



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: June 21, 2021

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Minot Top 3 to conduct a raffle August 6, 2021 at Starving Rooster (30 1st Street NE)
2. The Spot for a special event permit May 29, 2021 outside 6 2nd Street NE
3. Minot Optimist Club to conduct a raffle August 4, 2021 at the Grand Hotel (1505 N. Broadway)
4. Magic City Equality to conduct bingo September 5, 2021 at the Grand Hotel (1505 N. Broadway)
5. The Spot for special event permits May 29 – September 3, 2021 at the Regency Event Center (105 1st Ave SE)
6. The Original Bar and Nightclub for a special event permit June 5, 2021 at Oak Park (1300 4th Ave NW)
7. Elevation for a special event permit May 26, 2021 at The Depot (15 N. Main Street)
8. High Third for a special event permit June 13-27, 2021 outside 110 East Central Ave
9. Off the Vine for a special event permit June 3-10, 2021 outside 15 Main Street S
10. Atypical Brewery & Barrelworks for a special event permit June 4-6, 2021 outside 510 Central Ave
11. Trinity Health Foundation to conduct a raffle September 10, 2021 at Dakota Square Arco (1520 24th Ave SW)
12. The Original Bar and Nightclub for a special event permit June 10, 2021 outside 720 N. Broadway
13. The Spot for a special event permit June 3-12, 2021 outside 6 2nd Street NE
14. Minot Public School Foundation to conduct a raffle June 7, 2021 at Minot Country Club (1912 Valley Bluffs Drive)
15. Enbridge to conduct a raffle August 9, 2021 at Enbridge (1600 2nd Ave SW, Ste 16)
16. Army's 2.0 for a special event permit June 4-14, 2021 outside 12 3rd Street SE
17. The Ranger for a special event permit June 9-23, 2021 outside 1218 South Broadway
18. Forgotten Warrior Foundation to conduct a raffle June 25-27, 2021 at The Landing (2015 N Broadway)
19. Zion Lutheran Church Women's Group to conduct a raffle September 25, 2021 at Zion Lutheran Church (1800 Hiawatha Street)
20. Nok Back Tavern for a special event permit June 19, 2021 outside 100 3rd Street NE
21. The Tap Room for a special event permit June 18, 2021 at the Scandinavian Heritage Park (1020 S. Broadway)
22. Capri Bar for a special event permit June 18, 2021 outside 2030 Burdick Expy E
23. Capri Bar for a special event permit June 26, 2021 outside 2030 Burdick Expy E
24. Army's 2.0 for a special event permit June 14-June 28, 2021 outside 12 3rd Street SE
25. Army's 2.0 for a special event permit June 28-July 12, 2021 outside 12 3rd Street SE
26. The Putt District for a special event permit June 17-24, 2021 outside 5 35th Ave NE, Suite B
27. Minot Young Professionals to conduct a raffle June 28, 2021 at Elevation (1912 Valley Bluffs Drive)

28. Minot Commission On Aging to conduct bingo and raffle July 1, 2021 – June 30, 2022 at Minot Commission On Aging (21 First Ave SE)
29. Minot Insulin Services, Inc to conduct a raffle July 15, 2021 at 4R Home Thrift Store (2031 N. Broadway)

DENIALS

1. Swain Fishing Team was denied a local permit to conduct a raffle August 28, 2021 at the Ranger Lounge (1218 South Broadway).

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 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