



**CITY OF SAINT PAUL**  
Mayor Melvin Carter

Civil Division  
400 City Hall and Court House  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102

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

August 20, 2018

**NOTICE OF INTENT TO DENY LICENSE**

Tamara Jean Hillis  
2700 Humboldt Avenue #203  
Minneapolis, MN 55408

RE: Massage Practitioner license application submitted by Tamara Jean Hillis for the premises located at 762 Cleveland Avenue South in Saint Paul  
License ID #: 20180000375

Dear Applicant:

The Department of Safety and Inspections will recommend denial of the Massage Practitioner license application submitted by Tamara Jean Hillis for the premises located at 762 Cleveland Avenue South in Saint Paul. The recommendation is based on the following information:

**On June 21, 2018, you were then sent a letter from the Department of Safety and Inspections stating that your Massage Practitioner license was still "pending" because you had not submitted a completed and notarized Personal Affidavit. You were given until July 17, 2018 to submit the completed form.**

**As of today, DSI has not received the required Personal Affidavit required to complete the application process.**

You have four (4) options on how to proceed:

1. If I have not heard from you by **Thursday, August 30, 2018**, I will presume that you have chosen not to contest the proposed adverse action and the matter will be placed on the **September 12, 2018** City Council Agenda for approval of the proposed remedy.
2. Complete and notarize the attached Personal Affidavit and submit it to the Department of Safety and Inspections (DSI) located at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, August 30, 2018**. A self-addressed envelope is enclosed for your convenience. Submission of the required form will be considered a waiver of the hearing to which you are entitled.

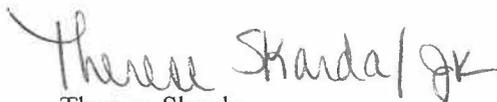
Tamara Jean Hillis  
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3. If you wish to admit the facts but you contest the penalty, you may have a public hearing before the Saint Paul City Council. You will need to send me a letter with a statement admitting to the facts and requesting a public hearing no later than **Thursday, August 30, 2018**. The matter will then be scheduled before the City Council to determine whether to deny your Massage Practitioner license. You will have an opportunity to appear before the City Council and make a statement on your own behalf.
4. You can withdraw your Massage Practitioner license application. Complete and return the attached REQUEST TO WITHDRAW REQUEST FOR REFUND form to the Department of Safety and Inspections (DSI), located at 375 Jackson Street, Ste. 220, St. Paul, Minnesota 55101-1806 no later than **Thursday, August 30, 2018**.

**If you have not contacted me by Thursday, August 30, 2018, I will assume that you do not contest the denial of your Massage Practitioner license. In that case, the matter will be placed on the September 12, 2018 City Council Consent Agenda for approval of the recommended penalty.**

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

Sincerely,



Therese Skarda  
Assistant City Attorney  
License No. 0240989

Cc: Tamara Jean Hillis, Great American Backrub, 762 Cleveland Avenue South, St. Paul, MN 55116

Attachment: PERSONAL AFFIDAVIT  
REQUEST TO WITHDRAW REQUEST FOR REFUND

STATE OF MINNESOTA)  
 ) ss.

AFFIDAVIT OF SERVICE BY U.S. MAIL

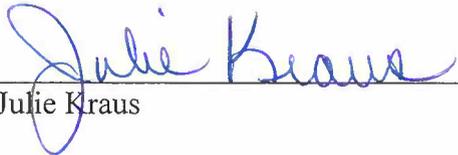
COUNTY OF RAMSEY)

Julie Kraus, being first duly sworn, deposes and says that on the 20<sup>th</sup> day of August, she served the attached **NOTICE OF INTENT TO DENY LICENSE** and a correct copy thereof in an envelope addressed as follows:

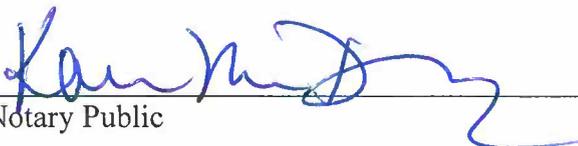
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Tamara Jean Hillis  
Great American Backrub  
762 Cleveland Avenue South  
St. Paul, MN 55116

(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 20<sup>th</sup> day of August, 2018

  
Notary Public

