



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Kelly Matalaka, City Clerk

**DATE:** July 1, 2019

**SUBJECT:** **ALCOHOLIC BEVERAGE LICENSE RENEWALS 2019-2020**

**I. RECOMMENDED ACTION**

1. It is recommended the City Council approve the remaining alcoholic beverage license renewals for the period of July 1, 2019 through December 31, 2020:

Captain's Cove Seafood Restaurant  
Clarion Hotel and Convention Center, Minot  
Pizza Ranch  
Quality Inn & Suites  
Thai Hot

**II. DEPARTMENT CONTACT PERSONS**

Jason Olson, Police Chief	857-4715
Kelly Matalaka, City Clerk	857-4752

**III. DESCRIPTION**

Background

In order to renew the license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. The attached spreadsheet tracks all of the information submitted and approvals granted. It should also be noted, since the recent ordinance change to license renewals, the term of the licenses will commence at 12:00 am July 1, 2019 and continue through 11:59 pm on December 31, 2020.

Last month, liquor license renewals were approved for a majority of license holders. There were several licensees who had not submitted documentation at that time, but have now complied with the requirements.

At the time of this memo, the following businesses have not complied with the requirements necessary for renewal of their license:

**No Renewal Applications Submitted:**

No renewal applications have been received for the following licenses:

With Room Coffee

Because no renewal application has been received, no action is necessary by the City Council at this time. Once the applications (and all application materials identified in Section 5-18 of the City of Minot Code of Ordinances), if any, are submitted, and inspections and background checks are completed, the City Clerk will forward the applications to the City Council for review. Until applications are submitted and licenses are approved by the City Council, the licensees will not be permitted to engage in the sale of alcohol with regard to the specific licensed premises, after June 30, 2019.

**Have not provided documentation demonstrating food sales are greater than alcohol sales:**

If a licensee allows individuals under twenty-one years of age on its licensed premises, state and local law requires gross sales of food be at least equal to gross sales of alcoholic beverages consumed in the dining area. City ordinance requires submission of a statement by a CPA or certified copies of the licensees sales tax returns for the most recent 12 month period be submitted to verify the requirement of the preceding sentence. The following applications, who currently allow individuals under twenty-one years of age on the licensed premises, did not submit the required verification documents:

- Thai Hot
- Thai Hot 2
- The Putt District
- Mi Casa Su Casa Mexican Restaurant
- Pizza Ranch

Unless verification documentation is submitted on or before June 28, 2019, individuals under twenty-one years of age will not be permitted on the licensed premises of those licensee identified in the preceding list. As soon as the appropriate documentation is submitted and the licensees verify compliance, individuals under twenty-one years of age will be permitted on the licensed premises. This information is only informative and no specific City Council action is required.

**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 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 until obtaining a local alcoholic beverage license.

The City Council could table or postpone decision on the renewal applications that have not submitted all required application materials or passed all background checks and/or inspections.

**VI. TIME CONSTRAINTS**

Current licenses expire at 11:59 pm on June 30<sup>th</sup> of this year. If the establishment is continuing the sale of alcohol, the license renewal needs to be approved by City Council prior to that time.

**VII. LIST OF ATTACHMENTS**

- A. Alcoholic Beverage License Renewal List