



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: March 18, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. ND State USBC to conduct a raffle on April 6-7, 13-14, 20-21, 2024 at North Hill Bowl (1901 N Broadway).
2. Zion Lutheran Church to conduct a raffle on March 22, 2024 at Zion Lutheran Church (1800 Hiawatha St SE).
3. ND Chapter Backcountry Hunters & Anglers to conduct a raffle on June 6, 2024 at Whiskey Nine (109 W Central Ave).
4. Minot Valley Scottish Rite to conduct a raffle on June 22, 2024 at Minot Valley Scottish Rite (2524 E Burdick Exwy).
5. Nedrose Cardinals Booster Club to conduct a raffle on March 21st & 23rd, 2024 at Magic City Campus (1100 11th Ave SE).
6. API Bakken Chapter to conduct a raffle on March 9, 2024 at Clarion Hotel (2200 E Burdick Expwy).
7. Minot High Cheer Booster Club to conduct a raffle on March 10, 2024 at Minot High School (1100 11th Ave SE).
8. American Legion Department of ND to conduct a raffle on January 25, 2025 at the Grand Hotel (1505 N Broadway).
9. Dakota Clay Busters to conduct a calendar raffle for June 2024 at Centerspace (3100 10th St SW).
10. Power of 1 to conduct a raffle on August 18, 2024 at ARCO Dakota Square (1520 24th Ave SW).
11. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
12. Special Event Permit for Whiskey Nine, LLC dba Whiskey Nine (111 West Central Ave).

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