



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: April 1, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Minot High Football Boosters to conduct a raffle on May 17, 2024 at Erik Jolliffe Residence (2705 Heritage Court).
2. Gymagic Gymnastics to conduct a raffle on April 7, 2024 at Gymagic Gymnastics (5645 18th Ave SE).
3. Minot Prairie Quilt Guild to conduct a raffle on April 6, 2024 at the Grand Hotel (1505 N Broadway).
4. Guns-N-Hoses Charity Game to conduct a raffle on April 13, 2024 at the Maysa Arena (2501 Burdick Exwy W).
5. Minot Out of the Darkness Walk - AFSP to conduct a raffle on August 5, 2024 at Corbett Field (501 13th St SE).
6. Special Event Permit for KP2, Inc. dba the Spot (6 2nd St SE).
7. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
8. Special Event Permit for Bricks, Inc. dba the Ranger Lounge (1218 S Broadway).
9. Special Event Permit for Der Blaue, LLC. dba the Blue Rider (118 1st Ave SE).
10. Special Event Permit for Duckpond Ventures, LLC dba Saul's (105 1st St 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