



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: October 15, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Sports On Tap for a special event permit October 26, 2019 at 220 South Broadway
2. Wildwood Men’s League to conduct a raffle February 8, 2020 at Knights Of Columbus (2601 N Broadway)
3. Prairie Grit Adaptive Sports to conduct a raffle at Sleep Inn & Suites (2400 10th Ave SW)
4. Independence, Inc. to conduct a raffle at the Clarion Hotel (2200 E Burdick Expy)
5. Minot Prairie Quilters to conduct a raffle at Clarion Hotel (2200 E Burdick Expy)
6. Minot Prairie Quilters to conduct a raffle at Vincent Methodist (1024 2nd Street SE)
7. The Spot for a special event permit October 26, 2019 outside 6 2nd Street NE
8. The Spot for a special event permit October 26, 2019 at Dakota Territory Air Museum (100 34th Ave NE)
9. Atypical Brewery for a special event permit October 24, 2019 at MSU (500 University Ave W)
10. MP Wine & Spirits for a special event permit October 24, 2019 at Clarion Hotel (2200 E Burdick Expy)
11. Atypical Brewery for a special event permit October 26, 2019 at The Spot (6 2nd Street NE)
12. Navy Rose Giroux Benefit to conduct a raffle November 17, 2019 at Moose Lodge (400 9th St SW)
13. MSU Alumni Association to extend the site premises January 17-19, 2020 and January 25, 2020 to include the Grand Ballroom at the Grand International Hotel (1505 North Broadway)

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 Restricted Event 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