



CITY OF SAINT PAUL
Mayor Melvin Carter

Civil Division
400 City Hall
15 West Kellogg Blvd.
Saint Paul, Minnesota 55102

Telephone: 651 266-8710
Facsimile: 651 298-5619

September 12, 2018

NOTICE OF INTENT TO SUSPEND LICENSES

Randy Schwerin, Owner
Shorewood Tree Service, LLC
14015 County Road #122
Watertown, MN 55388-9390

RE: Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses held by Shorewood Tree Service, LLC d/b/a Shorewood Tree Service, LLC for the City of Saint Paul
License ID #: 20120005479

Dear Licensee:

The Department of Safety and Inspections will recommend suspension of the Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses held by Shorewood Tree Service, LLC d/b/a Shorewood Tree Service, LLC. The recommendation is based on the following information:

On July 18, 2018, you were sent a letter from the Department of Safety and Inspection (DSI) stating they would unable to complete renewal of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses because you failed to provide all required information to maintain the license. You were asked to complete the following actions by August 6, 2018:

Obtain inspection approval for the vehicle(s) used in the operation of your business. You may contact Ross Haddow at (651) 266-9143 or ross.haddow@ci.stpaul.mn.us to arrange for this approval.

A current MN DOT inspection report may be submitted with future renewals of a previously inspected and licensed vehicle (unless changes have been made to the vehicle or is otherwise required by DSI). DSI records show the following vehicles need a MNDOT Inspection report submitted:

- | | | |
|---------------------|--------------------------|---------|
| • 2FUJDSEB9TA700999 | 96 Fit Liner | YAM8573 |
| • 1NKDLUOX35J089754 | 2005 Kenworth Clam Truck | YBK9104 |
| • 3C7WRNBL0EG202878 | 2014 Dodge 1 Ton | YBN2727 |

DSI records also show you submitted \$339.00 on April 16, 2018 to renew your licenses. However as of today, you have not provided current MN DOT inspection reports to re-license your existing vehicles.

In addition to the suspension of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional 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.

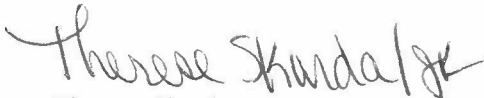
You have four (4) options to proceed:

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, September 24, 2018**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the **October 10, 2018** City Council Consent Agenda for approval of the proposed remedy.
2. You can submit current MN DOT inspection reports directly to DSI at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Monday, September 24, 2018**. A self-addressed envelope is enclosed for your convenience. Submission of the required MN DOT inspection reports 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 no later **Monday, September 24, 2018**. The matter will then be scheduled before the City Council to determine whether to suspend your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional 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 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, September 24, 2018**.

If you have not contacted me by Monday, September 24, 2018, I will assume that you do not contest the suspension of your Tree Trimmer & 1 Vehicle and Tree Trimmer – Each Additional Vehicle licenses and imposition of a \$500.00 matrix penalty. In that case, the matter will be placed on the October 10, 2018 City Council Consent Agenda for approval of the recommended penalty.

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

Sincerely,



Therese Skarda
Assistant City Attorney
License No: 024989

Attachment: 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 12TH day of September, she served the attached **NOTICE OF INTENT TO SUSPEND LICENSES** and a correct copy thereof in an envelope addressed as follows:

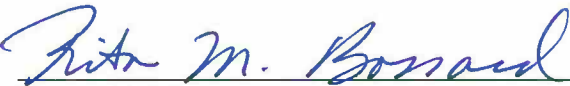
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(which is the last known address of said person) depositing the same, with postage prepaid, in the United States mail at St. Paul, Minnesota.



Julie Kraus

Subscribed and sworn to before me
this 12TH day of September 2018



Notary Public

