



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

February 20, 2013

NOTICE OF INTENT TO SUSPEND LICENSE

Courtney L. Kupfer
C/o Phresh Spa Salon
937 Grand Avenue
St. Paul, MN 55105

RE: Massage Practitioner license held by Courtney L. Kupfer for the premises located at 937 Grand Avenue in Saint Paul
License ID #20110001603

Dear Ms. Kupfer:

The Department of Safety and Inspections (DSI) has recommended suspension of the Massage Practitioner license held by Courtney L. Kupfer for the premises located at 937 Grand Avenue in Saint Paul. The basis for the recommendation is as follows:

On January 7, 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 June 30, 2012. 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 and 2) Proof of Affiliation.

You were given until January 28, 2013, to pay the license and late fees and submit the requested 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 on how to proceed:

1. You can pay the delinquent license and late fees and submit the requested 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, March 1, 2013**. A self-addressed envelope is enclosed for your convenience. Payment of the delinquent license and late fees and submission of the requested information will be considered to be a waiver of the hearing to which you are entitled.

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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, March 1, 2013**. The matter will then be scheduled before the City Council for a public hearing to determine whether to suspend your 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, March 1, 2013**. Information should be directed to the attention of Christine Rozek.

If you have not contacted me by Friday, March 1, 2013, I will assume that you do not contest the suspension of your 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,

Handwritten signature of Daphne Lundstrom in cursive, followed by a vertical line and the initials 'DL'.

Daphne Lundstrom
Assistant City Attorney

cc: Christine Rozek, Deputy Director of DSI
Courtney L. Kupfer, 323 West 31st Street, Apt. 1, Minneapolis, MN 55408

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 20th day of February she served the attached **NOTICE OF INTENT TO SUSPEND LICENSE** and a correct copy thereof in an envelope addressed as follows:

Courtney L. Kupfer
C/o Phresh Spa Salon
937 Grand Avenue
St. Paul, MN 55105

Courtney L. Kupfer
323 West 31st Street, Apt. 1
Minneapolis, MN 55408

(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 20th day of February, 2013


Notary Public

