

To: Town Council & Town Manager  
FROM: Linda Morrell, Town Clerk  
RE: Council giving Clerk certain authorities  
DATE: June 19, 2019

At the Council Workshop on June 18, 2019 the Council all agreed to allow the Clerk to sign off on the following **renewal** licenses:

Liquor  
Victualer's  
Motion Picture  
Coin-operated Devices  
Mobile Food  
Bingo Beano Games of Chance

The Clerk already has Council approval to sign off on One-Day Catering Permits and Pawnbroker permits.

All new applicants will continue to go before the Council. For renewal Liquor I will send a list to the Council the first of each month with those establishments who will be coming due the following month. If a Councilor has an issue with anyone on the list, they will let me know, and we will put them on the agenda for the Council to handle.

Before I sign a Liquor application I will continue to have the Police Chief, Fire Chief and Code Director sign off.

Before I issue a Coin-op permit, I will continue to have the Police Chief and Code Director sign off.

Before I issue a Mobile Food permit we will continue to do a background check.