

City of Northfield, Minnesota	Policy Number: 1.01
	Adopted: 02/09/2010– Motion 2010-0024
ADMINISTRATIVE POLICY	Revised:
Consider policy change regarding permitting alcohol use at the NCRC	

ITEM: Consider policy change regarding permitting alcohol use at the NCRC

ACTION REQUESTED:

Proposed Motion For Consideration: Pownell Motion Vohs Second

The City Council of the City of Northfield hereby reaffirms the policy of prohibiting alcohol at City owned facilities including the NCRC.

SUMMARY:

The City of Northfield has received a request from the Northfield Senior Citizens to allow the use of alcohol at the NCRC for a dance scheduled in rooms SS103 and SS105 on February 27, 2010. The City's current policy prohibits the use of alcohol in all City facilities. The NCRC building is considered a city facility. Staff agreed to bring this issue to the City Council to consider a policy change exempting the NCRC from the policy prohibiting alcohol in City facilities. The Northfield Senior Citizens currently lease rooms SS103 and SS105 from the City. The Senior Citizens determine who uses these rooms and how they are used.

Staff does not recommend a change to the policy prohibiting alcohol use in a city facility for the following reasons:

- The NCRC is a mixed use of facility. The facility is home to a wide variety of partners and programs with participants that range in age from infants through senior citizens.
- Increased liability to the City.
- Competing with other private businesses in town that have facilities for these types of events by using a tax subsidized facility.
- Potential increased future costs for facility maintenance and repair.
- Staff does not recommend granting an exemption for one facility, or on a case-by-case basis, because of the subjectivity and time involved in considering each request individually.

There are only two ways permitted in State law for a non-licensed group, business or club to serve (sell or give away) alcohol.

- Hiring a licensed on-sale intoxicating establishment that holds a caterer's license to serve at an event. The serving of alcohol is tied to the service of food through a caterer's permit. 340A.404 Subd. 12. permits the holder of a caterer's permit to sell intoxicating liquor as an incidental part of a food service that serves prepared meals at a place other than the premises for which the holder's on-sale intoxicating liquor license is issued.

- o Caterer's permits are issued by the State and permit licensees to serve alcohol along with catered food anywhere in the State of Minnesota. Holders of a Caterer's Permit are required to notify local law enforcement before any catered events take place in their jurisdiction.

- Issuance of a temporary license. Temporary licenses are available for 3.2 percent malt liquor or on-sale intoxicating liquor. The cost of a temporary license is \$350. Temporary licenses are approved by the City Council. Temporary licenses can be obtained by the following:

- o Temporary on-sale 3.2 percent malt liquor licenses may be issued to clubs and charitable, religious and other nonprofit organizations.
- o Temporary on-sale intoxicating liquor licenses may be issued to; (i) a club or charitable, religious, or other nonprofit organization in existence for at least three years; (ii) a political committee registered under Minn. Stat. § 10A.14; or (iii) a state university a temporary on-sale license for the sale of intoxicating liquor in connection with a social event within the city sponsored by the licensee.
 - The city may not issue more than three four-day, four three-day, six two-day, or 12 one-day temporary on-sale intoxicating liquor licenses, in any combination not to exceed 12 days per year, to any one organization or registered political committee or for any one location within a 12-month period.
 - The city may require that the license be limited to wine or malt liquor or to wine and malt liquor.

- Both options noted above would require a certificate of insurance for events held on City property. The insurance requirements are as follows:

- The City must be named as a certificate holder
 - The City must be named as an additional insured
 - A 30 day cancellation notification clause must be included
 - The insurance must cover the entire period of the event
- The applicant must maintain commercial general liability and liquor liability insurance in the amount of \$1,500,000

The Northfield Senior Citizens have indicated that they have contacted a licensed caterer that they would hire for this event.

Additional options:

The City Council could allow the use of alcohol at the NCRC by adopting a motion that exempts the NCRC from prohibition of alcohol in City facilities. Staff does not recommend this option. If council chooses this option, staff recommends that a policy be created to govern the use of alcohol at the NCRC. The policy would govern things such as requiring city council approval of all events where alcohol will be served, whether the alcohol service would be limited to beer/wine, hiring of security, behavior expectations, additional fees or deposits, notification of building partners and police, insurance requirements, etc.

Optional Motion "A"

The City Council of the City of Northfield hereby approves the exemption of the NCRC from the policy of prohibiting alcohol at City owned facilities to allow the use of alcohol at the NCRC and directs staff to create a policy governing the use of alcohol at the NCRC.

The City Council could allow the use of alcohol at the NCRC on a case-by-case basis. Staff does not recommend this option because of the subjectivity and time involved in considering each request individually. If council chooses this option, staff recommends that a policy be created to govern the use of alcohol at the NCRC and to set the parameters by which an event would be approved or denied by the City Council. The policy would also govern things such as whether the alcohol service would be limited to beer/wine, hiring of security, behavior expectations, additional fees or deposits, notification of building partners and police, insurance requirements, etc.

Optional Motion "B"

The City Council of the City of Northfield hereby approves the exemption of the NCRC from the policy of prohibiting alcohol at City owned facilities to allow the use of alcohol on a case-by-case basis at the NCRC and directs staff to create a policy governing the use of alcohol at the NCRC and establishing the parameters by which such use would be approved or denied.

Y	N	Checklist
N/A		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
N/A		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
N/A		Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
X		Are there measurable criteria to aid with the decision-making and have they been identified?
N/A		Have the suitable timelines and schedules been identified?

SUBMITTED BY: Joel Walinski, City Administrator
Deborah A Little, City Clerk