



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 24, 2014

NOTICE OF INTENT TO REVOKE LICENSE

Tami E. Hightower  
2285 University Avenue West, # 356  
Saint Paul, MN 55114

RE: Massage Practitioner license held by Tami E. Hightower for the premises located at 2140 Ford Parkway in Saint Paul  
License ID #20120005390

Dear Ms. Hightower:

The Department of Safety and Inspections (DSI) will recommend revocation of the Massage Practitioner license held by Tami E. Hightower for the premises located at 2140 Ford Parkway in Saint Paul. The basis for the recommendation is as follows:

**On December 30, 2013 you were sent a letter from the Department of Safety and Inspections (DSI) stating that your Massage Practitioner license expired as of November 26, 2013. You currently owe \$108.00 in delinquent license and late fees.**

**You were also asked to submit current certificates of General and Professional Liability insurance and Proof of Affiliation from a City of Saint Paul license therapeutic massage center. You were given until January 16, 2014 to pay the delinquent license and late fees and submit your insurance and Proof of Affiliation. As of today's date, neither has been received.**

**In addition, DSI received an email from Massage Envy Highland Village on December 30, 2013, stating that you are not currently employed or affiliated with that location. Please note: Massage Practitioner licenses are not transferrable to a new location. If you are operating at another location, you must obtain a new license.**

At this time, you have two (2) options 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, February 3, 2014**. The matter will then be scheduled before the City Council for a public hearing to determine whether to revoke your Massage Practitioner 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, February 3, 2014**. 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 then need to be scheduled. At that time, the City Council will decide whether to adopt, modify or reject the ALJ's report and recommendation.

Please note: If you choose an administrative hearing, the Department of Safety and Inspections reserves the right to request that City Council impose the costs of the administrative hearing per Saint Paul Legislative Code § 310.05 (k).

**If you have not contacted me by Monday, February 3, 2014, I will assume that you are not contesting the revocation 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: Kristina Schweinler, Senior License Inspector – DSI  
Barbara McMonigal-St. Dennis, DSI Environmental Health Inspector

STATE OF MINNESOTA)  
 ) ss.

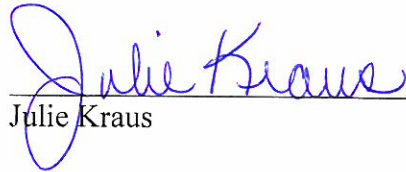
**AFFIDAVIT OF SERVICE BY U.S. MAIL**

COUNTY OF RAMSEY )

Julie Kraus, being first duly sworn, deposes and says that on the 24th day of January she served the attached **NOTICE OF INTENT TO REVOKE LICENSE** and correct copy thereof in an envelope addressed as follows:

Tami E. Hightower  
2285 University Avenue West, #356  
Saint Paul, MN 55114

(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 24th day of January 2014

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

