



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

January 26, 2016

NOTICE OF INTENT TO DENY LICENSE

Sara Lundequam
16283 – 89th Avenue North
Maple Grove, MN 55311

RE: Massage Practitioner license application submitted by Sara A. Lundequam for the premises located at 493 Selby Avenue in Saint Paul
License ID #20140002647

Dear Applicant:

The Department of Safety and Inspections (DSI) will recommend denial of the Massage Practitioner license application submitted by Sara A. Lundequam for the premises located at 493 Selby Avenue in Saint Paul. The basis for the recommendation is as follows:

On September 3, 2014, you submitted an application for a Massage Practitioner license to the Department of Safety and Inspections (DSI).

On December 11, 2015, you were sent a letter from DSI indicating that your license application was “pending” until you completed the following actions by January 8, 2016:

- **Submit a current certificate of General and Professional liability insurance showing minimum coverage of \$1,000,000 each with a 30-day notice of cancellation and naming the City of Saint Paul as additional insured. Include a policy number and insurance provider’s name and made out to the exact name on the license application.**
- **Provide verification of your proof of affiliation with a City of Saint Paul licensed massage center (commercial or home location) or state licensed health facility.**

As of today’s date the required information has not been received.

At this time, you have three (3) 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, February 5, 2016**, I will presume that you have chosen not to contest the proposed adverse action, and the matter will be placed on the City Council Agenda for approval of the proposed remedy.

2. If you wish to admit the facts but you 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 to the facts and requesting a public hearing. I will need to receive your letter by **Friday, February 5, 2016**. The matter will then be scheduled before the City Council for a public hearing to determine whether to deny your Massage Practitioner license. You will have an opportunity to appear before the Council and make a statement on your own behalf
3. You may withdraw your license application. Send a written statement to that effect to the Department of Safety and Inspections (DSI), 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, February 5, 2016**. Information should be directed to the attention of Eric Hudak. Any request for a refund of the license application fee must also be made in writing to the Department of Safety and Inspections.

If you have not contacted me by Friday, February 5, 2016, I will assume that you are not contesting the denial of your Massage Practitioner license. In that case, the matter will be placed on the 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,


Geoffrey Karls
Assistant City Attorney

cc: Eric Hudak, DSI Licensing Manager
Sara A. Lundequam, 493 Selby Avenue, St. Paul, MN 55102

