



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalaka, City Clerk

DATE: February 4, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Lewis & Clark Elementary School PTA to conduct a raffle January 25, 2019 at Lewis & Clark Elementary School (2215 8th St NW)
2. Minot High Dance to conduct raffles through January 31, 2019 at Minot Auditorium (420 3rd Ave SW)
3. American Cancer Society Relay For Life to conduct a raffle February 3, 2019 at Arny's 2.0 Lounge & Bottleshop (12 3rd St SE)
4. The Starving Rooster for a special event permit January 17, 2019 at SRT Communications (3615 North Broadway)
5. Ebenezer's for a special event permit January 26, 2019 at 6 2nd St NE
6. MSU Biogeography Club to conduct a calendar raffle throughout the month of February
7. Souris River Basin Longbeards to conduct a raffle February 9, 2019 at the Grand Hotel (1505 North Broadway)
8. Magic City Figure Skating Club to conduct a raffle February 24, 2019 at MAYSA Arena (2501 Burdick Expy West)
9. Bishop Ryan Catholic School to conduct bingo January 25-27, 2019 at Bishop Ryan Catholic School (316 11th Ave NW)
10. Boy Scout Troop 425 to conduct a raffle February 21, 2019 at Congregational United Church of Christ (430 North Broadway)
11. The Tap Room for a special event permit January 24, 2019 at the Taube Museum of Art (2 Main Street North)
12. Northern Plains Children's Advocacy Center to conduct a raffle February 23, 2019 at the Grand Hotel (1505 North Broadway)
13. Rambler's Motorcycle Club to conduct a raffle January 26, 2019 at Sleep Inn & Suites (2400 10th St SW)
14. Perkett Elementary PTA to conduct a raffle March 22, 2019 at Perkett Elementary (2000 5th Ave SW)
15. ASK US, Inc. to conduct a raffle April 5, 2019 at MAYSA Arena (2501 Burdick Expy W)
16. Independence Inc. to conduct a raffle March 2, 2019 at MAYSA Arena (2501 Burdick Expy W)

II. DEPARTMENT CONTACT PERSONS

Jason Olson, 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 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 by 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