



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

**FROM:** Kelly Matalka, City Clerk

**DATE:** July 20, 2020

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

- It is recommended the City Council ratify the following administratively approved requests:
1. Minot Optimist Club to conduct a raffle August 5, 2020 at The Grand Hotel (1505 North Broadway)
  2. The Starving Rooster for a special event permit June 20, 2020 at The Regency Event Center (105 1<sup>st</sup> Ave SE)
  3. The Spot for a special event permit June 19-20, 2020 outside 6 2<sup>ns</sup> Street NE
  4. Prairie Grit for a raffle permit June 27, 2020 at Hoeven Field (2630 7<sup>th</sup> Street SW)
  5. Minot Youth For Christ to conduct a raffle June 29, 2020 at Souris Valley Golf Course (2400 14<sup>th</sup> Ave SW)
  6. Gourmet Chef for a special event permit June 29, 2020 outside 122 South Main Street
  7. Elevation for a special event permit July 11, 2020 The Depot (15 N Main Street)
  8. Pointe of View Winery for a special event permit each Saturday from July 11-September 12, 2020 at Oak Park (1300 4<sup>th</sup> Ave NW)
  9. The Starving Rooster for a special event permit July 12, 2020 at Oak Park (1300 4<sup>th</sup> Ave NW)
  10. Clarion Hotel & Convention Center for a special event permit July 4, 2020 outside 2200 Burdick Expressway East
  11. 19<sup>th</sup> Hold for a special event permit July 17, 2020 at Roosevelt Park Zoo (1219 Burdick Expy E)
  12. The Spot for a special event permit July 16-19, 2020 outside 6 2<sup>nd</sup> Street NE
  13. The Starving Rooster for a special event permit July 16-19 outside 6 2<sup>nd</sup> Street NE
  14. The Spot for a special event permit July 15, 2020 outside 6 2<sup>nd</sup> Street NE
  15. Minot Top 3 to conduct a raffle August 20, 2020 at The Starving Rooster (30 1<sup>st</sup> Street NE)

**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 non-refundable application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

The Police Chief as well as First District Health Unit have provided a letter to all licensees applying for special event permits describing enhanced protections to prevent the spread of COVID-19.

**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**