



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: February 5, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Perkett Elementary PTO to conduct a raffle on March 22, 2024 at Perkett Elementary (2000 5th Ave SW).
2. Municipal Government Academy of ND to conduct a raffle on March 19, 2024 at Clarion Hotel & Convention Center (2200 E Burdick Exwy).
3. Forgotten Warrior Foundation to conduct a raffle on June 29, 2024 at The "O"riginal Bar and Nightclub (720 N Broadway).
4. Dakota Cruisers to conduct a raffle on June 5, 2024 and September 14, 2024 at the Uhaul Moving and Storage S. Hill Parking Lot (1 20th Ave SE).
5. Minot High North Baseball to conduct a sports pool on February 11, 2024 at Central Campus High School (215 1st St SE).
6. Souris River Basin Longbeards to conduct a raffle on February 10, 2024 at The Grand Hotel (1505 N Broadway).
7. MSU Athletics to conduct a sports pool on February 11, 2024 at MSU (500 University Ave W).
8. Minot Y's Men Club to conduct a raffle on June 17, 2024 at the Minot Family YMCA (3515 16th St SW).
9. Minotauros Booster Club to conduct a raffle on April 7, 2024 at the Sleep Inn & Suites (2400 10th St SW).
10. Magic City Figure Skating Club to conduct a raffle on March 24, 2024 at the Maysa Arena (2501 Burdick Exwy W).
11. Dakota Rattlers to conduct a raffle on April 28, 2024 at the MSU Dome Wrestling Room (500 University Ave W).
12. Sigma Omicron Tau Chapter to conduct a calendar raffle May 2024 at Sigma Omicron Tau C/O Richell Johnson Residence (426 21st St NW).
13. Bel Air PTS to conduct bingo on February 15, 2024 and a raffle on April 19, 2024 at Bel Air Elementary (501 25th St NW).
14. MHS FBLA to conduct a raffle on February 23, 2024 at Magic City Campus (1100 11th Ave SW).
15. ND Association of Dance and Drill to conduct a raffle and bingo on February 17, 2024 at the Grand Hotel (1505 N Broadway).
16. Minot Symphony Association, Inc. to conduct a raffle on June 29, 2024 at The "O"riginal Bar and Nightclub (720 N Broadway).
17. Special Event Permit for Der Blaue, LLC dba The Blue Rider (118 1st Ave SE).
18. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).

19. Special Event Permit for Atypical, LLC dba Atypical Brewery & Barrelworks (510 E Central Ave).
20. Special Event Permit for Der VennMitchell, Inc dba The Landing Bar and Bottleshop (2015 N Broadway).

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