

Deputy City Clerk's Office 333 S. Washington Street, PO Box 526 Redwood Falls, MN 56283 507-637-5755

Email: akerkhoff@ci.redwood-falls.mn.us

Procedure to Apply for an On Sale Wine License *Must be a Restaurant*

1.	Complete City Form "Application for Liquor License".
2.	Complete State Form "Application for County/City On-Sale Wine License".
3.	Have a Certificate of Liability Insurance prepared and included with your application for proof of liquor liability coverage. Certificate should show coverage on a calendar basis. Name appearing on the Certificate <u>must be exactly</u> as shown on your application or the State will reject your application. This is required if you are applying for a Wine <u>and</u> 3.2 Liquor Licenses. If you are applying <u>only for a Wine License</u> and qualify, you may eliminate the proof of insurance by completing the "Affidavit of Sales of 3.2 Malt Liquor, Beer or Wine Sales".
4.	Complete "Certificate of Compliance – Minnesota Workers' Compensation Law" form.
5.	Complete a "Background Check Form" for each person or officer on your application. This form may be copied as needed.
6.	Remit \$275.00 payable to the City of Redwood Falls for the license application. This is an annual fee (calendar year). Should you be applying during the middle of the year, your fee will be prorated on the basis of 1/12 for each calendar month for the current licensed year.
7.	Remit \$109.75 payable to the City of Redwood Falls for each background check.
8.	Return a copy of the license issued by Department of Health showing status of having a Restaurant. <u>This is a requirement to be issued an On-Sale Wine license</u> .
9.	A Buyers Card (Form PS9135) has been included with this packet for your convenience. This will be required from the State of Minnesota before any product can be delivered to you wholesale. Please complete and sign. The application and fee should be sent directly to the State Alcohol and Gambling Enforcement Division.
10.	The materials with a box in the left margin (#1-8) should be returned to: Amy Kerkhoff City of Redwood Falls 333 South Washington Street PO Box 526 Redwood Falls MN 56283

12. If the premise for this license has not had On-Sale Wine sales previously, Alcohol and Gambling Enforcement Division will be inspecting your premises.

11. Upon receiving all the completed and required materials and fees and completion of successful background check(s), the application will be on the City Council agenda to consider approval of issuance of the license. When the City Council has approved the issuance of the license, the City will then forward your approved application to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division recommending approval.

- 13. Once Alcohol and Gambling Enforcement Division approves the inspection of the premises and the license application, an On-Sale Wine License will be sent to the City for final execution.
- 14. Once the City executes the license, the City will send you the On-Sale Wine License that must be posted at your licensed premise.
- 15. The City of Redwood Falls will send you a renewal notice each fall for the next year for any licenses that have been in place.
- 16. Should you have any questions regarding this application process, please contact Amy Kerkhoff at 507-637-5755 or you may call State of Minnesota Liquor Control at 651-201-7507.

Enclosures: City Form "Application for Liquor License"

State Form "Application for County/City On-Sale Wine License"

"Affidavit of Sales of 3.2 Malt Liquor, Beer or Wine Sales"

"Certificate of Compliance – Minnesota Workers' Compensation Law"

"Background Check Form" Form 9135 ("Buyers Card")

State Statute 340A.409 "Liability Insurance" City Code "On-Sale Wine – 5.70, 5.71, 5.72"



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Application for Liquor License

LICENSE REQUESTED: (if applying due a minimum license fee is not less than one-half of the		the fees will be prorated, pr	ovided that, for licenses where the fee is \$100 or less,		
 □ On-Sale Liquor = \$2,750/yr. + \$109.75 B □ 3.2% On-Sale Malt Liquor = \$250/yr. + \$ □ Wine = \$275/yr. + \$109.75 Background F □ Temporary On-Sale Liquor = \$125 	109.75 Background Fee	☐ 3.2% Off-Sale Ma	iquor = \$200/yr. (add on to On-Sale Liquor) lt Liquor = \$175/yr. + \$109.75 Background Fee On-Sale Malt Liquor = \$30		
APPLICANT INFORMATION:					
Name: First	Full Mide	dle Name	Last Name		
Applicant Current Address:					
City, State, Zip:					
Telephone: Home:	Work:		Cell:		
E-Mail Address:	Date of Birth:		Social Security #:		
BUSINESS INFORMATION:					
Business Name:					
Type of Ownership: ☐ Sole Proprietorshi	p 🗆 Partnership 🗆	Limited Liability Con	mpany (LLC) Corporation Other		
Trade Name or DBA:					
Address of Business:					
City State, Zip:					
Mailing Address (if different from above):					
Federal Employer Identification No.:		Minnesota Business	ID No.:		
Business Phone:		Alternate Number:			
Manager of Business:					
Address of Manager:					
If the above named licensee is a Corpor	ation, Partnership, o	LLC, complete the	following for each partner/officer:		
Owner #1: First	Full Mid	dle Name	Last Name		
Current Address:			******		
City State Zin:					

Revised: 10-24-17

1				
Telephone: Home:	Work:		Cell:	
E-Mail Address:	Date of Birth:		Social Security #:	
Owner #2: First	Full Mid	dle Name	Last Name	
Current Address:				
City, State, Zip:				
Telephone: Home:	Work:		Cell:	
E-Mail Address:	Date of Birth:		Social Security #:	
PREMISES DESCRIPTION				
Premise Location:				
Does business have inside access to anoth	er business establishm	nent?		
If yes, please describe:				
Will licensed area include any outdoor att	achment such as a pati	io or deck? Yes	□ No	
If yes, is area fenced in? [Please describe in detail and attach dra	s 🗆 No			
Days of Operation/Event:	3/	Hours of Operation:		
Please answer all questions truthfully and denial of your license. If answering yes			ing false information may be cause for Iditional information to this application.	
			d of any misdemeanor, gross misdemeanor related to the sale of alcoholic beverages?	
	deral, state or local lav		d of any misdemeanor, gross misdemeanor related to the control, manufacture or	
☐ Yes ☐ No Have you previously operevoked or disciplined in			or permit which was denied, suspended.	
☐ Yes ☐ No Does the applicant, or an establishment maintaining	y partner, officer, direng or applying for an a	ctor or manager own, onlcohol license?	control or manage any portion of any other	
The City of Redwood Falls reserves the application. The City Council shall ha prior to granting or denying issuance of	ve at least 30 days fro			
I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Redwood Falls, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.				
Signature of Applicant:		Date:		
Divi				
Print Name:First	Middle	Last		

Print Form



Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division 444 Cedar Street, Suite 222, St. Paul, MN 55101 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE

(Not to exceed 14% of alcohol by volume)

execute this application. To apply for	•		pplication. If a p	artnership	o, LLC, a partner shall
Workers compensation insurance com	Policy Number				
Licensee's MN sales and Use Tax ID #	Licensee's Fed	deral Tax ID #			
Applicants Name (Business, Partnershi	ps, Corporation	Trade Name or DB	A		
Business Address		Business Phone		Applican	t's Home Phone
City		County		State	Zip Code
☐ New or a ☐ Transfer	er, give name of former ow		License F From		То
If a corporation, give name, title, address and da		tnership, LLC, give name, ad			
Partner/Officer Name and title	Address			ОВ	SSN
Partner/Officer Name and title	Address		С	ОВ	SSN
Partner/Officer Name and title	Address		C	ОВ	SSN
Partner/Officer Name and title	Address		С	ОВ	SSN
		RPORATIONS			
·	corporation Certificate	Minn	rporation autho nesota? 🔲 Yes		o business in
If a subsidiary of another corporation,					
	BUILDING	AND RESTAURANT			
Name of building owner		Owner's address			
	ect with the applicant?	Yes No			
Number of restaurant employees Nun	nber of months per year res		od service be th 'es	ne principa	al business?
Describe the premises to be licensed					
If the restaurant is in conjunction with					
	PPROVED OR RELEASED				RECEIVED BY AGED
license in conjunction	sociates been granted an o with this wine license?	·			
	If yes, in what capacity?				·
(if the applicant is the shall not vote on this	spouse of a member of the application.	e governing body, or ar	nother family re	lationship	exists, the member
Yes No During the past license	Yes No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.				
Yes No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.					

Yes No Does any person other than the applicants, have a licensed premises? If yes, give names and details		ırniture, fixtures or equipment in the
Yes No Have the applicants any interests, directly or indirectly or indi	ectly, in any other liquor establis	hments in Minnesota? If yes, give
I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND OF MY KNOWLEDGE.	OTHATTHE ANSWERS ARE TR	UE AND CORRECT TO THE BEST
Signature of Applicant	Date	
The licensee must have one of the following:		
Liquor liability insurance (Dram Shop) \$50,000 per person; \$1 \$50,000 and \$100,000 for loss of means of support. Attach "C	00,000 more than one person; \$1 ERTIFICATE OF INSURANCE" to	0,000 property destruction; this form.
A surety bond from a surety company with minimum coverage	ge as specified above in.	
A certificate from the state treasurer that the licensee has dep \$100,000 in cash or securities.	posited with the state, trust funds	having a market value of \$100,000 or
IF LICENSE IS ISSUED BY THE CO	OUNTY BOARD, REPORT OF COUNTY	ATTORNEY
Yes No I certify that to the best of my knowledge the ap	plicants named above are eligibl	e to be licensed. If no, statereason.
Signature County Attorney	- County	Date
Signature County Attorney	County	Date
	POLICE OR SHERIFF'S	
This is to certify that the applicant and the associates, named her of laws of the State of Minnesota, Municipal or County ordinance		
Signature	Department and Title	Date
IMPOF	RTANT NOTICE	

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU. FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.



DEPARTMENT OF PUBLIC SAFETY ALCOHOL AND GAMBLING ENFORCEMENT DIVISION

445 Minnesota Street Suite 222 St. Paul, MN 55101 Phone (651) 201-7507 TDD (651) 282-6555 Fax (651) 297-5259 CARD NUMBER

(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE PLEASE RETURN THIS APPLICATION WITH FEE \$20.00

ISSUING AUTHORITY	TYPE CODE	BUYER'S CARD EXPIRES	IDENTIFICATION #
PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE		BUSINESS NAME (DBA)	
BUSINESS ADDRESS		COUNTY	BUSINESS PHONE
CITY, STATE, ZIP CODE	AUTHORIZED SIGNATURE		

PS 9135 (12/09)

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all time	es by employers as required by law.			
License or certificate number (if applicable)	Business telephone number	Alternate telephone number		
Business name (Provide the legal name of the business entity. If the name(s), for example John Doe, or John Doe and Jane Doe.)	business is a sole proprietor or partn	ership, provide the owner's		
DBA ("doing business as" or "also known as" an assumed name), if a	pplicable			
Business address (must be physical street address, no P.O. boxes)	City	State ZIP code		
County	Email address			
You must complete nu	ımber 1 or 2 below.			
Note: You must resubmit this form to the authority issuing your license.	se if any of the information you have	provided changes.		
1.				
Insurance company name (not the insurance agent)				
Policy number	Effective date	Expiration date		
☐ I am self-insured for workers' compensation. (Attach a of Department of Commerce; see www.mn.gov/commerce/inc				
2. I am not required to have workers' compensation insurar	nce because:			
I only use independent contractors and do not have employ courier industries; Minn. Stat. § 181.723, subd. 4, for build industries.)				
 I do not use independent contractors and have no employed of an employee.) 				
 I use independent contractors and I have employees wh compensation law. (Explain below.) 	_ '			
I only have employees who are not required to be covered Minn. Stat. § 176.041 for a list of excluded employees.)	ed by the workers' compensation la	aw. (Explain below.) (See		
Explain why your employees are not required to be covered				
I certify the information provided on this form is accurate and complet authorized to sign on behalf of the business.	e. If I am signing on behalf of a busin	ness, I certify I am		
Print name				
Applicant signature (required)	Title	Date		

If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.



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 ${\it Email: akerkhoff@ci. redwood-falls.mn. us}$

AFFIDAVIT OF SALES OF 3.2 MALT LIQUOR, BEER OR WINE SALES

l, , as	
(Print Name of Person Signing)	(Individual Owner, Officer or Partner)
for and in behalf of	
(Name of Lice	nsee)
(Address of Licensed Pr	remises)
Hereby certify that said Licensee is exempt from the provision demonstrate proof of financial responsibility with regard to list said Licensee's sales for the preceding year were or will be:	
Less than \$25,000 of malt liquor and beer for an ON-S	Sale License.
Less than \$50,000 of 3.2 malt liquor and beer for an C	OFF-Sale License.
Less than \$25,000 of wine for an ON-Sale Wine Licens	se.
I certify that this information is true and correct and based or	n the records of said licensee in my possession.
DATED: BY:	
	(Signature)
	(Print Licensee Name)

^{**}This form must be returned with your license renewal or application to show you are not required to have proof of insurance. If you have applied for a Wine and 3.2 Application, a Certificate of Insurance will be required.

340A.409 LIABILITY INSURANCE.

Subdivision 1. **Insurance required.** (a) No retail license may be issued, maintained or renewed unless the applicant demonstrates proof of financial responsibility with regard to liability imposed by section 340A.801. The issuing authority must submit to the commissioner the applicant's proof of financial responsibility. This subdivision does not prohibit a local unit of government from requiring higher insurance or bond coverages, or a larger deposit of cash or securities. The minimum requirement for proof of financial responsibility may be given by filing:

- (1) a certificate that there is in effect for the license period an insurance policy issued by an insurer required to be licensed under section 60A.07, subdivision 4, or by an insurer recognized as an eligible surplus lines carrier pursuant to section 60A.206 or pool providing at least \$50,000 of coverage because of bodily injury to any one person in any one occurrence, \$100,000 because of bodily injury to two or more persons in any one occurrence, \$10,000 because of injury to or destruction of property of others in any one occurrence, \$50,000 for loss of means of support of any one person in any one occurrence, \$100,000 for loss of any one person in any one occurrence, and \$100,000 for other pecuniary loss of two or more persons in any one occurrence;
 - (2) a bond of a surety company with minimum coverages as provided in clause (1); or
- (3) a certificate of the commissioner of management and budget that the licensee has deposited with the commissioner of management and budget \$100,000 in cash or securities which may legally be purchased by savings banks or for trust funds having a market value of \$100,000.
- (b) This subdivision does not prohibit an insurer from providing the coverage required by this subdivision in combination with other insurance coverage.
- (c) An annual aggregate policy limit for dram shop insurance of not less than \$310,000 per policy year may be included in the policy provisions.
 - (d) A liability insurance policy required by this section must provide that it may not be canceled for:
- (1) any cause, except for nonpayment of premium, by either the insured or the insurer unless the canceling party has first given 60 days' notice in writing to the insured of intent to cancel the policy; and
- (2) nonpayment of premium unless the canceling party has first given ten days' notice in writing to the insured of intent to cancel the policy.
- (e) In the event of a policy cancellation, the insurer will send notice to the issuing authority at the same time that a cancellation request is received from or a notice is sent to the insured.
- (f) All insurance policies which provide coverage with regard to any liability imposed by section 340A.801 must contain at least the minimum coverage required by this section.
- Subd. 2. **Market assistance.** The market assistance plan of the Minnesota Joint Underwriting Association shall assist licensees in obtaining insurance coverage.
- Subd. 3. **Minnesota Joint Underwriting Association.** (a) The Minnesota Joint Underwriting Association shall provide coverage required by subdivision 1 to persons rejected under this subdivision.
- (b) A liquor vendor shall be denied or terminated from coverage through the Minnesota Joint Underwriting Association if the liquor vendor disregards safety standards, laws, rules, or ordinances pertaining to the offer, sale, or other distribution of liquor.

- Subd. 3a. **Notification by insurer of status of claim.** Upon the request of the insured, an insurer who is providing coverage required by subdivision 1 shall inform the insured of the status of any claims made under the policy. The information must include:
 - (1) the employees of the insured that may be involved and the nature of their involvement;
- (2) any amount the insurer is holding in reserve for payment of a claim or has paid in the disposition of the claim; and
 - (3) any amount paid in the defense of the claim.

This subdivision does not require disclosure of otherwise nondiscoverable information to an adverse party in litigation.

- Subd. 4. **Insurance not required.** Subdivision 1 does not apply to licensees who by affidavit establish that:
- (1) they are on-sale 3.2 percent malt liquor licensees with sales of less than \$25,000 of 3.2 percent malt liquor for the preceding year;
- (2) they are off-sale 3.2 percent malt liquor licensees with sales of less than \$50,000 of 3.2 percent malt liquor for the preceding year;
- (3) they are holders of on-sale wine licenses with sales of less than \$25,000 for wine for the preceding year;
 - (4) they are holders of temporary wine licenses issued under law; or
- (5) they are wholesalers who donate wine to an organization for a wine tasting conducted under section 340A.418 or 340A.419.

History: 1985 c 200 s 2; 1985 c 305 art 6 s 9; 1985 c 309 s 7-9; 1Sp1985 c 16 art 2 s 3 subd 1; 1Sp1986 c 3 art 1 s 38; 1987 c 107 s 1; 1987 c 152 art 1 s 1; 1988 c 534 s 1; 1991 c 249 s 31; 1994 c 485 s 61,62; 1997 c 129 art 1 s 5,6; 2003 c 112 art 2 s 50; 2009 c 101 art 2 s 109; 2010 c 255 s 4,5; 2010 c 384 s 96; 2017 c 40 art 1 s 110



Date: _____

Background Check Form for License Applicants

The following named individual has made appli	ication with this agency for a		
	license.		
Last Name of Applicant (please print):			
First Name (please print):			
Middle (full) (please print):			
Maiden, Alias or Former (please print):			
Date of Birth:Month/Day/Year	Sex 🗖 M 🔲 F		
Month/Day/Year			
Social Security Number:			
Driver's License Number:	State of Issuance:		
information to the Redwood Falls Police De	nal Apprehension to disclose all criminal history record partment for the purpose of conducting the statutorily of a liquor license pursuant to Minn. Stat. §340A.402.		
I authorize the Redwood Falls Police Department to disclose all criminal history record information to the City of Redwood Falls City Administrator or his/her designee for the purpose of conducting the statutorily required background check for the issuance of a liquor license pursuant to Minn. Stat. §340A.402.			
The expiration of this authorization shall be my signature.	e for a period no longer than one year from the date of		
Signature of Applicant	 Date		
ACKGROUND USE ONLY:	Form to RFPD:		
lo Disqualifying History Disqualifying History Exists	Completed by Date Processed		

333 South Washington Street, PO Box 526 Redwood Falls, MN 56283-0526 Phone: 507-637-5755

info@ci.redwood-falls.mn.us

§ 5.70 ON-SALE WINE LICENSE REQUIRED.

Subd. 1. It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale or otherwise dispose of wine on-sale, as part of a commercial transaction, without a license therefor from the city.

Subd. 2. This section shall not apply:

- A. To sales by manufacturers to wholesalers duly licensed as such by the Commissioner;
- B. To sales by wholesalers to persons holding on-sale or off-sale liquor licenses from the city;
- C. To sales by wholesalers to persons holding on-sale wine licenses from the city; or
- D. To sales by on-sale liquor licensees on days and during hours when on-sale liquor sales are permitted.

No on-sale of wine shall be made between the hours of 1:00 a.m. and 8:00 a.m. on the days of Tuesday through Saturday, nor between the hours of 1:00 a.m. and 12:00 p.m. on Sunday, nor between the hours of 12:00 midnight on Sunday and 8:00 a.m. on Monday.

(Ord. 13, Third Series, passed 1-2-1997)

■ § 5.72 LIQUOR AND ON-SALE WINE LICENSE RESTRICTIONS, REGULATIONS AND UNLAWFUL ACTS.

- Subd. 1. *Licenses in Connection With Premises of Another*. A license may not be issued to a person in connection with the premises of another to whom a license could not be issued under the provisions of this chapter. This subdivision does not prevent the granting of a license to a proper lessee because the person has leased the premises of a minor, a non-citizen who is not a resident alien, or a person who has been convicted of a crime other than a violation of this chapter.
- Subd. 2. *Employment of Minors.* No person under 18 years of age may sell or serve liquor or wine on licensed premises.
 - Subd. 3. Premises Eligible.
 - A. On-sale wine licenses shall be granted only to restaurants as defined in this chapter.
- B. Provided, however, for purposes of this subdivision, the restaurant shall have appropriate facilities for seating not less than 25 guests at one time.
- Subd. 4. *Display of Liquor or Wine.* No licensee shall display liquor or wine to the public on days or during hours when the sale of wine is prohibited.
- Subd. 5. *Number of Licenses*. The number of on-sale liquor licenses issued under this section is governed by M.S. § 340A.413, as it may be amended from time to time, as limited by the provisions of the ordinance codified herein.
- Subd. 6. Intoxicating Malt Liquor Sale Without License. The holder of an on-sale wine license issued pursuant to this chapter who is also licensed to sell beer at on-sale, and whose gross receipts are at least 60% attributable to the sale of food, is authorized to sell intoxicating malt liquor at on-sale without an additional license.

(Ord. 50, Third Series, passed 5-2-2000; Ord. 9, Fourth Series, passed 7-26-2010)



Exhibit 7-1

DATA PRACTICES ADVISORY (Tennessen Warning)

Some or all of the information you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our pu	Our purpose and intended use of this information is:						
You	☐ are	are not	legally required to provide this information.				
If you r	efuse to supply t	he information, the fo	llowing may happen:				
Other p	persons or entitie	es authorized by law to	o receive this information are:				