



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: September 8, 2020

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Majettes Hockey to conduct raffles throughout the season at MAYSA Arena (2501 Burdick Expy W)
2. Elevation for a special event permit August 15, 2020 at The Depot (15 N Main Street)
3. The Tap Room for a special event permit August 1-14, 2020 at Oak Park (1301 4th Ave NW)
4. The Spot for a special event permit August 7-9, 2020 outside 6 2nd Street NE
5. 19th Hole for a special event permit August 27, 2020 at Roosevelt Park Zoo (1219 Burdick Expy E)
6. 19th Hole for a special event permit September 22, 2020 at Roosevelt Park Zoo (1219 Burdick Expy E)
7. YWCA Minot to conduct raffles August 21-22, 2020 at The Spot (6 2nd Street NE)
8. Souris Valley United Way to conduct a raffle September 17, 2020 at Minot Country Club (1219 Valley Bluffs Drive)
9. Bishop Ryan Catholic School Parent Activities Association to conduct raffles September 10, 2020- June 30, 2021 at Bishop Ryan Catholic School (320 3rd Ave SW)
10. American Cancer Society Relay For Life amended raffle permit M-3827 revising the drawing date to September 25, 2020 at Oak Park.
11. Blue Rider for a special event permit August 29, 2020 through September 1, 2020 outside 118 1st Ave SE
12. Atypical Brewery & Barrelworks for a special event permit August 1, 2020 outside 510 Central Ave East
13. The Spot for a special event permit August 29, 2020 outside 6 2nd Street NE
14. The Spot for a special event permit August 20-23, 2020 outside 6 2nd Street NE
15. The Ranger Lounge for a special event permit August 22, 2020 outside 1218 South Broadway
16. Kiwanis Club of Minot to conduct a raffle October 30, 2020 at Minot Auditorium (420 3rd Ave SW)
17. Cardinals Athletic Boosters to conduct raffles and a sports pool throughout the season at Nedrose High School (5705 15th Ave SE)
18. North Dakota State Council Knights of Columbus to conduct a raffle April 17, 2020 at Clarion Hotel and Convention Center (2200 E Burdick Expy)
19. The Spot for a special event permit August 21, 2020 at The Regency Event Center at 1st and 1st
20. The Spot for a special event permit September 5, 2020 at The Regency Event Center at 1st and 1st
21. Souris Valley Ducks Unlimited to conduct a raffle September 17, 2020 at Sleep Inn & Suites (2400 10th Street SW)
22. Elevation for a special event permit August 29, 2020 outside 7 1st Street SE
23. Off the Vine for a special event permit August 23, 2020 at Oak Park (1300 4th Avenue NW)
24. The Tap Room for a special event permit August 21, 2020 at Minot Auditorium (420 3rd Ave SW)
25. Off the Vine for a special event permit August 29, 2020 outside 15 South Main Street

- 26. The Spot for a special event permit September 4, 2020 outside 6 2nd Street NE
- 27. The Spot for a special event permit September 12, 2020 outside 6 2nd Street NE
- 28. The Spot for a special event permit September 17, 2020 outside 6 2nd 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 or denied.

VI. TIME CONSTRAINTS: N/A

VII. LIST OF ATTACHMENTS: None