

# CITY OF COLUMBUS

## Position Description

<b>POSITION:</b>	<b>Recording Secretary</b>
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>LOCATION:</b>	CITY HALL
<b>IMMEDIATE SUPERVISOR:</b>	CITY ADMINISTRATOR
<b>HOURS WORKED:</b>	Up to 15 HOURS PER MONTH
<b>FLSA STATUS:</b>	Non-Exempt (Confidential – Private Data Employee)

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### **Primary Objective of Position:**

The Recording Secretary is responsible for recording the legal minutes of the City Council and Planning Commission meetings, verbatim transcription of Public Hearings and drafting notes for the City Council and Joint Planning Commission/City Council Workshops and other informational meetings.

### **Purpose:**

**Minutes** are an official record of actions the City Council or Planning Commission took at a meeting, not a record of everything that was said. They serve a historical purpose, but just as important, they serve a legal purpose, documenting the Council or Planning Commission's adherence to the City of Columbus ordinances, policies and procedures and the Planning Commission's bylaws. Meeting minutes serve several purposes:

- **Provide structure:** Facts, decisions, votes taken, conflicts, attendees and other important details can be retrieved if needed. They serve as a public record of discussions for future reference, inform absent Council and Planning Commission members of the discussion and decisions made, and inform the public of actions taken by the Planning Commission and City Council.
- **Offer legal protection:** Auditors and the courts consider meeting minutes official records of the actions of the City Council and Planning Commission.
- **Measure progress:** Meeting minutes can serve as a timeline of progress on projects, efficacy of decisions, and effectiveness of team members in terms of action steps.
- **Determine ownership:** Minutes record votes, owners of tasks and decisions.

**Notes**, as opposed to minutes, provide "takeaways" from workshops and other meetings that are informational in nature.

**Transcription** of public hearings provide an informative look at exchanges between public officials and citizens and they provide context and intent for Planning Commission and City Council member's votes.

**Essential Functions of the Position:**

**The work is performed under broad supervision/review of the City Administrator or designee**

1. Attends required meetings, held primarily in the later afternoon or evening (City Council, Planning Commission, Workshops and Public Hearings) and records minutes, notes and/or transcription of proceedings.
2. ~~Circulates draft minutes, notes and/or transcripts to respective staff and Council and/or Planning Commission members within five (5) days of the meeting.~~
3. ~~Tracks action items and lists these in meeting minutes.~~
4. Provides a copy of draft minutes, notes or transcripts to City Administrator and Public Information Coordinator for review within (5-7) days of the meeting.
5. ~~Files approved minutes according to procedure to maintain City's archive of meeting minutes, informational meeting notes and public hearing transcriptions.~~
6. Maintains and delivers all permanent records to Deputy Clerk.
7. Demonstrates sensitivity and discretion when attending meetings. The Recording Secretary is there to take minutes and not to speak or join the discussion.
8. Demonstrates a pleasant and courteous demeanor with the ability to establish and maintain effective working relationships with Council and Planning Commission Members, City Hall department personnel and the public.
9. Exhibits a positive, "can-do" attitude, flexibility, teamwork, and attention to detail, and a high degree of initiative.
10. Demonstrates the ability to prioritize, organize and perform work independently, and exercise mature judgment, maintain confidentiality, and make responsible decisions.
11. Other duties as assigned.

**These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.**

**Examples of Performance Criteria:**

1. Must take precise and complete notes quickly and accurately interpret these notes later to make the correct attributions.
2. Must have excellent oral and written communication skills.
3. Exhibit proficiency in word processing, strong command of the English language with professional knowledge of correct grammar, punctuation, and spelling.
4. Ability to synthesize the discussion and deliberations of the meetings into a concise, accurate and representative record of decisions, actions, judgements and in the case of informational meetings, take-aways.
5. Produce high quality, complete and accurate draft minutes, transcription or notes within the specified timeframe.
6. Circulate draft minutes, notes, transcriptions to appropriate members for review.
7. Demonstrate follow-through to ensure draft minutes are accurately updated (if required), finalized, posted, and filed according to procedure.

8. Establish and maintain effective working relationships with Council and Planning Commission Members, City Hall department personnel and the public.

**Minimum Qualifications:**

1. High school diploma or GED.
2. A strong command of the English language with professional knowledge of correct grammar, punctuation, and spelling.
3. Proficient in Microsoft Word, knowledge of basic office procedures and possess the ability to operate standard office equipment.
4. Requires excellent verbal and written communication skills.

**Preferred Qualifications:**

1. Prior experience working in a municipality.
2. Prior experience recording minutes for an organization or municipality.
3. Advanced knowledge of Microsoft Office applications.

**Work Environment:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as described above.
2. While performing the duties of this job the employee will regularly works indoors in the Council Chambers, Community/Senior Center or City Hall offices, or at their home location.
3. The noise level in the work environment is usually at conversation level.
4. Must be able to sit for extended periods of time during meetings (typically 2-4 hours).
5. Must have ready access to a computer with Microsoft Word, a printer and have an E-Mail account. Must have adequate security and anti-virus software installed on devices used to produce minutes, transcriptions, and notes.

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City Council Approved XXXX

## Memorandum

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To: Mayor and City Council, City of Columbus

From: William C. Griffith and Jacob W. Steen

Date: February 8, 2021

Re: Running Aces Casino, Hotel & Racetrack – 2021 Liquor License

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### Introduction

The City of Columbus (the “City”) has received a liquor license application (the “Application”) for North Metro Harness Initiative, LLC (“NMHI”) dba Running Aces Casino, Hotel & Racetrack (“Running Aces”) for a renewal hotel liquor license with Sunday and 2 AM sales for 2021. Running Aces is currently operating under an on-sale retail intoxicating liquor license with Sunday and 2 AM sales for the hotel, restaurant, card room, patio, and trout pond (“Licensed Premises”). The purpose of this memorandum is to provide a summary of the Licensed Premises and operations for the 2021 liquor license issuance. We conclude with a recommendation that the City approve an on-sale hotel liquor license subject to several conditions of approval.

### Discussion

#### **1. Licensed Premises**

NMHI has continuously held an on-sale liquor license for the premises since 2008. In 2016, the City Council approved expansion of the Licensed Premises to include the fenced trout pond area. In 2019, the City Council approved a new license to include the entirety of Running Aces under a hotel liquor license. The Licensed Premises is divided into five secured and contiguous areas identified as A1, A2, A3, A4, and A5 as shown on the attached Exhibit A. Each area is described below.

- a. Running Aces First Floor (Area A1): includes the public areas of the first floor of what is referred to as the Running Aces “Casino,” including indoor atrium, card room, VIP lounge, event spaces, bar, and restaurant areas.
- b. Outdoor Apron (Area A2): Area A2 is a fenced and secured outdoor apron and patio that is contiguous with the indoor liquor service area of the restaurant.

- c. Fenced Grassy Area (Area A3): Area A3 is a fenced and secured area that is contiguous to the outdoor apron area described as A2.
- d. Fenced Trout Pond Area (Area A4): Area A4 is a fenced area around the manmade trout pond. The trout pond is accessible to patrons via an exterior gated entrance that is located west of the racetrack's primary building entrance, as well as internal access from an area adjacent to the card room.
- e. Hotel (Area A5): Area A5 consists of the hotel lobby, hotel rooms, bar, breakfast area, and meeting rooms, which are contiguous to Area A1 and connected by a fully enclosed pedestrian walkway.

Areas A1-A5 will function together as a compact and contiguous premises with a fully secured perimeter. As a single licensed premises, liquor served in one area may be brought to the other areas by patrons. The days and hours of liquor service in the individual areas will be dictated by business volume and customer demand.

## **2. Background Checks and Review of Licensing Criteria**

We have reviewed the application materials and have confirmed that the materials submitted, including character references, satisfy state and local requirements. The current applicants (the "Applicants") are as follows:

- a. Taro Jun Ito, President and CEO;
- b. Tracie Lynn Wilson, CFO; and

Minnesota law requires that background checks are conducted for all liquor license applications. *Minn. Stat. § 340A.402, subd. 2.* The Anoka County Sheriff's department has conducted the background checks on each of the Applicants. None of the background checks identified any record of liquor law violations in the last five years that would preclude issuance of the license under state or City law.

## **3. Security and Liquor Law Violations**

The Licensed Premises has a fully secured perimeter, including the fenced and gated outdoor areas. The City has historically required trained security staff located at the gated entrances and exits to monitor liquor consumption, to ensure that liquor is not removed from or brought onto the premises, and to eliminate over-serving or service to minors. Due to the requirements of the Minnesota Racing Commission, the pedestrian walkway between Area A1 and A5 has doors that, when open, will allow guests to walk from outside of the parking lot to the racetrack without entering the card room. To ensure responsible liquor service, we have recommended a condition that the exterior entrance must be staffed by security personnel while these doors are in use for events and races, which is consistent with prior requirements for securing any outdoor area in which Liquor is served or can be consumed. (*See Condition 1 in Exhibit B.*)

NMHI has an adopted comprehensive training and security plan intended to provide adequate security to monitor its liquor sales and consumption on the premises. Servers receive regular mandatory training governing alcohol service. In August 2018, the City Council voted to authorize

NMHI to implement a training program called Selling Alcohol Legally, Effectively, and Safely (S.A.L.E.S), which is intended to provide more training opportunities for employees.

RAHP has received one violation for underage sales since 2008. In July 2016, the Anoka County Sheriff's Office conducted a routine alcohol compliance inspection at RAHP. As part of the inspection, a minor was served alcohol without being asked for identification. There have been no offenses since that time.

No complaints have been received by the City regarding liquor sales at Running Aces Harness Park. NMHI has otherwise been responsible for the conduct and order at Running Aces Harness Park. *City Code, § 4-517.B.*

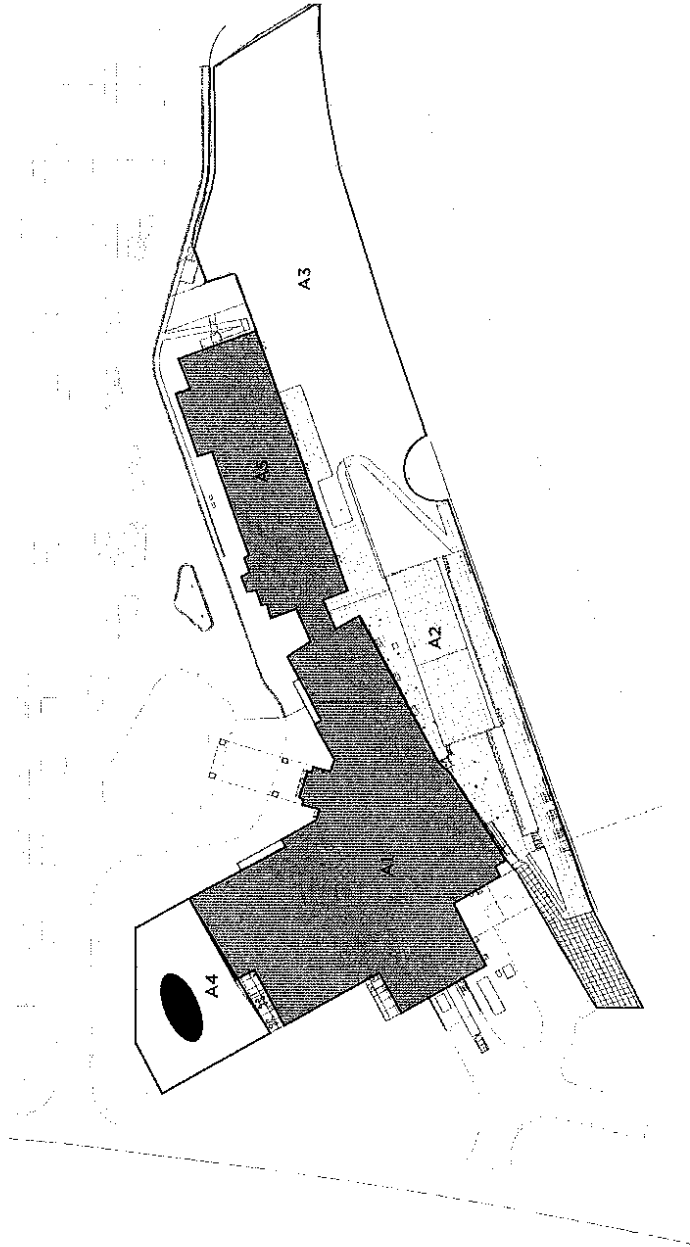
### **Recommendation**

**We recommend approval of the Application, subject to the following conditions:**

- a. NMHI must continue to meet all liquor license conditions as described in Exhibit B.
- b. NMHI must continue to meet all additional liquor license conditions set forth in the City Code, Section 4-517.

Please feel free to contact us regarding any questions on our review of the Application.

**EXHIBIT A**  
**Licensed Premises “Areas”**



Cuningham Group  
May 8th, 2019

Running Aces  
Landscape Development Background

## EXHIBIT B

### Conditions for the North Metro Harness Initiative, LLC dba Running Aces Casino, Hotel & Racetrack License for an On-Sale Intoxicating, Sunday Liquor Sales, and Optional 2 am.

1. The license is for the clearly defined Licensed Premises as submitted in the diagrams in Exhibit A (areas identified as A1: Running Aces first floor; A2 Outdoor Apron; A3: Fenced Grassy Area; A4: Trout Pond; and A5 Hotel)(together the “Licensed Premises”), including gated entrance and exits with security personnel at each such entrance/exit during times when liquor service is available.
2. NMHI must continue to meet all additional liquor license conditions set forth in the City Code, Section 4-517.
3. There will be no alcohol allowed on the grounds anywhere outside the Licensed Premises, unless otherwise permitted by a catering license.
4. The President and CEO of NMHI or its food and beverage manager must certify that: 1) all personnel associated with dispensing or serving alcoholic beverages; and 2) all security personnel posted at gated entrances and exits be trained using the an alcohol services training program, which must consist of Training for Intervention Procedures (TIPS); Alcohol Liability Education Training (ALE); or Selling Alcohol Legally, Effectively, and Safely (S.A.L.E.S).
5. This license is subject to compliance with all applicable federal, state and local laws, rules and regulations, including without limitation, licensing regulations for restaurant operations, gambling operations and concessions.
6. Quarterly Utility payments must be made in a timely manner.
7. NMHI must adequately fence and secure all exterior areas of the Licensed Premises where liquor sales and consumption will be allowed.
8. NMHI will ensure that all areas of the Licensed Premises, including outdoors, will be monitored by surveillance cameras during the hours in which alcoholic beverages are served.
9. NMHI will provide adequate security personnel as dictated by conditions. Current staffing levels will be monitored and increased if necessary.
10. ~~NMHI will provide screening along the existing fence that runs parallel to the parking lot to ensure that no transfer of alcohol occurs outside the gated area.~~



RESTRICTIVE COVENANTS FOR COLUMBIA ESTATES (Columbus Township - Anoka County)

1. No lot shall be used except for residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one detached single family dwelling not to exceed two stories in height, and
  - (a) One, two or three car garage, but not a single car garage, provided such garage be attached to the dwelling building either directly or by permanent type breeze-way or roof covered walkway; a detached garage may be constructed only upon written approval of J.H.B. Enterprises, Inc. after reviewing the plans, and
  - (b) One detached storage building may be erected provided it contains not more than 1,000 square feet and be of construction, design and appearance compatible with the dwelling itself.
2. All dwellings shall be of good workmanship and good quality materials. The ground floor area of the main building structure, exclusive of open porches and garages, shall not be less than 1,000 square feet in the case of one story structures not less than 750 square feet in the case of one and one half or two story structures. The exterior of the dwelling structure shall be complete within six months of the start of construction and the dwelling shall be completed within one year of the start of construction.
3. Easements. Easements for utilities and for pipeline and drainage are as shown on the recorded plat. Within these easements, no structure or material shall be placed or permitted to remain which may damage or interfere with the use and maintenance of the easement.
4. Nuisances. Noxious or offensive activity shall not be carried on upon any lot, nor shall anything be done thereon which may be or may become an annoyance to the neighborhood.
5. Temporary structures. No structure of a temporary character, trailer, basement, tent, shack, garage, barn, etc., shall be used on any lot as a residence either temporarily or permanently.
6. Livestock and poultry. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot except that dogs, cats or other household pets may be kept provided that they are not kept for any commercial purpose. No wild or dangerous animals may be kept on any lot. Large domestic animals may be kept on Lot 6, Block 2; Lot 1, Block 3 and outlot A only, and as provided by law.
7. Underground utilities. All utilities must be installed and maintained on each lot underground.
8. Inoperative vehicles, supplies and building materials shall not be kept on any lot. All vehicles, including trucks, boats, trailers, snowmobiles, motorcycles and all equipment used in maintenance of the property except recreational motor homes must be housed in an accessory building or garage. Only the machinery used in maintenance of the property may be kept or stored on the property.
9. Any tank for the storage of fuel maintained above the surface of the ground shall be placed to the rear or side of a residential dwelling so as not to be readily visible from the street side.
10. No lot shall be used or maintained as a dumping ground for rubbish. Trash or any other waste material incidental to residential use shall be kept in sanitary containers and periodically removed. All such containers, if kept outdoors, shall be in an enclosed area.
11. Used buildings may not be moved onto the property.
12. Enforcement. These provisions may be enforced by the owner of any lot in Columbia Estates and any governmental unit. When enforced by a lot owner, he shall be awarded reasonable attorney's fees in addition to any other legal or equitable relief granted
13. Severability. The invalidity of any provision hereof shall in no way affect the validity of the other provisions hereof, all of which remain in full force and effect,

→ Liability

#12 P-1