



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: August 5, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Minot Area Homeless Coalition to conduct a raffle November 30, 2019 at The Grand Hotel (1505 North Broadway)
2. Bishop Ryan Catholic School 60th Reunion to conduct a raffle July 13, 2019 at Bishop Ryan Hogan Field (316 11th Ave NW)
3. Army's 2.0 for a special event permit August 2-15, 2019 outside 12 3rd Street SE
4. Army's 2.0 for a special event permit August 16-29, 2019 outside 12 3rd Street SE
5. Army's 2.0 for a special event permit August 30-September 12, 2019 outside 12 3rd Street SE
6. Sanford Health Foundation to conduct a raffle July 29, 2019 at Corbett Field (1124 Burdick Expy E)
7. Souris Valley united Way to conduct a raffle July 18, 2019 at Minot Country Club (1912 Valley Bluffs Drive)
8. The "O"riginal Bar & Nightclub for a special event permit July 18, 2019 outside 720 N Broadway
9. Minot High Trap Team to conduct a raffle and calendar raffle from August 1, 2019 through June 30, 2020 at Central Campus School (215 1st Street SE)
10. Souris River Brewing for a special event permit August 13, 2019 on Main Street, downtown Minot
11. Souris River Brewing for a special event permit August 17, 2019 on Main Street downtown Minot
12. Barley Pop Bar for a special event permit August 15, 2019 outside 437 N Broadway
13. Army's 2.0 for a special event permit August 1, 2019 at Mouse River Players (115 1st Street SE)
14. The Pour Farm for a special event permit July 25- August 1, 2019 outside 201 37th Ave SW
15. First Lutheran Church to conduct a raffle September 15, 2019 at First Lutheran Church (120 5th Ave NW)

II. DEPARTMENT CONTACT PERSONS

Jason Olson, 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 Charity Local 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