



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: February 21, 2023

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. 125 Motorcycle Club to conduct a raffle on August 12, 2023 at the Landing Bar (2015 N Broadway).
2. Magic City Youth Baseball to conduct a raffle on July 30, 2023 and a calendar raffle in May 2023 at the Jack Hoeven Park (2630 7th Ave SW).
3. MDAD Fundraising to conduct a calendar raffle in April 2023 at the President’s residence (1841 15th St SW).
4. Optimist Club of Minot to conduct a raffle on May 24, 2023 at the Grand Hotel (1505 N Broadway).
5. Minot Family YMCA to conduct a raffle on June 4, 2023 at the YMCA (3515 16th St SW).
6. Edison Elementary PTA to conduct a raffle on March 17, 2023 at Edison Elementary (701 17th Ave SW).
7. Bel Air PTA to conduct a raffle on March 31, 2023 at Bel Air (501 25th St NW).
8. MACEDC to conduct a raffle on March 16, 2023 at the Grand Hotel (1505 N Broadway).
9. Our Savior Lutheran Church Youth Ministry to conduct a raffle on March 3, 2023 at the Sleep Inn & Suites Conference Center (2400 10th St SW).
10. Minot State University Athletics to conduct a sports raffle on February 12, 2023 at residence (6810 17th Ave NW).
11. Brick Studio to conduct a raffle on February 11, 2023 at Anne Nicole Nelson - MSU (500 University Ave W).
12. Special Event Permit for Prairie Sky Breads, LLC dba Prairie Sky Breads (3 1st St SE Suite 3).
13. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
14. Two Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1st Ave SE).

II. DEPARTMENT CONTACT PERSONS

John Klug, Police Chief	857-4715
Mikayla McWilliams, 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 an alcoholic beverage sales 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.

An application for local authorization pertaining to gaming, other than site approval, shall be issued administratively by the city clerk upon the following terms and conditions:

1. The payment by the applicant of a fee [of \$25].
2. The submission by the applicant, as part of the application required by the city clerk, of the following:
 - a. The appropriate form and other information prescribed or recommended by the attorney general; or
 - b. If there is no prescribed or recommended form, then a brief narrative explaining the particulars whereby the applicant should be considered to be qualified under state law for the particular local authorization sought; what the net proceeds will be expended for; and such other information, if any, as the city clerk may reasonably require to assist him in administering this subsection.
3. The written approval by the chief of police of the issuance of the authorization.

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.

VI. TIME CONSTRAINTS: N/A

VII. LIST OF ATTACHMENTS: None