



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

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December 18, 2015

BJ Haines Tree Service  
9264 Otchipwe Ave.  
Stillwater MN 55082

**NOTICE TO PROCEED WITH TREE REMOVAL**

Re: **863 6TH ST E 55106-4542**

Dear: BJ Haines Tree Service

This letter will serve as your official notice to proceed with the removal of large cottonwood tree in backyard of: **863 6TH ST E**.

In accordance with the terms of your contract, the removal should commence as soon as possible. The tree in question should be cut flush with the ground and removed including all associated brush/debris.

If **delays** arise, you should contact this office immediately, however, if the above stated contract terms are not met, no future contracts will be awarded to BJ Haines Tree Service.

Sincerely,

***Steve Magner***  
Manager of Code Enforcement