



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

March 1, 2018

NOTICE OF INTENT TO SUSPEND LICENSE

Owner/Manager
Firestone Complete Auto Care
491 Jackson Street
St. Paul, MN 55101-2319

RE: Auto Repair Garage license held by Firestone Complete Auto Care d/b/a Firestone Complete Auto Care for the premises located 491 Jackson Street in Saint Paul
License ID #: 0015972

Dear Licensee:

The Department of Safety and Inspections will recommend suspension of the Auto Repair Garage license held by Firestone Complete Auto Care d/b/a Firestone Complete Auto Care for the premises located 491 Jackson Street in Saint Paul. The recommendation is based on the following information:

On January 29, 2018, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections indicating your Auto Repair Garage license expired as of January 19, 2018 and you owed delinquent license and late fees. NOTE: Your Alarm Permit (Renew) fee is now also delinquent.

You were also required to submit a completed Certificate of Compliance Minnesota Workers' Compensation Law form along with your license fee payment.

You were given until February 19, 2018 to pay the delinquent license and late fees and submit the required information listed above. As of today's date neither has been received.

In addition to the suspension of your Auto Repair Garage 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 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 **Monday, March 12, 2018**, 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 pay the delinquent license and late fees and submit the required information. **If this is your choice, you need to contact the Department of Safety and Inspections (651) 266-8989 to determine the total amount now due.** You can send the payment and information directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Monday, March 12, 2018**. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and submission of the required information will be considered to be 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 no later than **Monday, March 12, 2018**. The matter will then be scheduled before the City Council to determine whether to suspend your Auto Repair Garage 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 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 **Monday, March 12, 2018**.

If you have not contacted me by Monday, March 12, 2018, I will assume that you do not contest the suspension of your Auto Repair Garage license and imposition of a \$500.00 matrix penalty. In that case, the matter will be placed on the next available City Council Agenda for approval of the recommended penalty.

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

Sincerely,



Therese Skarda
Assistant City Attorney

Attachments: 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 1st day of March, she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and a correct copy thereof in an envelope addressed as follows:

Owner/Manager
Firestone Complete Auto Care
491 Jackson Street
St. Paul, MN 55101-2319

(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 March, 2018


Notary Public

