



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: February 19, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Longfellow PTA to conduct a raffle April 5, 2019 at Longfellow School (600 16th St NW)
2. Minot State University Criminal Justice Club to conduct a raffle March 28, 2019 at Minot State University (500 University Ave West)
3. Broadway Liquor for a special event permit February 9, 2019 at Roosevelt Park Zoo (1219 Burdick Expy East)
4. Beaver Hockey, Inc. to conduct a raffle February 8, 2019 at The Fireside Lounge (2605 West Burdick Expy)
5. The Tap Room for a special event permit March 21, 2019 at Prairie Federal Credit Union (1430 South Broadway)
6. The Tap Room for a special event permit February 22, 2019 at The Parker (21 1st Ave SE)
7. Army's 2.0 for a special event permit April 4, 2019 at Northwest Arts Center Minot State University (500 University Ave W)
8. Omicron Tau Honor Society for Nursing to conduct a raffle May 7, 2019 at the Taube Museum of Art (2 North Main Street)
9. North Dakota Association of the Blind to conduct a raffle June 9, 2019 at the Sleep Inn & Suites (2400 10th Street SW)
10. Heather Davis to conduct a raffle February 16, 2019 at The Spot, (6 2nd Street NE)

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 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