



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Kelly Matalka, City Clerk

DATE: July 15, 2019

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Ebenezer’s Eatery & Irish Pub for a special event permit July 6, 2019 outside 300 E Central Ave
2. Ebenezer’s Eatery & Irish Pub for a special event permit July 12-14, 2019 outside 300 E Central Ave
3. Pointe of View Winery for a special event permit July 13-20, 2019 at Oak Park (1300 4th Ave NW)
4. Pointe of View Winery for a special event permit July 27-August 3, 2019 at Oak Park (1300 4th Ave NW)
5. Pointe of View Winery for a special event permit August 10-17, 2019 at Oak Park (1300 4th Ave NW)
6. Pointe of View Winery for a special event permit August 24-31, 2019 at Oak Park (1300 4th Ave NW)
7. Pointe of View Winery for a special event permit September 7, 2019 at Oak Park (1300 4th Ave NW)
8. The Pour Farm for a special event permit July 11-18, 2019 outside 201 37th Ave SW
9. The Spot for a special event permit July 6-8, 2019 outside 6 2nd Street NE
10. The Spot for a special event permit July 12-14, 2019 outside 6 2nd Street NE
11. The “O”riginal Bar & Nightclub for a special event permit July 13, 2019 outside 720 North Broadway
12. East End for a special event permit July 12, 2019 outside 400 Central Ave East
13. The Spot for a special event permit July 17, 2019 at Dakota Territory Air Museum (100 34th Ave NE)
14. The Spot for a special event permit July 20, 2019 outside 6 2nd Street NE
15. J.L. Beers for a special event permit July 13, 2019 at Bishop Ryan High School (316 11th Ave NW)
16. Mule Deer Foundation to conduct a raffle July 11, 2019 at Oak Park Theater (1500 4th Ave NW)

II. DEPARTMENT CONTACT PERSONS

Jason Olson, 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 a 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.

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 Charity Local Permits are approved administratively each month through the City Clerk's Office. The 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