



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 14, 2014

NOTICE OF INTENT TO SUSPEND LICENSE

Kristen N. Anderson  
C/o Massage Envy  
770 Grand Avenue  
St. Paul, MN 55105

RE: Massage Practitioner license held by Kristen N. Anderson for the premises located at 770 Grand Avenue in Saint Paul License ID #20120002037

Dear Ms. Anderson:

The Department of Safety and Inspections (DSI) has recommended suspension of the Massage Practitioner license held by Kristen N. Anderson for the premises located at 770 Grand Avenue in Saint Paul. The basis for the recommendation is as follows:

**On December 13, 2013, you were sent a letter and RENEWAL INVOICE from the Department of Safety and Inspections (DSI) stating your Massage Practitioner license expired as of September 9, 2013. You currently owe \$135.00 in delinquent license and late fees.**

**You were also asked to submit the following information along with the license fee payment: 1) current certificates of General and Professional Liability insurance with a 30-day notice of cancellation and naming the City of Saint Paul as additional insured; 2) a copy of your Tax ID or Social Security Number; and 3) Proof of Affiliation. You were given until January 3, 2014, to pay the license and late fees and submit the required information. As of today's date, neither has been received.**

In addition to the suspension of your Massage Practitioner 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 the required information in order to maintain your license.

At this time, you have three options how to proceed:

1. You can pay the delinquent license and late fees and submit the required information. If this is your choice, you should send the payment and information directly to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, January 24, 2014**. 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.

Kristen N. Anderson

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2. 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. I will need to receive your letter by **Friday, January 24, 2014**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your Massage Practitioner 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.
3. If you no longer wish to do business in the City of Saint Paul, you will need to send a written statement to that effect to the Department of Safety and Inspections, at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Friday, January 24, 2014**. Information should be directed to the attention of Kristina Schweinler.

**If you have not contacted me by Friday, January 24, 2014, I will assume that you do not contest the suspension of your Massage Practitioner license and imposition of the \$500.00 matrix penalty. 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: Kristina Schweinler, Senior License Inspector - DSI  
Kristen N. Anderson, 242 Illinois Street, Eau Claire, WI 54703-5949

STATE OF MINNESOTA)  
 ) ss.

**AFFIDAVIT OF SERVICE BY U.S. MAIL**

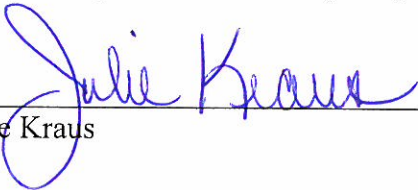
COUNTY OF RAMSEY )

Julie Kraus, being first duly sworn, deposes and says that on the 14<sup>th</sup> day of January she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and correct copy thereof in an envelope addressed as follows:

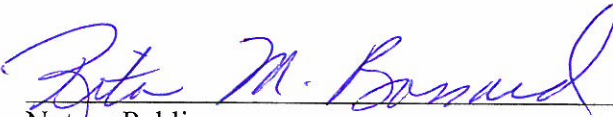
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770 Grand Avenue  
St. Paul, MN 55105

Kristen N. Anderson  
242 Illinois Street  
Eau Claire, WI 54703-5949

(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 14<sup>th</sup> day of January, 2014

  
\_\_\_\_\_  
Notary Public

