



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

May 18, 2012

**NOTICE OF INTENT TO REVOKE LICENSES  
NOTICE OF INTENT TO DENY LICENSE**

Shanna Higbee, Owner  
Davis Enterprises Inc. MN  
817 Vandalia Street  
St. Paul, MN 55114

RE: All licenses held by and the Second Hand Dealer – Motor Vehicle license application submitted by Davis Enterprises Inc. MN d/b/a Davis Enterprises Inc. MN for the premises located at 817 Vandalia Street in Saint Paul.  
License ID #: 20110003560

Dear Ms. Higbee:

The Department of Safety and Inspections (DSI) has recommended adverse action against all licenses held by and denial of the Second Hand Dealer – Motor Vehicle license application submitted by Davis Enterprises Inc. MN d/b/a Davis Enterprises Inc. MN for the premises located at 817 Vandalia Street in Saint Paul. The basis for these recommendations is as follows:

**On May 11, 2012, the Department of Safety and Inspections received a copy of a Termination of Lease from the property owner which was signed by you on May 7, 2012. Due to the fact that you no longer hold a lease to legally operate your business at 817 Vandalia Street, the Auto Repair Garage, Tow Truck/Wrecker (Vehicle) and Tow Truck/Wrecker (Operator) licenses are no longer “active” at that location. Also, the pending application for a Second Hand Dealer-Motor Vehicle license cannot be issued for use at the 817 Vandalia Street location.**

**Based on this information, the licensing office will recommend revocation of your licenses and denial of the Second Hand Dealer-Motor Vehicle license.**

At this time, you have two options on how to proceed:

1. 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 **Monday, May 28, 2012**. The matter will then be scheduled before the City Council for a public hearing to determine whether to revoke all of your licenses and deny your Second Hand Dealer – Motor Vehicle license. You will have an opportunity to appear before the Council and make a statement on your own behalf.

2. If you dispute the facts outlined above, you may request a hearing before an Administrative Law Judge (ALJ). You will need to send me a letter disputing the facts and requesting an administrative hearing no later than **Monday, May 28, 2012**. At that hearing both you and the City will appear and present witnesses, evidence and cross-examine each other's witnesses. After receipt of the ALJ's report (usually within 30 days), a public hearing will need to be scheduled. At that time, the City Council will decide whether to adopt, modify or reject the ALJ's report and recommendation.

**If you have not contacted me by Monday, May 28, 2012, I will assume that you do not contest the revocation of all your licenses and denial of your Second Hand Dealer – Motor Vehicle 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,



Meghan Kisch  
Assistant City Attorney

cc Christine Rozek, Deputy Director of DSI  
Shanna Higbee, 1109 Hudson Road, St. Paul, MN 55106  
Amy Sparks, Executive Director, St. Anthony Park Community Council, 890 Cromwell Avenue  
St. Paul, MN 55114-1599

STATE OF MINNESOTA )  
 ) ss.

AFFIDAVIT OF SERVICE BY U.S. MAIL

COUNTY OF RAMSEY )

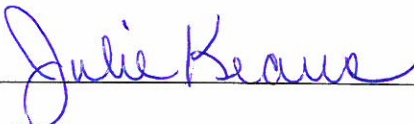
Julie Kraus, being first duly sworn, deposes and says that on the 18<sup>th</sup> day of May she served the attached the **NOTICE OF INTENT TO REVOKE LICENSES and NOTICE OF INTENT TO DENY LICENSE** and correct copy thereof in an envelope addressed as follows:

Shanna Higbee, Owner  
Davis Enterprises Inc. MN  
817 Vandalia Street  
St. Paul, MN 55114

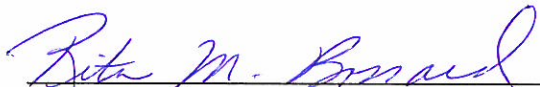
Shanna Higbee  
1109 Hudson Road  
St. Paul, MN 55106

Amy Sparks, Executive Director  
St. Anthony Park Community Council  
890 Cromwell Avenue  
St. Paul, MN 55114-1599

(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 18<sup>th</sup> day of May, 2012

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

