



March 22, 2019

TO: Alcoholic Beverage Sales License Holder  
FROM: Kelly Matalka, City Clerk  
RE: Notice of Possible Ordinance Updates

In the Fall of 2018, City staff formed an internal working group to review the current application process relating to alcoholic beverage licenses and to determine if any changes should be made to the existing ordinances. The scope of the working group's review was limited to administrative processes and correcting or clarifying existing language. At 5:30 PM on April 1, 2019, the City Council will be considering the following staff recommendations that may interest you:

- Several clerical modifications are being proposed to ensure the City Code is consistent with the language used in state law. For instance, in the usage of "licensed premises" and "minors" as well as a clarification of food sales.
- One major change will be the license period. Instead of issuing licenses on a fiscal year from July 1st-June 30th. It is proposed that the issuance period run from January 1st-December 31st. By making this change, the City license renewals will coincide with State license renewals. It is also proposed that Sec. 5-22 Split payment of license fees permitted, be removed. The full amount of the annual fee will be required at the time the license is renewed.
- An amendment is proposed in order to set a timeframe in which license applications and renewals will be reviewed. The City Clerk will be required to submit the application to the City Council for review within 45 days of receipt of all application materials. City staff will ensure that all inspections are completed within the timeframe, and all inspection reports will be submitted to the City Council with the application materials.
- There will also be more purposeful guidelines regarding Special Event Permits. Currently, the City Manager grants permission for events at the Auditorium, but the proposed amendment makes the process consistent with the special event permit process. It is proposed to amend Sec. 5-40 Special permits; fees, to require an event permit application be submitted at least seven (7) days prior to the event. Written approval by the Police Chief is still required but is more clearly defined in the proposed changes.

All of the proposed changes need City Council approval. If you have concerns about any of these proposed changes or would like to be present during the City Council's discussion, please attend the City Council meeting taking place Monday, April 1, 2019. Meetings are held in the Council Chambers at City Hall (515 2<sup>nd</sup> Ave SW) at 5:30 pm. The agenda will be available on the City website (<https://www.minotnd.org/AgendaCenter>) on March 27<sup>th</sup> and will include a full copy of the staff memo and proposed ordinance.

**City Clerk**