



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

**FROM:** Kelly Matalaka, City Clerk

**DATE:** May 17, 2021

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. Guns & Hoses Charity Hockey Game to conduct a raffle May 15, 2021 at MAYSA Arena (2501 West Burdick Expy)
2. The Landing for a special event permit June 8, 2021 outside 2015 North Broadway
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4. Elevation for a special event permit May 4-9, 2021 at The Depot (15 N Main street)
5. The Tap Room for a special event permit April 23 at the Minot Auditorium (420 3<sup>rd</sup> Ave SW)
6. Minot Area Chamber EDC to conduct a raffle July 8, 2021 at Clarion Hotel (2200 E Burdick Expy)
7. MSU Native American Club to conduct raffles April 30-May 1, 2021 at MSU Dome (500 University Ave W)
8. Colin Brown Y’s Men Club to conduct raffles and sports pools through January 2, 2022 at Minot Family YMCA (3515 16<sup>th</sup> St SW)
9. YWCA Minot to conduct a raffle June 12, 2021 at High Third (7 First Street SE)
10. Pathfinder Services of ND, Inc. to conduct a raffle August 31, 2021 at Pathfinder Services of ND (1015 S. Broadway, Suite 16)
11. The Landing for a special event permit May 20, 2021 at Chamber EDC (1020 20<sup>th</sup> Ave SW)
12. The Pour Farm for special event permits June 3-30, 2021 outside 201 37<sup>th</sup> Ave SW
13. Army’s 2.0 for a special event permit May 7-16, 2021 outside 12 3<sup>rd</sup> Street SE
14. Prairie Sky Breads for a special event permit May 17, 2021 outside First Street SE

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Police Chief	857-4715
Kelly Matalaka, 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 an alcoholic beverage sales 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.

An application for local authorization pertaining to gaming, other than site approval, shall be issued administratively by the city clerk upon the following terms and conditions:

1. The payment by the applicant of a fee [of \$25].
2. The submission by the applicant, as part of the application required by the city clerk, of the following:
  - a. The appropriate form and other information prescribed or recommended by the attorney general; or
  - b. If there is no prescribed or recommended form, then a brief narrative explaining the particulars whereby the applicant should be considered to be qualified under state law for the particular local authorization sought; what the net proceeds will be expended for; and such other information, if any, as the city clerk may reasonably require to assist him in administering this subsection.
3. The written approval by the chief of police of the issuance of the authorization.

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.

**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**