

**CITY OF NORTHGLENN**  
**LIQUOR LICENSING AUTHORITY**  
**May 18, 2015**

**CALL TO ORDER**

Chairperson Foster called a regular meeting of the Northglenn Liquor Licensing Authority to order on Monday, May 18, 2015 at 9:00 a.m. in City Hall Council Chambers, 11701 Community Center Drive, Northglenn.

**ROLL CALL**

Present were: Chairperson Maxine Foster, Vice Chairperson Gloria Mikan, Members Virgil Hall, Terri Rikhoff, and Sharon Whitman.

**ABSENT**

No one.

**STAFF PRESENT**

Attorney Ryan Malarky and Deputy City Clerk Lisa Andrews.

**APPROVAL  
OF MINUTES**

May 4, 2015

Minutes of the May 4, 2015 meeting were approved as presented.

**SPECIAL PRIVATE  
OCCASSION PERMIT  
APPLICATIONS:**

Lisa Lopez

Deputy City Clerk Andrews provided a summary of the application submitted by Lisa Lopez for a special private occasion permit to allow 6% beer and wine to be consumed on May 30<sup>th</sup> from 5:00 p.m. to 10:00 p.m. at E.B. Rains, Jr. Memorial Park, Tumbleweed and Sagebrush Pavilions for a graduation party.

Ms. Lisa Lopez was present. There was discussion regarding monitoring the event to ensure that alcohol is only consumed by guests of the party that are of legal age. Ms. Lopez explained that the premises will be roped off and signs will be posted to state that alcohol must remain within the permitted area.

**MOTION TO PASS**

Mr. Hall **MOVED** and it was **SECONDED** by Ms. Rikhoff to approve the Special Private Occasion Permit Application filed by Lisa Lopez for an occasion to be held on May 30, 2015.

**MOTION PASSED**

There was no discussion and the motion **PASSED**.

IN FAVOR - Foster, Mikan, Hall, Rikhoff, Whitman.

OPPOSED - No one.

ABSENT - No one.

Alena Allen

Deputy City Clerk Andrews provided a summary of the application submitted by Alena Allen for a special private occasion permit to allow 6% beer and wine to be consumed on May 30<sup>th</sup> from 5:00 p.m. to 10:00 p.m. at E.B. Rains, Jr. Memorial Park, Ponderosa Pavilion for a baby shower.

Ms. Alena Allen was present. There was discussion regarding the guest list and who will be monitoring the event. Ms. Allen stated that it will be a small party; the permitted area will be roped off and signs will be posted to remind guests to keep all alcohol within the designated area.

**MOTION TO PASS**

Ms. Rikhoff **MOVED** and it was **SECONDED** by Ms. Whitman to approve the Special Private Occasion Permit Application filed by Alena Allen for an occasion to be held on May 30, 2015.

**MOTION PASSED**

There was no discussion and the motion **PASSED**.  
IN FAVOR - Foster, Mikan, Hall, Rikhoff, Whitman.  
OPPOSED - No one.  
ABSENT - No one.

Sherree Carlson

Deputy City Clerk Andrews provided a summary of the application submitted by Sherree Carlson for a special private occasion permit to allow 6% beer and wine to be consumed on June 13<sup>th</sup> from 5:00 p.m. to 9:00 p.m. at E.B. Rains, Jr. Memorial Park, Blue Spruce Pavilion for a company picnic.

Mr. Jeff Carlson was present on behalf of Sherree Carlson. Mr. Carlson advised that the company picnic has been held at E.B. Rains, Jr. Memorial Park over the last several years. The permitted area will be identified with tape and traffic cones. Signs will be posted to state that alcohol must remain within the designated boundary.

**MOTION TO PASS**

Ms. Mikan **MOVED** and it was **SECONDED** by Ms. Whitman to approve the Special Private Occasion Permit Application filed by Sherree Carlson for an occasion to be held on June 13, 2015.

**MOTION PASSED**

There was no discussion and the motion **PASSED**.  
IN FAVOR - Foster, Mikan, Hall, Rikhoff, Whitman.  
OPPOSED - No one.  
ABSENT - No one.

Zandra Ortivez

Deputy City Clerk Andrews provided a summary of the application submitted by Zandra Ortivez for a special private occasion permit to allow 6% beer and wine to be consumed on May 24<sup>th</sup> from 7:00 p.m. to 9:00 p.m. at E.B. Rains, Jr. Memorial Park, Ponderosa and Blue Spruce Pavilions for a graduation party. Deputy City Clerk Andrews also advised that a certificate of liability coverage had not been provided. The applicant was not in attendance.

**MOTION TO DENY**

Ms. Whitman **MOVED** and it was **SECONDED** by Ms. Rikhoff to deny the Special Private Occasion Permit Application filed by Zandra Ortivez an occasion to be held on May 24, 2015.

**MOTION PASSED**

There was no discussion and the motion **PASSED**.  
IN FAVOR - Foster, Mikan, Hall, Rikhoff, Whitman.  
OPPOSED - No one.  
ABSENT - No one.

**LIQUOR LICENSE**

**RENEWAL:**

Loyal Order of Moose Lodge  
#2166

Deputy City Clerk Andrews provided a summary of the application for renewal of the club liquor license held by the Loyal Order of Moose Lodge #2166 and advised that the sales tax account for the applicant is seriously delinquent.

Mr. Dan Blakely, present on behalf of Loyal Order of Moose Lodge #2166, stated that the previous administrator had not been properly handling the Lodge's finances, resulting in several miscellaneous account delinquencies. The administrator has been removed and the Lodge is now in the process of trying to procure a loan to bring all accounts current.

Mr. Clyde Brophy, also present on behalf of Loyal Order of Moose Lodge #2166, stated that the administrator had not advised anyone within the organization that the taxes had not been paid. The Lodge wishes to remedy the situation, stay open, and continue operating.

The Authority inquired as to what will happen if the Lodge does not qualify for a loan. Mr. Brophy stated that, if denied for two (2) loans, Lodge #2166 may appeal to the International Chapter of Loyal Order of Moose for funding.

There was discussion regarding who is responsible now that the previous administrator has been removed. Mr. Brophy stated that he is the interim administrator. Mr. Brophy briefly explained the chain of command within the Lodge and stated that the administrator is the highest position within the organization.

Sales Tax Auditor Sarah Charlton, present on behalf of the City of Northglenn Finance Department, advised the Authority that Lodge #2166 last made a payment to the sales tax account in March, 2013. The Lodge is currently 26 months past due.

Mr. Brophy stated that he only became aware of the delinquency when the liquor license renewal application could not be processed due to the delinquency.

There was discussion regarding the membership and the mission statement of the Loyal Order of Moose. Mr. Blakely stated that there are 218 members of Lodge #2166. Mr. Brophy stated that the mission statement is to conduct charity events; however,

activity has dropped off significantly due to the actions of the past administrator. Mr. Blakely briefly discussed the mission statement and activities of the International Chapter of the Loyal Order of Moose.

Mr. Blakely asked the Authority to continue consideration of the liquor license renewal application for 30 days, during which time the Lodge will either bring the sales tax account current or make an acceptable payment arrangement. Mr. Blakely also asked Ms. Charlton about the due date, penalties, and interest. Ms. Charlton agreed to meet with Mr. Blakely and Mr. Brophy after the meeting to discuss specific account details.

Attorney Malarky advised the Authority regarding Mr. Blakely's request.

**MOTION TO PASS**

Ms. Rikhoff **MOVED** and it was **SECONDED** by Ms. Whitman to continue consideration of the liquor license renewal application filed by the Loyal Order of Moose Lodge to July 6, 2015.

**MOTION PASSED**

There was discussion and the motion **PASSED**.  
IN FAVOR - Foster, Mikan, Hall, Rikhoff, Whitman.  
OPPOSED - No one.  
ABSENT - No one.

**OTHER MATTERS**

None.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:45 a.m.

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LISA ANDREWS, CMC  
Deputy City Clerk

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MAXINE FOSTER  
Chairperson