TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Anna Schraeder, Interim City Clerk  
DATE: December 6, 2021  
SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. North Dakota Bowling Proprietors Inc to conduct a raffle on January 1, 2022 at The Grand Hotel (1505 N Broadway).
2. Lillian and Coleman Taube Museum of Art to conduct a raffle December 4, 2021 at Taube Museum of Art (2 N Main Street).
3. Knights of Columbus 4th Degree Assembly 787 conduct Bingo November 19, 2021 at Columbian Club (2601 N Broadway)
4. Knights of Columbus to conduct a raffle November 28, 2021 at St. Theresa Church of the Little Flower (919 8th St. NW)
5. Souris River Basin Long beards to Conduct a Raffle February 12, 2022 at The Grand Hotel (1505 N Broadway).
6. Northern Plains Children’s Advocacy Center to conduct a Raffle on February 22, 2022 at The Grand Hotel (1505 N Broadway).
7. Squadron Christmas Fundraiser to conduct a Raffle on December 17, 2021 at the Clarian Hotel and Conference Center (2200 E Burdick Expressway)
8. Minot BWE Line Club to conduct a Raffle on November 22, 2021 Until February 22, 2022 at the Maysa Arena (2501 Burdick Expressway)  
    Minot Area Homeless Coalition for Taneshia Anderson to conduct a Raffle on January 15, 2022 at the Grand Hotel (1505 N Broadway).
9. Art Friends of Northwest Arts Center to Conduct a Raffle on December 18, 2021 at Northwest Arts Center- Minot State University (500 University Ave W)
10. The Spot has been issued a Special Event Permit for the Regency Event Center for December 31 2021 until January 1 2022 (105 1st Ave SE)
11. Sports on Tap has been issued a Special Event Permit for the Holiday Party for December 11, 2021(Lewis and Clark) at 220 S Broadway.
12. Sports on Tap has been issued a Special Event Permit for (USAF Squadron Holiday Party) for December 18, 2021 at 220 S Broadway
13. Sports on Tap has been issued a Special Event Permit for a (Wedding Reception) on November 27, 2021 at 220 S Broadway
14. Sports on Tap has been issued a Special Event Permit for a (New Years Eve Party) on December 31, 2021 at 220 S Broadway
15. Sports on Tap has been issued a Special Event Permit for a (Minot High Teacher Holiday Party) on December 2, 2021
16. The Blue Rider Bar has been issued a Special Event Permit for the Carnegie Center at 105 2nd Ave SE for December 8, 2021 until December 9, 2021
17. Arnys 2.0 has been issued a Special Event Permit for December 4, 2021 Until December 5, 2021 at 8 Main St. S Minot
18. Elevations has been issued a Special Event Permit for December 3, 2021 from 3pm until 2am and one for December 4 at 3p until 2am at the Depot 15 Main Street N

II. DEPARTMENT CONTACT PERSONS

John Klug, Police Chief 857-4715
Anna Schraeder, Interim City Clerk 857-4750

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