



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: September 3, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Alzheimer’s Association to conduct a raffle August 25, 2019 at Oak Park (1300 4th Ave NW)
2. The Tap Room for a special event permit July 22-23, 2019 at Gourmet Chef (122 South Main Street)
3. Atypical Brewery & Barrelworks for a special event permit August 1-4, 2019 outside 510 Central Ave East
4. Atypical Brewery & Barrelworks for a special event permit September 21, 2019 at Minot Municipal Auditorium (420 3rd Ave SW)
5. Atypical Brewery & Barrelworks for a special event permit August 30-September 1, 2019 outside 510 Central Ave East
6. The Tap Room for a special event permit August 8, 2019 at Oak Park (1305 4th Ave NW)
7. The Tap Room for a special event permit August 10, 2019 at Roosevelt Park (1215 E Burdick Expy)
8. The Tap Room for a special event permit August 17, 2019 at downtown Minot
9. J.L. Beers for a special event permit August 14, 2019 outside 2001 22nd Ave SW
10. The Spot for a special event permit August 10, 2019 outside 6 2nd Street NE
11. The Spot for a special event permit August 13, 2019 outside 6 2nd Street NE
12. The Spot for a special event permit August 15-18, 2019 outside 6 2nd Street NE
13. The Spot for a special event permit August 17, 2019 at Dakota Territory Air Museum (100 34th Ave NE)
14. The Spot for a special event permit August 24, 2019 outside 6 2nd Street NE
15. The Spot for a special event permit August 29, 2019 outside 6 2nd Street NE
16. The Spot for a special event permit September 5-7, 2019 outside 6 2nd Street NE
17. The Spot for a special event permit September 14, 2019 outside 6 2nd Street NE
18. The Spot for a special event permit September 21, 2019 outside 6 2nd Street NE
19. The Tap Room for a special event permit August 16, 2019 at 1st and 1st Event Center (104 1st Ave SE)
20. The Landing Bar for a special event permit August 16, 2019 at Minot Auditorium (420 3rd Ave SW)
21. Downtown Business Professional Association to conduct bingo August 17, 2019 downtown Minot
22. YWCA to conduct a raffle August 17, 2019 at the Parker Center (21 1st Ave SE)
23. Souris Valley United Way to conduct a raffle August 9, 2019 at Souris Valley Golf Course (2400 14th Ave SW)
24. Cardinals Smokin Guns to conduct raffles August 20, 2019 through June 30, 2020 at Nedrose High School (5705 15th Ave SE)
25. Nedrose Cardinals Athletic Boosters to conduct bingo, raffles, raffle board, and sports pools August 20, 2019 through June 30, 2020 at Nedrose High School (5705 15th Ave SE)
26. North Dakota Friends of the NRA State Fund Committee, LLC to conduct a raffle September 21, 2019 at Minot Municipal Auditorium (420 3rd Ave SW)

- 27. Minot Lions to conduct a raffle November 5, 2019 at the Pour Farm (201 37th Ave SW)
- 28. Bones BBQ for a special event permit September 21, 2019 Minot Auditorium (420 3rd Ave SW)

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