

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 4, CHAPTER 1, SECTIONS 7 AND 14 REGARDING LIQUOR LICENSE APPLICATIONS**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 4, Chapter 1, Section 7, of the Inver Grove Heights City Code is hereby repealed and replaced in its entirety as follows:

4-1-7: APPLICATION FOR INITIAL LICENSE:

A. In addition to any information required by the Minnesota Department of Public Safety, an initial application for a liquor license shall also contain the information required herein, as well as any other information that the Council may require. Every application for a liquor license shall be made on the form required by the City and shall be verified and filed with the Clerk. No person shall make a false statement in any application.

B. Required Information For All Licenses Other Than Temporary Licenses:

1. All Applicants:

a. Whether the applicant is a natural person, partnership, corporation, club or other form of organization.

b. The type of license the applicant seeks.

c. The street address of the premises where the sale of liquor is to be conducted.

d. A floor plan, including dimensions, showing the areas within the premises where alcoholic beverages are to be sold or consumed, and the maximum number of persons intended to be served in each of the areas.

e. If the business premises is not owned by the applicant, approval by the lessor is required, and a copy of the written lease for the premises shall be included with the application.

f. Proof of financial responsibility as required in 4-1-11.

2. Natural Persons: If the applicant is a natural person, the following information shall be required:

a. Full legal name, place and date of birth, and residential address of applicant as well as all residential addresses at which applicant has lived during the preceding five (5) years.

b. Whether applicant has ever used or been known by a name other than their full legal name, and if so, such name or names along with information concerning dates and places where used.

c. The name of the business if it is to be conducted under a designation, name or style other than the full legal name of the applicant. In such case, a certified copy of the certificate of assumed name filed with the Office of the Minnesota Secretary of State shall be attached to the application.

e. Name, location, and type of every business or occupation applicant has been engaged in during the preceding five (5) years.

f. Names and addresses of applicant's employers and business partners, if any, for the preceding five (5) years.

g. Whether the applicant has ever been convicted of any crime, or violation of any ordinance, other than traffic tickets. If so, the applicant shall furnish information as to the time, place and offense that they were convicted of.

3. Partnerships: If the applicant is a partnership, the following shall be required:.

a. The names and addresses of all partners, and all information concerning each partner as is required of a single applicant in subsection B2 of this section shall be provided.

b. A managing partner or partners shall be designated. The interest of each partner in the business shall be disclosed.

c. If the partnership is required to file a certificate as to a trade name under the provisions of Minnesota statutes chapter 333, a certified copy of the certificate of assumed name filed with the Office of the Minnesota Secretary of State shall be attached to the application.

4. Corporations, Limited Liability Companies, and Other Entities: If the applicant is a corporation, limited liability company, or other entity, the following shall be required:

a. Name, and if incorporated, the state of incorporation.

b. A certified copy of the certificate of incorporation, articles of incorporation, articles of organization, or association agreement and bylaws and, if a foreign corporation, a certificate of authority, as described in Minnesota statutes chapter 303.

c. The name of the manager or proprietor or other agent in charge of the premises to be licensed, giving all the information about said person as is required of a single applicant in subsection B2 of this section.

d. A list of all persons who own or control an interest in said corporation, limited liability company, or entity or who are officers or directors of said corporation, limited liability company, or entity, together with their addresses and all information as is required of a single applicant in subsection B2 of this section.

5. Clubs: If an application is submitted by a club, whether for an on-sale or club license, the following information shall be submitted in addition to that required by the Minnesota Department of Public Safety and by the previous provisions of this section:

a. The purpose for which the club was originally organized and for which it now exists.

b. Date that club was first organized and place of such organization.

c. The number of members.

d. The name of the manager, proprietor or other person who shall be in charge of the licensed premises.

e. A sworn statement by a responsible individual having personal knowledge of the facts or other documentation satisfactory to the city clerk shall be submitted with the application verifying that the club meets all the requirements of Minnesota statutes section 340A.101, subdivision 7.

C. Plans Required For On-Sale Applications: Whenever the application for an on-sale license, or for a transfer thereof, is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

D. Execution Of Application: If the application is by a natural person, it shall be signed and sworn to by such person; if by a partnership, by all partners; if by a corporation or other business entity, by an officer thereof; if by a club, by the manager or managing officer thereof. If the applicant is a partnership, the application, license and bond (or insurance policy) shall be made and issued in the name of all partners.

E. Licenses Non-Transferable: Liquor licenses are non-transferable. Any change in a licensee's ownership shall require an application for a new liquor license be submitted to the City for review and approval in the same manner as an application for a new license. This requirement shall not apply to a change in ownership that involves only the removal of an individual from an entity/partnership.

Section Two. Amendment. Title 4, Chapter 1, Section 14 (J) of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

5. Completion Within ~~Twenty-Four~~ Thirty-Six Months: No one shall serve or sell any alcoholic beverage at a licensed establishment unless that person has completed an alcohol server training program within the ~~twenty-four (24)~~ thirty-six (36) month period immediately prior to the date of serving or selling the alcoholic beverage. A certificate of completion of server training for each server must be submitted with the liquor license application and must be valid for a period of at least six (6) months after the date of submission of the liquor license application.

Section Three. Effective Date. This ordinance shall be effective upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this ____ day of _____, 2025.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk