	6/15/2016	2	Canceled	Y
09/08/2016	967806	784613	1914166	183.00		0.00	Sales	TR200310 City Contractor-General Installation	6/15/2019	3	Active Pending	Y
09/08/2016			1914167		-183.00	0.00	Payment	Payment				Y
09/08/2016	967807	784614	1914168	18.00		0.00	Sales	Misc. License Transaction				Y
09/08/2016			1914169		-18.00	0.00	Payment	Payment				Y
04/17/2017	989760	784613	1966367	187.00		0.00	Sales	TR200310 City Contractor-General Installation	6/15/2019	3	Active Pending	Y
05/22/2017			1971804		-187.00	0.00	Payment	Payment				Y
04/16/2018	1021774	784613	2038724	187.00		0.00	Sales	TR200310 City Contractor-General Installation	6/15/2019	3	Active Pending	Y
06/26/2018	1026667		2048866	19.00		0.00	Penalty	Late Fee 7-30 days late (10%)				Y
07/03/2018			2050592		-206.00	0.00	Payment	Payment				Y

**Customer Totals:**                      3,191.00    -3,191.00

**Customer Account Balance:**                      0.00

**Grand Total for all pages:**                      3,191.00    -3,191.00    0.00

## Kraus, Julie (CI-StPaul)

---

**From:** Schweinler, Kristina (CI-StPaul)  
**Sent:** Thursday, July 26, 2018 11:33 AM  
**To:** Kraus, Julie (CI-StPaul)  
**Subject:** FW: Selby Ornamental Iron Co - Expired City Contractor General Installation Lic ID # 00TR200310 - Request for Adverse Action  
**Attachments:** 20180720090150659.pdf

Still no insurance submitted.

Kristina Schweinler  
DSI III  
Dept. of Safety and Inspections  
375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806  
P: 651 266-9110

Making Saint Paul the Most Livable City in America

“DSI’s Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all.”

-----Original Message-----

**From:** Fischbach, Jeffrey (CI-StPaul)  
**Sent:** Friday, July 20, 2018 8:39 AM  
**To:** Schweinler, Kristina (CI-StPaul)  
**Cc:** Benton, Laura (CI-StPaul); Wald, Annette (CI-StPaul)  
**Subject:** Selby Ornamental Iron Co - Expired City Contractor General Installation Lic ID #00TR200310 - Request for Adverse Action

See attached request due to their failure to provide req. info. to maintain license (gen. liab. ins. with City as add. Ins.).

Original in your metal bin.

Jeff Fischbach  
DSI Inspector III – Licensing Division  
City of Saint Paul  
Department of Safety and Inspections (DSI)  
375 Jackson St, Suite 220  
Saint Paul, MN 55101  
P: 651-266-9106 / Fax: 651-266-9124