ORDINANCE NO. 159 AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF GLYNDON, MINNESOTA

THE CITY COUNCIL OF THE CITY OF GLYNON, MINNESOTA DOES ORDAIN:

Section 1 Ordinances No. 27, 34, 35, 36, 74, 86, 128, 137, and 148 are hereby repealed and in their place and stead the following ordinance is adopted.

Section 1.1 ADOPTION OF STATE LAW BY REFERENCE

The provisions of M. S. Chapter 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2 percent malt liquor are hereby adopted by reference and are made a part of this ordinance as if set out in full. It is the intention of the City Council that all future amendments to M. S. Chapter 340A are hereby adopted by reference or referenced as if they had been in existence at the time this ordinance is adopted.

Section 2. CITY MAY BE MORE RESTRICTIVE THAN STATE LAW

The Council is authorized by the provisions of M. S. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this ordinance, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in M. S. Chapter 340A, as it may be amended from time to time.

Section 3. DEFINITIONS

In addition to the definitions contained in M. S. § 340A.101, as it may be amended from time to time, the following terms are defined for purposes of this ordinance:

LIQUOR, as used in this ordinance, without modification by the words "intoxicating" or "3.2 percent malt", includes both intoxicating liquor and 3.2 percent malt liquor.

RESTAURANT means an eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this term in this ordinance, an establishment shall have a license from the state as required by M. S. § 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment", "medium establishment" or "large establishment" as defined in M. S. § 157.16, subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this chapter unless it meets the definitions of "small establishment", "medium establishment" or "large establishment".

Section 4. NUDITY ON THE PREMISES OF LICENSED ESTABLISHMENTS PROHIBITED.

- (A) The City Council finds that it is in the best interests of the public health, safety and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this ordinance. This is to protect and assist the owners, operators and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this ordinance, as set forth in this section, reflects the prevailing community standards of the city.
- (B) It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her battocks, anus, breasts and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts and genitals covered with a non-transparent material.
- (C) A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine or 3.2 percent malt liquor license or the imposition of a civil penalty under the provisions of Section 29(B) of this ordinance.

Section 5. CONSUMPTION IN PUBLIC PLACES

No person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking let or alley, or in any public place other than on the premises of an establishment licensed under this ordinance, in a municipal liquor dispensary if one exists in the city, or where the consumption and display of liquor is lawfully permitted.

Section 6. NUMBER OF LICENSES WHICH MAY BE ISSUED

State law establishes the number of liquor licenses that a city may issue. However, the number of licenses which may be granted under this ordinance is limited to the number of license which were issued as of the effective date of this ordinance, even if a larger number of licenses are authorized by law or election. The Council in its sound discretion may provide by ordinance that a larger number of licenses may be issued up to the number of licenses authorized by Minnesota Statutes Chapter 340A, as it may be amended from time to time. If a larger number of licenses in a particular category has been authorized by a referendum held under the provisions of M. S. § 340A.413, subd. 3, as it may be amended from time to time, but not all of them have been issued, the larger number of licenses is no longer in effect until the Council by ordinance determines that any or all of the licenses may be issued. The Council is not required to issue the full number of licenses that it has available.

Section 7. TERM AND EXPIRATION OF LICENSES

Each license shall be issued for a maximum period of one year. All licenses, except temporary licenses, shall expire on June 30 of each year unless another date is provided by ordinance. All licenses shall expire on the same date. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying city consent to the permit, shall expire on June 30 of each year.

Section 8. KINDS OF LIQUOR LICENSES

The Council of a city that does not have a municipal liquor store is authorized to issue the following licenses and permits, up to the number specified in Section 6 of this ordinance.

- (A) 3.2 percent malt liquor on-sale licenses, which may be issued only to restaurants, hotels, clubs, bowling centers and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks.
 - (B) 3.2 percent malt liquor off-sale license.
- (C) Temporary 3.2 percent malt liquor licenses which may be issued only to a club, charitable, religious or nonprofit organization.
- (D) Off-sale intoxicating liquor licenses, which may be issued only to exclusive liquor stores or drug stores that have an off-sale license which was first issued on or before May 1, 1994. The fee for an-off sale intoxicating liquor license established by the Council under Section 9 shall not exceed \$100 or a greater amount which may be permitted by M. S. § 340A.408, subd. 3, as it may be amended from time to time.
- (E) On-sale intoxicating liquor licenses, which may be issued to the following establishments as defined by M. S. § 340A.101, as it may be amended from time to time, and this ordinance: hotels, restaurants, bowling centers, clubs or congressionally chartered veterans organizations, and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The fee for club licenses established by the Council under Section 9 of this ordinance shall not exceed the amounts provided for in M. S. § 340A.408, subd. 2(b), as it may be amended from time to time. The Council may in its sound discretion anthorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of M. S. § 340A,404, subd. 4b, as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of 340A.404, subd. 48, as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.
- (F) Sunday on-sale intoxicating liquor licenses, only after authorization to do so by voter approval at a general or special election as provided by M. S. § 340A.504, subd. 3, as it may be amended from time to time. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant, as defined in Section 3 of this ordinance, club, bowling center, or hotel which has a seating capacity of at least 30 persons, which holds an on-sale intoxicating figuor license, and which serves liquor only in conjunction with the service of food. The maximum fee for this license which shall be established by the Council under the provisions of Section 9 of this ordinance, shall not exceed \$200, or the maximum amount provided by M. S. § 340A.504, subd 3(c) as it may be amended from time to time.

- (G) Combination on-sale/off-sale intoxicating liquor licenses if the city has a population less than 10,000.
- (H) Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious or other nonprofit corporation that has existed for at least three years. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days worth of temporary licenses to any one organization in one calendar year.
- (I) On-sale wine licenses, with the approval of the Commissioner of Public Safety to: restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of M. S. 340A.404, subd 5, as it may be amended from time to time, and which meet the definition of restaurant in Section 3 of this ordinance; and to licensed bed and breakfast facilities which meet the criteria in M. S. § 340A.401, subd 1 as it may be amended from time to time. The fee for an on-sale wine license established by the Council under the provisions of Section 9 of this ordinance shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on sale 3.2 percent malt liquor license is authorized to self-malt liquor with a content over 3.2 percent (strong beer) without an additional license.
- (J) One day consumption and display permits with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.
- (K) Approval of the issuance of a consumption and display by the Commissioner of Public Safety. The maximum amount of the additional fee which may be imposed by the Council on a person who has been issued a consumption and display permit under the provisions of Section 9 of this ordinance shall not exceed \$300, or the maximum amount permitted by M. S. §340A.14, subd 6, as it may be amended from time to time. Consumption and display permits shall expire on March 31 of each year.

Section 9. LICENSE FEES; PRO RATA

- (A) No license or other fee established by the city shall exceed any limit established by M. S. § 340A, as it may be amended from time to time, for a liquor license.
- (B) The Council may establish from time to time by ordinance or resolution the fee for any of the liquor licenses it is authorized to issue. The license fee may not exceed the cost of issuing the license and other costs directly related to the enforcement of the liquor laws and this ordinance. No liquor license fee shall be

increased without providing mailed notice of a hearing on the proposed increase to all affected licensees at least 30 days before the hearing.

- (C) The fee for all licenses, except temporary licenses, granted after the commencement of the license year shall be prorated on a quarterly basis.
- (D) All license fees shall be paid in full at the time the application is filed with the city. If the application is denied, the license fee shall be returned to the applicant.
- (E) A refund of a pro rata share of an annual license fee may occur only if authorized by M. S. § 340A.408, subd. 5.
 - (F) The annual license fees for the City of Glyndon shall be as follows

Liquor On Sale	\$2000
Liquor Off Sale	S100
Sunday Liquor On Sale	\$200
Wine	\$300
3,2% Beer On Sale	\$100
3.2% Beer Off Sale	\$50
3.2% Temporary Beer On	Sale \$5

Section 10, COUNCIL DISCRETION TO GRANT OR DENY A LICENSE

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this ordinance.

Section 11. APPLICATION FOR LICENSE

(A) Form. Every application for a license issued under this ordinance shall be on a form provided by the city. Every application shall state the name of the applicant, the applicant's age, representations as to the applicant's character, with references as the Council may require, the type of license applied for, the business in connection with which the proposed license will operate and its location, a description of the premises, whether the applicant is owner and operator of the business, how long the applicant has been in that business at that place, and other information as the Council may require from time to time. An application for an onsale intoxicating liquor license shall be in the form prescribed by the Commissioner of Public Safety and shall also contain the information required in this section. The form shall be verified and filed with the city. No person shall make a false statement in an application.

(B) Financial responsibility. Prior to the issuance of any license under this ordinance, the applicant shall demonstrate proof of financial responsibility as defined in M. S. § 340A.409, as it may be amended from time to time, with regard to liability under M. S. § 340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commissioner of Public Safety. Any liability insurance policy filed as proof of financial responsibility under this section shall conform to M. S. § 340A.409, as it may be amended from time to time. Operation of a business which is required to be licensed by this ordinance without having on file with the city at all times effective proof of financial responsibility is a cause for revocation of the license.

Section 12. DESCRIPTION OF PREMISES

The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

Section 13. APPLICATIONS FOR RENEWAL

At least 90 days before a license issued under this ordinance is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

Section 14. TRANSFER OF LICENSE

No license issued under this ordinance may be transferred without the approval of the Council. Any transfer of stock of a corporate licensee is deemed to be a transfer of the license, and a transfer of stock without prior Council approval is a ground for revocation of the license. An application to transfer a license shall be treated the same as an application for a new license, and all of the provisions of this code applying to applications for a license shall apply.

Section 15, INVESTIGATION

(A) Preliminary background and financial investigation. On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee of \$500 which shall be in addition to any license fee. If the cost of the preliminary investigation is less than \$500, the unused balance shall be returned

to the applicant. The results of the preliminary investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

(B) Comprehensive background and financial investigation. If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be \$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state, and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied. The results of the comprehensive investigation shall be sent to the Commissioner of Public Safety if the application is for an on sale intoxicating liquor license or an on sale wine license.

Section 16. HEARING AND ISSUANCE

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

Section 17. RESTRICTIONS ON ISSUANCE

- (A) Each license shall be issued only to the applicant for the premises described in the application.
- (B) Not more than one license shall be directly or indirectly issued within the city to any one person.
- (C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges or other financial claims of the city are delinquent and unpaid.
- (D) No license shall be issued for any place or any business incligible for a license under state law.

- (E) No license shall be issued to any person who is not a resident of the state. If the applicant is a corporation, all of the shareholders shall be residents of the state. The provisions of this paragraph shall not apply to any existing license existing on the effective date of this chapter or to the renewal of an existing license.
- (F) No license shall be granted within 200 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

Section 18. CONDITIONS OF LICENSE

The failure of a ficensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

- (A) Within 90 days after employment, every person selling or serving liquor in an establishment which has an "on-sale" license shall receive training regarding the selling or serving of liquor to customers. The training shall be provided by an organization approved by the Council. Proof of training shall be provided by the licensee.
- (B) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this ordinance and the law equally with the employee.
- (C) Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct compliance checks and to otherwise enter, inspect and search the premises of the licensee during business hours and after business hours during the time when customers remain on the premises without a warrant.
- (D) No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.
- (E) Compliance with financial responsibility requirements of state law and of this ordinance is a continuing condition of any license.

Section 19. HOURS AND DAYS OF SALE

(A) The hours of operation and days of sale shall be those set by M. S. § 340A, 504, as it may be amended from time to time.

- (B) No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2 percent malt liquor in an on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.
- (C) No on-sale licensee shall permit any glass, bottle or other container containing intoxicating liquor or 3.2 percent malt liquor to remain upon any table, bar, stool or other place where customers are served, more than 30 minutes after the time when a sale can legally occur.
- (D) No person, other than the licensee and any employee, shall remain on the on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.
- (E) Any violation of any condition of this section may be grounds for revocation or suspension of the license.

Section 20. MINORS ON PREMISES

- (A) No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person or dishwashing services in places defined as a restaurant, hotel, motel or other multipurpose building serving food in rooms in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale.
- (B) No person under the age of 21 years may enter a licensed establishment except to work, consume meak on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold.

Section 21. RESTRICTIONS ON PURCHASE AND CONSUMPTION

No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of M. S. § 3401.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place.

Section 22, SUSPENSION AND REVOCATION

(A) The Council shall either suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation or provision of this ordinance relating to liquor, as provided in (B). Except in cases of lapse of proof of financial responsibility, no

suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, M. S. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

(B) The following are the minimum periods of suspension or revocation which shall be imposed by the Council for violations of the provisions of this chapter or M. S. Chapter 340A, as it may be amended from time to time or any rules promulgated under that Chapter as they may be amended from time to time. Revocations shall occur within 60 days following a violation for which the revocation is imposed.

For commission of a felony related to the licensed activity, sale of alcoholic beverages white the license is under suspension, sale of intoxicating liquor where the only license is for 3.2 percent malt liquor, or violation of § 112.04, the license shall be revoked.

The license shall be suspended by the Council after a finding under (A) that the licensee has failed to comply with any applicable statute, rule, or provision of this chapter for at least the minimum periods as follows:

For the first violation within any three year period, at least one day suspension in addition to any criminal or civil penalties which may be imposed.

For a second violation within any three year period, at least three consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

For the third violation within any three year period, at least seven consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

For a fourth violation within any three year period, the license shall be revoked.

The council shall select the day or days during which the license will be suspended.

(C) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this ordinance or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this paragraph shall continue until the Council determines that the financial responsibility requirements of state law and this ordinance have again been met.

(D) The provisions of Section 29 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this ordinance.

Municipal Liquor Stores

Section 23, APPLICATION OF SECTIONS 24 TO 28

Sections 23 to 28 are reserved for future use. elsewhere in the city.

Penalties

Section 29. PENALTIES

- (A) Any person violating the provisions of this chapter or M. S. Chapter 340A, as it may be amended from time to time or any rules promulgated under that Chapter is guilty of a misdemeanor and upon conviction shall be punished as provided by law.
- (B) The Council shall impose a civil penalty of up to \$2,000 for each violation of M. S. Chapter 340A and of this ordinance as provided by the minimum schedule of presumptive civil penalties. These civil penalties shall be in addition to any criminal penalties imposed under (A) or any suspension or revocation imposed under Section 22. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, M. S. § § 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license. The following is the minimum schedule of presumptive civil penalties in addition to any suspensions which must be imposed unless the license is revoked:

For the first violation within any three year period, \$500.

For the second violation within any three year period, \$1,000.

For the third and subsequent violations within any three year period, \$2,000 for each violation.

(C) The term "violation" as used in this section and in Section 22 includes any and all violations of the provisions of this chapter, or of M. S. Chapter 340A, as it may be amended from time to time or any rules promulgated under that Chapter as they may be amended from time to time. The number of violations shall be determined on the basis of the history of violations for the preceding three year period.

Effective date and summary publication

Section 30. EFFECTIVE DATE

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by M. S. § 412,191, subd. 4, as it may be amended from time to time, which meets the requirements of M. S. § 331A.01, subd. 10, as it may be amended from time to time.

Section 31. SUMMARY APPROVED

The Council hereby determines that the text of the summary of this ordinance marked "Official Summary of Ordinance No. 159," and a copy of which is attached to this ordinance, clearly informs the public of the intent and effect of this ordinance. The Council further determines that publication of the title and this summary will clearly inform the public of the intent and effect of this ordinance. The Clerk shall file a copy of this ordinance and the summary in the Clerk's office which shall available for inspection by any person during regular office hours. A copy of the ordinance shall be available in the community library, if there is one, or if not, in any other public location which the council designates.

Passed by the Council this 22 day of September, 2004.

Lori DeJong Mayor

Attested: David J. Pederson

Clerk

Amendment to Glyndon City Ordinance No. 159

Section 32 REQUIRMENT FOR SERVER TRAINING COURSE

Server Training Required: All licensees issued an On Sale or Off Sale license under the provisions of this chapter of the Glyndon ordinances are required to enroll all managers and employees involved in the sales of alcoholic beverages at said licensed established to a server training course, as approved by the Glyndon Police Department.

- (A) Persons successfully completing the approved class will receive a "server training certificate card" which shall remain with said individual wherever employed. The "server training certificate card" is not required to be in said person's possession during hours of employment however, the card must be able to be produced within 24 hours.
- (B) Each "server training certificate card" must be renewed every three years.
- (C) All new licensed liquor establishments are required, within 90 days of opening, to provide the Glyndon Police Department with a roster of the managers and employees setting forth the expiration date of every "server training certificate card" issued to its managers and employees.
- (D) Recently hired managers and employees not having in their possession a current "server training certificate card" must, within 90 days of their employment start date, successfully complete an approved server training course.
- (E) All licensees are required to submit along with the license renewal application a complete roster of managers and employees involved in serving alcoholic beverages to the Glyndon Police Department. Said roster is to include the expiration date of each manager and employee "server training certificate card".

Failure to comply with the above-referenced requirements may result in the delay of the liquor license renewal and/or suspension of said license until date of compliance.

Passed by the Glyndon City Council on this 21st day of March 2012.

Cecil Johnson, Mayor

Pam Ness, Clerk/Treasurer