

ORDINANCE AMENDING MANKATO CITY CODE CHAPTER 2, SEC. 2-97 AND SEC. 2-98, RELATED TO ADMINISTRATIVE PROCEDURES

WHEREAS, following the recent recodification in 2025, city staff have further reviewed the process for handling administrative and civil violations for the City of Mankato and have determined amendments to the current procedures to provide clarification and reflect current practices.

NOW, THEREFORE BE IT ORDAINED, by the City Council for the City of Mankato, that Mankato City Code Chapter 2, Sec. 2-97 and 2-98, related to Administrative Procedures be and hereby is amended as follows:

Sec. 2-97. Administrative strike review.

Individual Licensing violations with subject to strike matrices are appealable to a three-board member panel of the public safety advisory committee, subject to the procedures outlined below. Licensing not having approved strike matrices are appealable under section 2-98.

Sec. 2-98. Appeal of violation determinations. ~~from administrative hearings.~~

- (a) Licensing actions which could result in suspension or revocation are appealable to the city council by the licensee sending a notice of appeal to the city clerk within five days of the date of the administrative decision or staff recommendation that could result in suspension or revocation of the license.
- (1) Suspension or revocation hearing. Within 30 days of receiving notice of appeal of a licensing decision or recommendation involving possible license suspension or revocation, the council shall hold a hearing to consider the business license or licensed activity. The city council may suspend or revoke any license for good cause, including, but not limited to, a finding that the licensee has failed to comply with any applicable statute, regulation or ordinance relating to the operation of the licensee. No suspension or revocation shall take effect until the licensee has been afforded the opportunity for a hearing provided by the city council.
- (2) Notice. Before holding the suspension or revocation hearing regarding the business license, the city must provide written notice informing the licensee of the right to a hearing. The notice must provide at least 10 calendar days' notice of the time and place of the hearing and must state the grounds for the action proposed to be taken. The notice may be served upon the licensee personally or by leaving the notice at the licensed premises with the person in charge, or by certified mail to the address on the license application or where the business activity is conducted.
- (3) Final decision. Following the hearing, the city council may take any of the following actions:
 - a. Take no action on the license.
 - b. Allow the business activity to continue but add reasonable conditions to the license.
 - c. Suspend the license; or
 - d. Revoke the license.
- (4) Findings. Any actions taken following a hearing shall be adopted by resolution with findings and shall be sent to or served upon the licensee. If the license is suspended, the dates of suspension shall be fixed; if the license is revoked, the effective date of the revocation shall be fixed. The decision by the city council following a hearing is final.
- (b) Property, non-property, and parking ticket violations and licensing action resulting in suspension or revocation are all appealable to a hearing officer, subject to the procedures outlined below.

This ordinance shall, in accordance with the provisions of Sections 2.14 and 5.06 of the Mankato City Charter, become effective 30 days after publication of notice of its adoption.

Adopted this 9th day of February 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk