TO: Mayor Shaun Sipma
      Members of the City Council
FROM: Kelly Matalka, City Clerk
DATE: April 19, 2021
SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Power of 1 to conduct a raffle August 20, 2021 at Marco’s Pizza (1250 4th Ave NW)
2. Souris Valley United Way to conduct a raffle May 1, 2021 at North Hill Bowl (1901 N Broadway)
3. Shakin Parkinson’s Up Minot Support Group to conduct a raffle April 19, 2021 at 38 Olive Tree Circle NE
4. Wampa Hunter Squad of the 501st Legion to conduct a raffle April 25, 2021 at Minot Municipal Auditorium (420 3rd Ave SW)
5. Gymagic Gymnastics to conduct a raffle April 25, 2021 at Gymagic Gymnastics (5645 18th Ave SE)
6. MSU Beaver Boosters to conduct raffles, pull tabs, twenty-one and calcuttas on April 7, 2021 at Clarion Hotel & Convention Center (2200 Burdick Expwy E)
7. Rocky Mountain Elk Foundation to conduct a raffle May 8, 2021 at the Grand Hotel (1505 N Broadway)

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