



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 6, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Souris Valley Pheasants Forever to conduct a raffle on June 6, 2024 at The Spot (6 2nd St NE).
2. Kiddie Korral 2.0 Child Care Center to conduct a raffle on June 11, 2024 at Kiddie Korral 2.0 Child Care Center (3524 Burdick Exwy E).
3. Hometown Hero Outdoors to conduct a raffle on June 30, 2024 at the Broadway Liquors (1030 N Broadway).
4. Minot FFA Alumni to conduct a calendar raffle for July 2024 at Gary Lucy Residence (1917 Skyline Dr).
5. MSU Native American Cultural Awareness Club to conduct a raffle on April 26 & 27, 2024 at the MSU Dome (500 University Ave W).
6. Seven Special Event Permits for The Poor Farm (201 37th Ave SW).
7. Two Special Event Permits for Sports on Tap (220 S Broadway).
8. Special Event Permit for The Starving Rooster (30 1st St NE).
9. Eight Special Event Permits for The Spot (6 2nd St SE).
10. Special Event Permit for On the Rocks (614 3rd St NE).
11. Three Special Event Permits for The Blue Rider (105 2nd Ave SW).

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