

City of Minot

TO: Mayor Chuck Barney
Members of the City Council

FROM: Kelly Matalaka, City Clerk

DATE: May 22, 2018

SUBJECT: ALCOHOLIC BEVERAGE LICENSE RENEWALS 2018-2019

I. RECOMMENDED ACTION

It is recommended the Committee and Council approve the alcoholic beverage sales license renewals for the July 1, 2018 through June 30, 2019 license year, subject to receipt of proper documentation and renewal fees and approval from the Police Chief, Building Official and Fire Marshal.

II. DEPARTMENT CONTACT PERSONS

Kelly Matalaka, City Clerk 857-4752

III. DESCRIPTION

Alcoholic beverage sales licenses are approved from July 1st through June 30th of each year. In order to renew the license, an application is submitted for review by the Police Department and inspections by the Building Official and Fire Marshall.

The City of Minot Code of Ordinances, Sec. 5-25. City clerk to submit application to the committee of the whole; approval, states:

- (a) The city clerk shall submit the application to the committee of the whole for its recommendation.
- (b) Upon receiving the recommendation of the committee of the whole, the city clerk shall then submit the application to the city council for its consideration.
- (c) Every application for a license required by this article shall be approved by the city council before the license shall be issued.

IV. IMPACT:

Fiscal Impact:

The fees vary depending on the type of license and is deposited into the appropriate general fund revenue account.

V. ALTERNATIVES

The Committee of the Whole and City Council could deny a license renewal application if there is reasonable cause to do so, and the establishment would not be permitted to sell alcohol.

VI. TIME CONSTRAINTS

Once the City license is approved, the organization must also apply for a State license. A timely approval is necessary if their business wishes to proceed with the sale of alcohol.

VII. LIST OF ATTACHMENTS

- A. Alcoholic Beverage License Renewal List