

January 22, 2024 Alcohol Ordinance Review and Rewrite Committee

Alcohol Ordinance Review and Rewrite Committee – January 22, 2024 AT 1:00 P.M.

Members Present:

Kevin Black, Jon Hanson, Chairman Paul Pitner, Brett Tinnes

Members Absent:

Mayor Tom Ross

Also Present:

Mikayla McWilliams (City Clerk), Harold Stewart (City Manager), Stefanie Stalheim (City Attorney), Chief John Klug (Police Chief), Brian Billingsley (Community and Economic Development Director)

The meeting was called to order by Chairman Paul Pitner at 1:00 pm.

APPROVAL OF MINUTES

Jon Hanson moved the committee approve the minutes of the January 10, 2024 Alcohol Ordinance Review and Rewrite Committee meeting.

Motion seconded by Brett Tinnes and carried the following vote: ayes: Black, Hanson, Pitner, Tinnes; nays: none.

Chairman Paul Pitner asked new member Kevin Black for a brief introduction, along with the committee members and advisory staff.

ALCOHOL LICENSING PROCESS

Mikayla McWilliams, City Clerk, did a recap on the 2024 Alcohol Licensing process. This year's renewals were similar to the years prior for the business owner, but for city staff it became an electronic process in the Cityworks software system. Letters, applications, and invoices were sent out early October 2023 to all 2023 license holders. Applications include owner and business information, manager information, site/premise map, questions to the license holder, and food vs alcohol sales if minors on premise. The City Clerk entered all the applications into the Cityworks system to allow for the other departments to monitor the process electronically.

Emily Huettl discussed the many different ways the City of Minot utilizes the Cityworks software. The review process in Cityworks was shown to the committee. Discussion on Section 5-25 of the City Ordinances, which is the section stating City Council shall approve all applications prior to issuance of license, was had by Mikayla McWilliams. Once City Council approved the renewals, the City Clerk then sent out an e-mail with information about the Cityworks Portal and how to set up an account. This e-mail also included a copy of the 2024 license. Emily presented a slide showing the access page to the portal and also discussed the training videos on YouTube. She also mentioned a link to the online renewal process will be sent to the committee. They both discussed the tentative 2025 renewal process, which will include a generated e-mail from Cityworks and also a mailed letter from the City of Minot. By the end of October 2025, staff should be able to monitor the responses from the renewal and send out further information to the license holders who have yet to submit.

Emily and Mikayla also did a brief introduction and presentation of how the special event permit will look in the Cityworks software. This will allow for the event to be paid for online by the license holder and still go through the necessary approvals by city staff.

Mikayla also discussed how the City of Fargo holds meetings annually for license holders. It is mandatory to attend one of the three set meetings. This allows for open discussion about issues and/or process changes. They prior held mandatory one-hour meetings with each license holder. It was also brought up that other cities discuss in their application process delinquent taxes. Grand Forks also has a section in their ordinances about Premises nonoperable or under construction (21-0218).

ALCOHOL LICENSE TYPES

As homework from the last meeting, the committee moved onto alcohol license types of the City of Minot vs other cities in North Dakota. Brett Tinnes began discussion with the capped Retail Liquor, Beer, and Wine license. He believed the City of Minot should create an off-sale only license with the clause of sampling within the store. This could free up 7-8 capped licenses if the business was willing to sell and obtain the new license. He also mentioned that Grand Forks has a higher initial license fee and an application fee. The group discussed if the new off-sale only license would be allowed to obtain a special event license. During the process it was mentioned special event permits should be only for license holders that serve/dispense alcohol and possibly only for the Retail Liquor, Beer, and Wine capped license. The committee did decide it was important to have an established and clearly defined tasting provision within the off-sale license.

Kevin Black mentioned the idea of if the City of Minot were to remove the cap but still provide value to Retail Liquor, Beer, and Wine licenses maybe the City of Minot could develop a grant program with the funds of the initial cost for the new licenses issued. The grant could cover up grades of buildings that maybe could not be done to the license cost for the capped license.

Chairman Pitner discussed how other cities have licenses such as a Renaissance Zone License, a DCP-E license for downtown associations for events, and brewery/Taproom and Distillery licenses. He would like for the committee to discuss the value of the capped license. The committee will look at the sale of the last 4 open licenses in 2021 and also the transfer of X-Golf.

Stefanie Stalheim, City Attorney, created the list for the next meetings discussion to include:

- Grand Forks definition of a transfer
- Delinquent taxes for renewal denial
- Off – Sale License
- Domestic Distillery License
- Brewery License
- Theoretical value of the capped Retail Liquor, Beer, and Wine license
- Adding the preamble from Grand Forks
- Current License fees and possible application fee
- Licensed Premise definition

There being no further business, Jon Hanson moved the committee meeting be adjourned. Motion seconded by Kevin Black and carried unanimously. Meeting adjourned at 2:46 pm.