



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: March 15, 2021

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Magic City Figure Skating Club to conduct a raffle March 28, 2021 at MAYSA Arena (2501 Burdick Expy W)
2. Minot Company Grade Officer Council to conduct a raffle March 23, 2021 at Slim Chickens (1416 S. Broadway).
3. Souris Valley Ducks Unlimited to conduct a raffle March 25, 2021 at Sleep Inn & Suites (2400 10th St SW)
4. Magic City Figure Skating Club to conduct a raffle March 6, 2021 at Minot Moose Lodge (400 9th St SW)
5. Elevation for a special event permit March 19, 2021 at the Depot (15 N Main Street)
6. Elevation for a special event permit April 3, 2021 at The Depot (15 N Main Street)
7. Mule Deer Foundation to conduct a raffle March 6, 2021 at Sports On Tap (220 S Broadway # A)
8. Edison PTA to conduct a raffle, bingo and calendar raffle at Edison Elementary School (701 17th Ave SW)
9. Souris Valley Animal Shelter to conduct a raffle April 24, 2021 at the Grand Hotel (1505 N Broadway)
10. Our Savior Lutheran Church Youth Ministry Team to conduct a raffle March 19, 2021 at the Grand Hotel (1505 N Broadway)
11. I II IV Motorcycle Club to conduct a raffle September 11, 2021 at The Spot (6 2nd St NE)
12. Wildwood Men’s League to conduct a raffle May 6, 2021 at 504 9th Street SE
13. Minot Public School Foundation to conduct a calendar raffle during the month of June, 2021 at Minot Public School Foundation Office (215 2nd St SE)

II. DEPARTMENT CONTACT PERSONS

John Klug, Police Chief	857-4715
Kelly Matalka, 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