

To: Town Council & Town Manager
FROM: Linda Morrell, Town Clerk
RE: Council giving Clerk certain authorities
DATE: July 30, 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

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 "renewal" Liquor application, I will continue to have the Police Chief, Fire Chief and Code Director sign off. The Deputy Tax Collector will be added to the Liquor License Addendum if approved on August 13, 2019.

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.

I also noted that the Special Amusement Ordinance needed the fee for a public hearing amended. It currently reads the applicant will pay a \$35 fee for a public hearing advertising cost, and the paper currently charges me \$100. The wording for this would be changed to "plus the cost of advertising" if approved on August 13, 2019.