



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: April 6, 2020

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Taube Museum of Art to conduct a raffle February 29, 2020 at the Taube Museum (2 N Main Street)
2. Minot Area Chamber of Commerce to conduct a raffle March 21, 2020 at the Grand Hotel (1505 N Broadway)
3. Legislative Victory Fund to conduct a raffle March 28, 2020 at Clarion Hotel & Convention Center (2200 East Burdick Expy)
4. Elevation for a special event permit March 5, 2020 at The Depot (15 N Main Street)
5. Knights of Columbus #9839 to conduct a raffle May 3, 2020 at Little Flower Church (800 University Ave W)
6. DJR Softball to conduct a raffle April 19, 2020 at Sertoma Sports Complex (1705 3rd Street NE)
7. The Tap Room for a special event permit March 7, 2020 at Regency at 1st and 1st
8. Little Hands Loving Hearts to conduct a raffle March 13, 2020 at Our Savio Lutheran Church (3705 11th Street SW)
9. Minot State University Staff Senate to conduct a raffle May 15, 2020 at Minot State University (500 University Ave West)
10. Ward County Historical Society to conduct to conduct a raffle May 2, 2020 at the Grand Hotel (1505 N Broadway)
11. Minot Area Special Olympics to conduct a raffle March 24, 2020 at MAYSA Arena (2501 Burdick Expy West)
12. Elevation for a special event permit March 16, 2020 at The Depot (15 N Main Street)
13. Bootlegz for a special event permit April 23, 2020 at Edgewood Vista
14. The Tap Room for a special event permit March 13-March 23, 2020 at Mouse River Players (115 1st Street SE)
15. Power of 1 to conduct a raffle August 15, 2020 at Marco’s Pizza (1250 4th Ave NW)
16. Madonna Meyer Medical Benefit to conduct a raffle May 15, 2020 at Moose Lodge (400 9th St SW)
17. I II V Motorcycle Club to conduct a raffle August 26, 2020 at the Ranger Lounge (1218 S. Broadway)

II. DEPARTMENT CONTACT PERSONS

John Klug, 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 non-refundable application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

Since the COVID-19 pandemic has caused many of the events and raffles to be canceled or postponed, organizations have called the City Clerk's office to revise their permits for a later date.

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