



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Kelly Matalka, City Clerk

**DATE:** July 1, 2019

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. The Spot for a special event permit June 22, 2019 outside The Spot (6 2<sup>nd</sup> Street NE)
2. The Spot for a special event permit July 3, 2019 at Dakota Territory Air Museum (100 34<sup>th</sup> Ave NE)
3. The Spot for a special event permit July 4, 2019 at Minot International Airport (305 Airport Road)
4. Ebenezer’s for a special event permit June 22, 2019 outside Ebenezer’s (300 E Central Ave)
5. Lamplighter for a special event permit June 21, 2019 outside Lamplighter (200 16<sup>th</sup> Street SW)
6. Swain Fishing Team to conduct a raffle September 14, 2019 at the Ranger Lounge (1218 South Broadway)
7. Atypical Brewery & Barrelworks for a special event permit July 11, 2019 outside Atypical Brewery & Barrelworks (510 Central Ave East)
8. Atypical Brewery & Barrelworks for a special event permit June 29, 2019 outside Atypical Brewery & Barrelworks (510 Central Ave East)
9. East End for a special event permit June 27, 2019 outside East End (400 Central Ave East)
10. 100<sup>th</sup> Anniversary Committee to conduct a raffle July 12, 2019 at Delta Vacations (1219 North Broadway)
11. Army’s 2.0 for a special event permit June 28, 2019 at 115 1<sup>st</sup> Street SE
12. Army’s 2.0 for a special event permit June 29, 2019 at Roosevelt Park (1215 E Burdick Expy)
13. Army’s 2.0 for a special event permit June 29, 2019 at Minot Auditorium (420 3<sup>rd</sup> Ave SW)
14. Rising Five to conduct a raffle August 10, 2019 at Sportman’s Loft (2800 South Broadway)
15. Minot Chapter Outdoor Adventure Foundation to conduct a raffle July 19-27 at North Hill Bowl (1901 North Broadway)
16. Magic City Equality to conduct a raffle June 30, 2019 at Army’s 2.0 (12 3<sup>rd</sup> Street SE)

**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**