



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: June 17, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

It is recommended the City Council ratify the following administratively approved requests:

1. Rotary Club of Minot to conduct raffles July 1, 2019 through June 30, 2020 at the Grand Hotel (1505 North Broadway)
2. Heidi Newbury to conduct a raffle for the benefit of Judy Weishaar’s Medical Expenses on June 22, 2019 at The Landing Bar (2015 North Broadway)
3. The Spot for a special event permit June 6, 2019 at Dakota Territory Air Museum (100 34th Ave NE)
4. Off the Vine for a special event permit June 6-8, 2019 at 15 South Main Street
5. 19th Hole for a special event permit June 27, 2019 at Roosevelt Park Zoo (1219 Burdick Expy East)
6. The Dakota Lounge for a special event permit June 8, 2019 at the Parker Center (21 1st Ave SE)
7. Souris River Brewing for a special event permit June 22, 2019 on Main Street downtown
8. The Pour Farm for a special event permit June 20-27, 2019 outside 201 37th Ave SW
9. Mule Deer Foundation to conduct a raffle July 11, 2019 at Oak Park (1500 4th Ave NW)

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Police Chief	857-4715
Kelly Matalka, City Clerk	857-4752

III. DESCRIPTION

A. Background

Under the Code of Ordinances, a permit issued pursuant to NDCC 5-02-01.1, to allow a licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively by the city clerk upon the following terms and conditions:

1. The payment by the applicant of a nonrefundable fee of twenty-five dollars (\$25.00).
2. The submission by the applicant, as part of the application required by the city clerk, of a brief narrative explaining:
 - a. The nature of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and
 - b. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by minors at such occasion.
3. The written approval by the chief of police of the issuance of the permit.
4. A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.

Each month, a report shall be provided to the city council concerning the permits allowed and the permits denied under this subsection subsequent to the last prior such report.

IV. IMPACT:

Special Event Permits, Local Permits and Charity Local Permits are approved administratively each month through the City Clerk's Office. The application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

V. ALTERNATIVES

N/A - the request is to ratify the applications which have been administratively approved.

VI. TIME CONSTRAINTS: N/A

VII. LIST OF ATTACHMENTS: None