



Administration Department

DATE: April 23, 2024

FROM: Jason Tomanek, City Administrator

ITEM: Liquor License Renewal

REQUEST:

Consider renewing the liquor licenses for Lady J's Catering, Inc. at 930 North Griffin Street beginning August 1, 2024, and expiring July 31, 2025.

BACKGROUND INFORMATION:

Alcohol licenses are renewed annually and expire each year on July 31. The City of Bismarck Administration Department and the Police Department work collectively to administer the annual alcohol license renewals.

RECOMMENDED CITY COMMISSION ACTION:

Consider the approval of the liquor licenses renewal for Lady J's Catering, Inc. at 930 North Griffin Street.

STAFF CONTACT INFORMATION:

Whitnie Olsen, Senior Administrative Assistant, wolsen@bismarcknd.gov

ATTACHMENTS:

1. Jady Js Renewal Application

Print

Retail Alcohol Beverage License - Submission #22530

Date Submitted: 4/12/2024



License Information:

Application Type*

Renewal

License Type*

Please select the type(s) of license(s) you are applying for.

- Class A: Nationally Organized Fraternal Order or Club - \$3,700
- Class B-1: Operator of the Beverage Concession at the Airport Terminal Building - \$650
- Class B-2: Concession at the Bismarck Municipal Country Club - \$650
- Class B-3: Commercial passenger vessels on the Missouri River - \$650
- Class B-3: Commercial passenger vessels on the Missouri River - \$650
- Class B-4: Sale of Beer & Wine at the Bismarck Event Center - \$650
- Class B-5: Sale of Beer & Wine at Bismarck Parks and Recreation Locations - \$650
- Class B-6 : Commercial Airline - \$650
- Class C-1: Hotel or Motel Full Service - \$3,800
- Class C-2: Hotel or Motel - \$1,000
- Class D: Sale at Retail of Alcoholic Beverages - \$4,100
- Class E: Sale at Retail of Beer Only - \$800
- Class F-1: Restaurant - Alcoholic Beverages - \$3,500
- Class F-2: Restaurant - Beer & Wine Only - \$1,100
- Class G: Catered Retail Beer, Wine, & Liquor - \$650
- Class H-1: Domestic Winery - \$800
- Class H-2: Domestic Brewery - \$800
- Class H-3: Domestic Distillery - \$800
- Class I-1: Senior Living Community - \$350
- Class I-2: Complimentary - \$350

Location Information:

Legal Business Name:*

Lady J's Catering

Doing Business As (DBA) Name, if Applicable:*

Lady J's Catering

Date of Incorporation:*

2000

State of ND Liquor License No.:

North Dakota

If out of state corporation, is corporation registered in North Dakota?

- Yes
- No
- N/A

Location Address:*

930 N Griffin St

City:*

Bismarck

State:*

North Dakota

Zip:*

58501

Phone No.:*

[Redacted]

Name and Title of Person Completing Form (must be the person listed in ownership information or manager):

Dauntae Martin

Contact Information (Where correspondence is to be sent):

Primary Contact:*

Dauntae Martin

Email Address:*

[Redacted]

Mailing Address:*

930 N Griffin St

City:*

Bismarck

State:*

North Dakota

Zip:*

58501

Phone No.:*

[Redacted]

Manager's Name:*

Heather Martin

Date of Birth:*

[Redacted]/1985

Percentage of Ownership:*

0%

Driver's License No.:

[Redacted]

State Issued:

North Dakota

Gender:

Female

Race:

White

Home Address:

[Redacted]

City:

Bismarck

State:

North Dakota

Zip:

58504

Phone No.:

[Redacted]

Occupation:

Catering Manager

Title:

MANAGER

Email Address:

[Redacted]

List all officers, directors, and stockholders of corporation and percentage of ownership:

Name:

Dauntae Martin

Date of Birth:

[Redacted]-1997

Percentage of Ownership:

33.4%

Driver's License No.:

[Redacted]

State Issued:

NORTH DAKOTA

Gender:

MALE

Race:

WHITE

Home Address:

[Redacted]

City:

BISMARCK

State:

ND

Zip:

58501

Phone No.:

[Redacted]

Occupation:*

Business Owner

Title:*

PRESIDENT

Email Address:

[REDACTED]

Name:

Preston Martin

Date of Birth:

[REDACTED]-1995

Percentage of Ownership:

33.4%

Driver's License No.:

[REDACTED]

State Issued:

NORTH DAKOTA

Gender:

MALE

Race:

WHITE

Home Address:

[REDACTED]

City:

LINCOLN

State:

ND

Zip:

58504

Phone No.:

[REDACTED]

Occupation:

BUSINESS OWNER

Title:

SECRETARY

Email Address:

[REDACTED]

Name:

Casey Martin

Date of Birth:

[REDACTED]/1986

Percentage of Ownership:

33.4%

Driver's License No.:

[REDACTED]

State Issued:

NORTH DAKOTA

Gender:

MALE

Race:

WHITE

Home Address:

[Redacted]

City:

BISMARCK

State:

ND

Zip:

58504

Phone No.:

[Redacted]

Occupation:

BUSINESS OWNER

Title:

VICE PRESIDENT

Email address:

[Redacted]

Please submit all officers that will not fit on this form.

Choose File No file chosen

The undersigned states that the following information is true and correct.

1. Are manager and partners legal residents of the United States and the State of North Dakota, and are all officers or directors legal residents of the United States?*

- Yes
- No

If no, please explain:

[Empty text box]

2. Have any of the persons listed above been convicted of any crime within the past five years? *

- Yes
- No

If yes, list all convictions and the dates, locations and sentence of disposition of each:

[Empty text box]

3. Does the building meet all state and local sanitation and safety requirements?*

- Yes
- No

4. Has applicant, or any of the persons listed above, within the past five years had any license to engage in sale of alcoholic beverages revoked or suspended? *

- Yes
- No

If yes please, give details:

5. If new application, have you ever engaged in the sale or transportation of alcoholic beverages previously?*

- Yes
- No
- N/A

If yes please, give details:

6. Has applicant, or any of the persons listed above, within the past five years, had an application for any federal or state or local license of any type rejected or denied? *

- Yes
- No

If yes please, give details:

7. Is there any agreement or understanding, or proposed agreement or understanding to obtain the license for another, or to operate the business for another, or as an agent for another?*

- Yes
- No

If yes please, give details:

8. Has the business been sold or leased, or is there any intention to sell or lease the business to another?*

- Yes
- No

If yes please, give details:

Dauntae, Preston and Casey Martin are purchasing the existing business of Lady Js Catering

9. Has the applicant, or any of the persons listed above, shown interest in whatsoever, directly or indirectly, any other license liquor establishment within or without the State of North Dakota?*

- Yes
- No

If yes please, give details:

10. Will the applicant, or any of the persons listed above, be engaged in any other business other than the sale of liquor under the license applied for?*

- Yes
- No

If yes please, give details:

11. Have all property taxes and special assessments currently due been paid?*

- Yes
- No

If not please, explain why:

Special Requirements:

All Class F-1, F-2, C-2, & G license holders shall file with the application for license renewal a copy of their report of food and alcoholic beverage amounts that they have filed with the State of North Dakota for their state alcohol permit for the immediately preceding calendar year prior to renewal. The Board of City Commissioners may, at its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the commission deems necessary.

Upload Gross Food Sales Report:

No file chosen

Liquor License Site Diagram Requirements:

- Site diagrams are to be submitted on a plain sheet of paper, 8½ x 11-inch size.
- The agency name shall be included on the diagram.
- The direction "North" shall be included on the diagram.
- The interior design of the licensed area shall be represented. This should include entrances, exits, interior doors, windows, tables, coolers, storage offices and room dividers.
- The diagram may be hand drawn, but it must be neat and reasonably accurate.
- If the licensed site is part of a larger complex such as a restaurant, areas such as mixing, serving and storage must be identified.

Upload Site Diagram:*

Large Events.docx

Liquor License Transfers

Download Required Form for License Transfer:

[Alcoholic Beverage License Transfer Form](#)

Upload Notarized Alcoholic Beverage License Transfer Form

No file chosen

I agree that I will not transfer or sell this license, if granted, without the prior approval of the governing body and in accordance with applicable ordinances,*

I agree

I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform city officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership or management during the period of the license, prior approval of the Board of City Commissioners is required.*

I agree

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.*

I agree

Signature of Applicant:*

Dauntae Martin

//

By checking this box I acknowledge that I am electronically signing this liquor license application.*

Date:*

4/12/2024

Electronic Signature

Payment Options:*

Credit Card Authorization Form 

NOTE: This application must be accompanied by required fees.

The \$200 application fee is due when the application is submitted. (Fee does not apply to renewal applications)

Credit Card

[Credit Card Authorization Form](#)

Upload Credit Card Authorization Form

Credit card auth_Fillable_02042022.pdf

Mail Payments To:

City of Bismarck Administration, 221 North 5th Street, Bismarck, ND 58501



Alcoholic Beverages License Transfers

The following licenses may be transferred according to City Code 5-01-12. Licenses may be transferred with the prior approval of the Board of City Commissioners:

- **Class A** license may not be transferred to another person. It may be transferred to a new location only if the fraternal order or club is moved to that location.
- **Class B-1** license may not be transferred to another person or to a new location other than the airport terminal.
- **Class B-2** license may not be transferred to another person or to a new location other than the Municipal Country Club.
- **Class B-3** license may be transferred to another person only if that person has purchased or entered into an agreement to purchase the passenger vessel. It may not be transferred to a new location other than the passenger vessel and the location where the vessel docks and boards passengers.
- **Class B-4** license may not be transferred to a new entity or location.
- **Class B-5** license may not be transferred and may be held only by the person or entity holding the lease with the Bismarck Parks and Recreation District for the Riverwood or Tom O'Leary Golf Courses.
- **Class B-6** license may not be transferred to a new location or Entity.
- **Class C** license may be transferred to another person only if that person has purchased or entered into an agreement to purchase the hotel or motel. It may not be transferred to a new location.
- **Class D** license may be transferred to another person only with the prior approval of the board of city commissioners.
- **Class E** license may be transferred to another person only with the prior approval of the board of city commissioners.
- **Class F** license may be transferred to another person only if that person has purchased or entered into an agreement to purchase that establishment. It may not be transferred to a new location.
- **Class G** license may be transferred to another person or entity only if that person or entity has purchased or has entered into an agreement to purchase the catering business.
- **Class H** license may be transferred to another person only if that person has purchased or entered into an agreement to purchase that establishment. It may not be transferred to a new location except by the current owner.
- **Class I** license may be transferred to another person only if that person has purchased or entered into an agreement to purchase that establishment. It may not be transferred to a new location.

Notarized signatures of both parties are required for eligible license transfers.

STATE OF North Dakota

COUNTY OF Burleigh

On this 11th day of April, in the year 2024 before me, personally appeared

Janice Martin (Original license holder) and Dountae Martin (Transfer applicant) to acknowledge the transfer of a Class B-5/G alcoholic beverage license. The applicant agrees to abide by all rules of the license and the City of Bismarck Chapter 5-01 Alcoholic Beverages Code of Ordinances.

[Signature]
Original License Holder Signature

[Signature]
Transfer Applicant Signature

Janice Martin
Original License Holder Name Printed

Dountae Martin
Transfer Applicant Name Printed

Lady J's Catering
Business Name

Lady J's Catering
Applicant Business Name

(Seal)

Whitnie Olson
Notary Signature / Date



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
Brian Kroshus, Commissioner

09-Apr-2024

Return Summary

Account ID: 163232 00
Taxpayer: LADY J'S CATERING INC
Beginning Period: 01-Jan-2023
Ending Period: 31-Dec-2023

		Column A	Column B	Total
		ALCOHOL	SALES	
Line 1	Total Sales	\$167,656.00	\$1,143,474.00	\$1,311,130.00
Line 2	Total Exempt Sales	\$1,832.00	\$353,069.00	\$354,901.00
Line 3	Items Subject to Use Tax	\$988.00	\$3,381.00	\$4,369.00
Line 4	Amount Taxable	\$166,812.00	\$793,786.00	\$960,598.00
Line 5	State Tax	\$11,676.84	\$39,689.30	\$51,366.14
Line 6	Total State Tax			\$51,366.14
Line 7	Compensation Discount			\$749.02
Line 8	Net State Tax			\$50,617.12
Line 12	Net Local Option Tax			\$20,364.44