



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

**FROM:** Kelly Matalka, City Clerk

**DATE:** March 2, 2020

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. Omicron Tau Honor Society for Nursing to conduct a raffle May 5, 2020 at Taube Museum of Art (2 North Main Street)
2. Atypical Brewery & Barrelworks for a special event permit February 22, 2020 outside 510 Central Ave East.
3. Broadway Liquor for a special event permit on March 28, 2020 at Roosevelt Park Zoo (1219 Burdick Expy East)
4. Elevation for a special event permit February 7, 2020 at the Depot (15 N Main Street)
5. The Tap Room for a special event permit February 4, 2020 at Aspire Credit Union (1430 S Broadway)
6. Northern Plains Children’s Advocacy Center to conduct a raffle February 22, 2020 at the Grand Hotel (1505 N Broadway)
7. Mule Deer Foundation to conduct a raffle March 7, 2020 at Sleep Inn (2400 10<sup>th</sup> Street SW)
8. Minot State University Athletics to conduct a raffle October 17, 2020 at Minot State University (500 University Ave West)
9. 705 MUNS Rising Five Booster Club to conduct a raffle March 31, 2020 at Buffalo Wild Wings (3820 South Broadway)
10. Sleep Inn & Suites for a special event permit February 19, 2020 at Verizon BeMobile 305 20<sup>th</sup> Ave SW)
11. Ice Cold Riders Motorcycle Club to conduct a raffle July 11, 2020 at The Spot (6 2<sup>nd</sup> Street NE)
12. Minot Masonic Lodge, Star In the West #33 to conduct a raffle June 30, 2020 at MAYSA Arena (2501 W Burdick Expy)
13. American Cancer Society Relay for Life to conduct a raffle June 3, 2020 at Oak Park (1300 4<sup>th</sup> Ave NW)
14. The Spot for a special event permit February 8<sup>th</sup> at 1051<sup>st</sup> Ave SE
15. The Starving Rooster for a special event permit February 29, 2020 at Mouse River Players (115 1<sup>st</sup> St SE)
16. The Starving Rooster for a special event permit April 18, 2020 at Mouse River Players (115 1<sup>st</sup> St SE)
17. MSU Beaver Boosters to conduct a raffle April 1, 2020 at Clarion Hotel (2200 E Burdick Expy)

**II. DEPARTMENT CONTACT PERSONS**

John Klug, 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**