



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Kelly Matalka, City Clerk

**DATE:** January 6, 2020

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. 5 MXS Unit Advisory Counsel to conduct a raffle January 17, 2020 at Scheels (2400 10<sup>th</sup> St SW)
2. Multi-Club Christmas Party to conduct a raffle January 18, 2020 at the Sleep Inn (2400 10<sup>th</sup> St SW)
3. Souris River Basin Longbeards to conduct a raffle February 8, 2020 at the Grand Hotel (1505 N Broadway)
4. Annual Awards Committee Organization to conduct a raffle January 20, 2020 at Dakota Square Mall (2400 10<sup>th</sup> St SW)
5. Lewis & Clark Elementary PTA to conduct a raffle and bingo January 31, 2020 at Lewis & Clark Elementary School (2215 8<sup>th</sup> Street NW)
6. International Inn for a special event permit December 19, 2019 at MSU Beaver Dam (500 University Ave West)
7. Sports On Tap for a special event permit December 31, 2019 at 220 South Broadway
8. Magic City Figure Skating to conduct a raffle March 29, 2020 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 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**