



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: October 3, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Elevation for a special event permit September 20, 2019-October 4, 2019 at 15 North Main Street
2. Atypical Brewery & Barrelworks for a special event permit September 14-21, 2019 outside 510 Central Ave East
3. The Spot for a special event permit September 19, 2019 at Dakota Territory Air Museum (110 34th Ave NE)
4. Lamplighter Lounge for a special event permit September 27-29, 2019 outside 200 16th Street SW
5. Dakota College Bottineau Nursing to conduct a calendar raffle at DCB 5th Avenue Medical Building (307 5th Ave SE)
6. The Tap Room for a special event permit September 21- 29, 2019 at 1st & 1st Event Center (104 1st Ave SE)
7. The Tap Room for a special event permit October 4, 2019 outside 23 Main Street South
8. Minot Swim Club to conduct raffles, raffle board, calendar raffle, and sports pools from October 1, 2019- March 31, 2020 at Magic City Campus High School (1100 11th Ave SW)
9. Pour Farm for a special event permit September 28, 2019 outside 201 37th Ave SW
10. The Starving Rooster for a special event permit September 26, 2019 at Town & Country Credit Union (1525 24th Street SW)
11. The Original Bar & Nightclub for a special event permit October 5, 2019 outside 720 North Broadway
12. The Original Bar & Nightclub for a special event permit October 5, 2019 at Minot Municipal Auditorium (420 3rd Ave SW)
13. Atypical Brewery & Barrelworks for a special event permit October 5, 2019 and October 12, 2019 outside 510 Central Avenue E
14. Ranger Lounge for a special event permit October 5, 2019 outside 1218 South Broadway
15. Grand Hotel for a special event permit October 3, 2019 at MSU Student Center (500 University Ave West)
16. St. Therese Church of the Little Flower to conduct a raffle November 10, 2019 at Little Flower Church (800 University Ave W)
17. Prairie Federal Credit Union to conduct a raffle October 14, 2019 at Prairie Federal Credit union (1430 South Broadway)
18. Town & Country Credit Union to conduct a raffle October 4, 2019 at Town & Country Credit Union (615 South Broadway)

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Police Chief

857-4715

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