TO: Mayor Shaun Sipma  
   Members of the City Council  
FROM: Anna Schraeder, Interim City Clerk  
DATE: December 20, 2021  
SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

   It is recommended the City Council ratify the following administratively approved requests:
   1. American Legion Post 26 to conduct a raffle on May 17, 2022 at American Legion Post 26 (1949 N Broadway).
   2. Lewis and Clark Elementary PTA to conduct a raffle & Bingo January 28, 2022 at Lewis and Clark Elementary (2215 8th Street NW).
   3. Minotauros Booster Club to conduct Raffle April 11, 2022 at Sleep Inn & Suites (2400 10th Street SW)
   4. The Blue Rider Bar has been issued a Special Event Permit for the Northwest Art Center Holiday Social and Auction at 500 University Ave W, GBO Library MSU for December 18, 2021 until December 18, 2021

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