



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

**FROM:** Kelly Matalka, City Clerk

**DATE:** November 12, 2019

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. The Starving Rooster for a special event permit November 16, 2019 at Mouse River Players (115 1<sup>st</sup> Street SE)
2. The Starving Rooster for a special event permit December 28, 2019 at Mouse River Players (115 1<sup>st</sup> Street SE)
3. Gourmet Chef for a special event permit November 14, 2019 at Gourmet Chef (122 South Main Street)
4. Sons of Norway to conduct a raffle December 16, 2019 at Sons of Norway Meeting Room (1020 South Broadway)
5. Knights of Columbus 4th Degree Assembly to conduct bingo and sports pools from November 15, 2019 through May 31, 2019 at Knights of Columbus Columbian Club (2601 North Broadway).
6. Bel Air PTA to conduct bingo and a raffle on April 24, 2020 at Bel Air Elementary School (501 25<sup>th</sup> Street NW)
7. MSU Athletics to conduct raffles from October 5, 2019 through February 22, 2020 at MSU (500 University Ave W)
8. Minot Blue Line Club to conduct raffles from December 1, 2019 through February 28, 2020 at MAYSA Arena Pepsi Rink (2501 Burdick Expy W)
9. Minot High Wrestling Booster Club to conduct a calendar raffle during the month of March 2020 at Magic City Campus (1100 11<sup>th</sup> Ave SW)
10. Elevation for a special event permit November 15, 2019 through November 28, 2019 at the Depot (15 N Main Street)
11. Elevation for a special event permit November 29, 2019 through December 12, 2019 at the Depot (15 N Main Street)
12. The Spot for a special event permit November 16, 2019 at Minot Municipal Auditorium (420 3<sup>rd</sup> Ave SW)
13. The Spot for a special event permit December 14, 2019 at Anne Nicole Nelson Hall (500 University Ave W)
14. The Spot for a special event permit December 14, 2019 at 1<sup>st</sup> and 1<sup>st</sup> Event Center
15. The Spot for a special event permit December 31, 2019 at 6 2<sup>nd</sup> Street NE

**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**