



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalaka, City Clerk

DATE: February 16, 2021

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

- It is recommended the City Council ratify the following administratively approved requests:
1. North Dakota Chapters of Delta Waterfowl to conduct a raffle February 26, 2021 at The Grand Hotel (1505 North Broadway)
 2. Minot High School Dance Team to conduct a raffle January 15, 2021 at Minot Municipal Auditorium (420 3rd Ave SW)
 3. Ice Cold Ryders to conduct a raffle April 1, 2021 at ICR Clubhouse (109 W Central Ave)
 4. Minot High Basketball Parents to conduct raffles January 20, 2021 through March 13, 2021 at Magic City Campus (1100 11th Ave SW)
 5. Northern Plains Children’s Advocacy Center to conduct a raffle February 27, 2021 at Northern Plains Children’s Advocacy Center (20 1st Street SW, Ste 18)
 6. Magic City Figure Skating Club to conduct a raffle March 28, 2021 at MAYSA Arena (2501 Burdick Expy West)
 7. Dakota Cruisers to conduct a raffle June 2, 2021 at Uhaul parking lot (20th Ave SW)
 8. Bel Air PTA to conduct raffles through June 30, 2021 at Bel Air Elementary (501 25th St NW)

II. DEPARTMENT CONTACT PERSONS

John Klug, Police Chief	857-4715
Kelly Matalaka, 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.

V. ALTERNATIVES

N/A - the request is to ratify the applications which have been administratively approved or denied.

VI. TIME CONSTRAINTS: N/A

VII. LIST OF ATTACHMENTS: None