



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: October 15, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Minotauros Booster Club to conduct raffles throughout the season at MAYSA Arena (2501 West Burdick Expy)
2. Souris River Brewing for a special event permit October 11, 2019 at the Clarion Hotel & Convention Center (2200 E Burdick Expy)
3. MSU Beaver Boosters, Inc amended their Site Authorization at The Spot (215 East Central)
4. Dakota College Bottineau Nursing to conduct a calendar raffle at 5th Avenue Medical Building (307 5th Ave SE)
5. Elevation for a special event permit October 11, 2019 through October 24, 2019 at The Depot (15 North Main Street) in accordance with the schedule provided to the Police Chief
6. The Spot for a special event permit October 12, 2019 at MSU Ann Nicole Nelson Hall (500 University Ave West)
7. Washington Elementary School to conduct raffles October 11, 2019 through June 30, 2020 at Washington Elementary School (600 17th Ave SE)
8. Minotauros Junior Hockey Club for a special event permit October 18, 2019 through October 31, 2019 at MAYSA Arena (2501 Burdick Expy West)
9. Minotauros Junior Hockey Club for a special event permit November 1, 2019 through November 14, 2019 at MAYSA Arena (2501 Burdick Expy West)
10. Minotauros Junior Hockey Club for a special event permit November 15, 2019 through November 28, 2019 at MAYSA Arena (2501 Burdick Expy West)
11. Minotauros Junior Hockey Club for a special event permit November 29, 2019 through December 12, 2019 at MAYSA Arena (2501 Burdick Expy West)
12. Minotauros Junior Hockey Club for a special event permit December 13, 2019 through December 26, 2019 at MAYSA Arena (2501 Burdick Expy West)
13. Minotauros Junior Hockey Club for a special event permit December 27, 2019 through January 9, 2020 at MAYSA Arena (2501 Burdick Expy West)
14. Minotauros Junior Hockey Club for a special event permit January 10, 2020 through January 23, 2020 at MAYSA Arena (2501 Burdick Expy West)
15. Minotauros Junior Hockey Club for a special event permit January 24, 2020 through February 6, 2020 at MAYSA Arena (2501 Burdick Expy West)
16. Minotauros Junior Hockey Club for a special event permit February 7, 2020 through February 20, 2020 at MAYSA Arena (2501 Burdick Expy West)
17. Minotauros Junior Hockey Club for a special event permit February 21, 2020 through March 5, 2020 at MAYSA Arena (2501 Burdick Expy West)
18. Minotauros Junior Hockey Club for a special event permit March 6, 2020 through March 19, 2020 at MAYSA Arena (2501 Burdick Expy West)

19. Minotauros Junior Hockey Club for a special event permit March 20, 2020 through April 2, 2020 at MAYSA Arena (2501 Burdick Expy West)
20. Minotauros Junior Hockey Club for a special event permit April 3, 2020 through April 16, 2020 at MAYSA Arena (2501 Burdick Expy West)
21. Minotauros Junior Hockey Club for a special event permit April 17, 2020 through April 30, 2020 at MAYSA Arena (2501 Burdick Expy West)
22. Minotauros Junior Hockey Club for a special event permit May 1, 2020 through May 14, 2020 at MAYSA Arena (2501 Burdick Expy 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 Restricted Event 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