



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer

DATE OF MEETING: December 1, 2025

ITEM TITLE: The Brick Kitchen Liquor License Renewal

BACKGROUND:

I received an email on September 8, 2025, from Iowa ABD that The Brick Kitchen's liquor license was eligible for their renewal. I emailed this to the Building Official, Fire Department, and Police Department so they were able to start their process. All three departments gave their approval to the renewal once it was submitted to Local Authority. At the beginning of November, the State changed their website for liquor licenses and caused a delay with licenses that were eligible for renewal during the transition period. The State granted The Brick Kitchen an extension on their existing license until December 5, 2025. On November 25, 2025, I received an email from the new system that I had a license ready for my review. This work session is the first meeting that it could be brought forth to Council to minimize any unknown implications that The Brick Kitchen may encounter with the new process initiated by the State.

DISCUSSION:

Typically, these are placed on the Consent Agenda and there is minimal, if any, discussion.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **encouraging a supportive environment for businesses, workforce, and economic development.**

FINANCIAL CONSIDERATION:

The City does receive a portion of the liquor license fees paid to Iowa ABD. The portion received varies depending on the business.

RECOMMENDATION:

Staff recommends the approval of The Brick Kitchen Special Class "C" Retail Alcohol License with a tentative effective date of November 16, 2025, to November 15, 2026.