



**TO:** Mayor Ross  
Members of the City Council

**FROM:** Mikayla McWilliams, City Clerk

**DATE:** May 20, 2024

**SUBJECT: ADMINISTRATIVE APPROVALS**

**I. RECOMMENDED ACTION**

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

1. Downtown Business & Professional Association to conduct a raffle and raffle board on May 18, 2024 at The Spot (6 2nd St NE).
2. Four Special Event Permits for The Blue Rider (105 2nd Ave SW).
3. Special Event Permit for Sports on Tap (220 S Broadway).
4. Special Event Permit for The Depot and Baggage Claim (15 N Main St)
5. Special Event Permit for Saul's (105 1st St SE Basement)

**II. DEPARTMENT CONTACT PERSONS**

Mikayla McWilliams, City Clerk, 701-857-4752  
John Klug, Chief of Police, 701-857-9800

**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.

B. Proposed Project

N/A

C. Recommendation Detail

N/A

**IV. IMPACT**

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal 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.

Project Costs

N/A

Project Funding

N/A

**VI. ALTERNATIVES**

N/A - the request is to ratify the applications which have been administratively approved.