



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: April 1, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Souris Valley Ducks Unlimited to conduct a raffle March 27, 2019 at Sleep Inn (2400 10th Street SW)
2. Little Hands Loving Hearts to conduct a raffle March 22, 2019 at Our Savior Lutheran Church (3705 11th Street SW)
3. Delta Vacations Employee Group to conduct a raffle March 27, 2019 and May 31, 2019 at Delta Vacations (2915 North Broadway)
4. Minot Police Department to conduct a raffle April 11, 2019 at MAYSA Arena (2501 Burdick Expressway West)
5. Minot State University Staff Senate to conduct a raffle May 6-10, 2019 at Minot State university (500 University Avenue West)
6. Minot USBC to conduct a raffle April 14, 2019 at North Hill Bowl (1901 North Broadway)
7. Riding For the Homeless to conduct a raffle June 15, 2019 at Nola's Lounge (919 Burdick Expressway West)
8. Disabled American Veterans Chapter 4 Minot to conduct a raffle June 5, 2019 at the Veterans Room (225 3rd Street SE, Room 105)
9. Magic City Figure Skating Club to conduct a raffle April 27, 2019 at Moose Lodge (400 9th Street SW)
10. Minot Social Club for Exceptional Persons, Inc. 2nd Story to conduct a raffle April 26, 2019 at Off the Vine (15 Main Street South)
11. DJR Softball to conduct a raffle April 20, 2019 at Sertoma Sports Complex (1705 3rd St NE)
12. Minot Optimist Club to conduct a raffle July 31, 2019 at the Parker Senior Center (21 1st Avenue SE)
13. Special Olympics Booster Club to conduct a raffle April 6, 2019 at MAYSA Arena (2501 Burdick Expressway West)

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