



Le Sueur County, MN

Tuesday, December 18, 2018

Board Meeting

Item 1

4:30 p.m. Agenda and Consent Agenda

RE: December 11, 2018 Minutes and Summary Minutes

RE: Gambling Application for Blue Earth County Chapter of Minnesota Pheasants, Inc.

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting December 11, 2018

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 11, 2018 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlring, Lance Wetzel and John King. Brent Christian and Darrell Pettis were also present. Joe Connolly and Dave Gliszinski were excused.

On motion by King, seconded by Rohlring and unanimously approved, the Board approved the agenda for the business of the day.

On motion by Rohlring, seconded by King and unanimously approved, the Board approved the consent agenda:

- Approved the November 27, 2018 County Board Minutes and Summary Minutes
- Approved the November 29, 2018 County Board Minutes and Summary Minutes
- Approved November 2018 Transfers

On motion by King, seconded by Rohlring and unanimously approved, the Board approved the Human Services claims:

Financial: \$ 83,752.18
Soc Services: \$ 92,933.52

Tyler Luethje, Parks Director appeared before the Board with one item for approval.

On motion by Rohlring, seconded by King and unanimously approved, the Board approved the following Parks Board members for 4 year terms through January 2023:

District Two Charles Richter
District Four Mark Volkenant
District Five: Larry Maruska

Cindy Westerhouse, Human Resources appeared before the Board with several items for approval.

On motion by King, seconded by Rohlring and unanimously approved, the Board approved the Memorandum of Agreement to grant the leave of absence request for Nick Greenig from his position as Patrol Sergeant in the Sheriff's Office, effective January 8, 2019.

On motion by Rohlring, seconded by King and unanimously approved, the Board approved to grant regular status to David Yates, Assistant County Attorney in the County Attorney's, effective December 4, 2018.

On motion by King, seconded by Rohlring and unanimously approved, the Board approved to accept the resignation from Michaela Erickson, part time Home Health Aide in Public Health, effective December 11, 2018.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved to hire Julie Brockway as a full time Public Health Nurse in Public Health as a Grade 11, Step 7 at \$30.27, effective January 2, 2019.

On motion by Rohlfling, seconded by King and unanimously approved, the Board approved to grant a personal leave request from employee 1638, effective December 6, 2018.

On motion by Rohlfling, seconded by King and unanimously approved, the Board approved to promote Laura Quickle, full time Compliance Specialist, Grade 4, Step 6 at \$19.46 per hour, to a full time Drug Court Coordinator in Drug Court, Grade 13, Step 4 at \$30.60 per hour, effective December 10, 2018.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved to post and advertise for a full time Network Administrator in the Information Technology Department as a Grade 10, Step 8 at \$29.57.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved to accept the resignation request from Anna Schwichtenberg full time Office Support Specialist, Sr. in Human Services, effective December 20, 2018.

On motion by Rohlfling, seconded by King and unanimously approved, the Board approved to post and request the merit list for a full time Office Support Specialist, Sr. in Human Services, Grade 4, Step 4 at \$18.12 per hour.

On motion by Rohlfling, seconded by King and unanimously approved, the Board approved to promote Emily O'Brien, Sheriff Administrative Assistant in the Sheriff's Office, Grade 6, Step 6 at \$21.86 per hour, to a full time Office Manager/Evidence Coordinator, Grade 9, Step 5 at \$25.13 per hour, effective December 24, 2018.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved to post and advertise for a full time Sheriff Administrative Assistant in the Sheriff's Office, Grade 6, Step 4 at \$20.35 per hour.

Holly Kalbus, Environmental Resources Specialist appeared before the Board with one item for approval.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved and authorized the County Administrator to sign the following Resolution for Aquatic Invasive Species Prevention Aid:

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota Counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount is designated by the number of watercraft trailer launches and the number of watercraft trailer parking spaces within each county. Le Sueur County received \$148,373 for the year 2018 and will receive approximately \$149,119 each following year (unless otherwise revised by the State due to a change in the number of launches and/or parking spaces for each county), and

WHEREAS, the legislation requires that Le Sueur County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds, which are to prevent the introduction or limit the spread of AIS at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a Joint Powers Board or cooperative agreement with another political subdivision, the Soil and Water Conservation District or lake associations located in the county.

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds for the upcoming year to the Minnesota Department of Natural Resources by December 31 of the current year, and

WHEREAS, AIS is one of the three priority concerns identified in the 2013-2023 State Water plan. A stated goal in the Water Plan is to provide leadership in the fight against AIS by developing proactive solutions aimed at educating and empowering local citizens.

WHEREAS, the Le Sueur County Board of Commissioners designates oversight of the Le Sueur County AIS Prevention Program to the Environmental Services Department and delegates to this department the responsibility to prepare, implement and report annually, a plan to allocate the funding in accordance with the above legislation. A comprehensive AIS prevention plan has been completed.

NOW, THEREFORE, BE IT RESOLVED, the Le Sueur County Board of Commissioners hereby adopts and begins implementation of its approved Aquatic Invasive Species Prevention Plan drafted by the Environmental Services Department and the Le Sueur County AIS Advisory Committee in conjunction with the County Sheriff's Department.

Dave Tieg, Highway Engineer appeared before the Board with two items for approval.

On motion by Rohlfig, seconded by King and unanimously approved, the Board approved the following 2018 Municipal Maintenance Agreements:

<u>City</u>	<u>#Miles</u>	<u>\$ Per Mile</u>	<u>2018 Payment</u>
Cleveland	2.29	\$6,798.45	\$15,568.45
Elysian	1.35	\$6,798.45	\$ 9,177.91
Kasota	2.40	\$6,798.45	\$16,316.28
Le Center	2.13	\$6,798.45	\$14,480.70
Le Sueur	4.05	\$6,798.45	\$27,533.72
Montgomery	3.36	\$6,798.45	\$22,842.79
Waterville	<u>3.29</u>	\$6,798.45	<u>\$22,366.90</u>
Totals	18.87		\$128,286.75

On motion by Rohlfig, seconded by King and unanimously approved, the Board approved the following 2018 Budget Change Requests:

Revenue

Acct	Description	Proposed Budget Amt
10-300-5065	Gravel Tax	\$250,000.00
10-300-5558	Misc. Reimbursements	\$9,550,000.00
10-300-5892	State Aid Regular Maint.	\$1,760,000.00
10-300-5893	State Aid Municipal Const.	\$2,640,000.00
10-300-5896	Bridge Bonds	\$105,514.00

Expenditures

Acct	Description	Proposed Budget Amt
10-300-6260	Professional Services	\$25,000.00
10-301-6260	Professional Services	\$600,000.00
10-301-6388	Right of Way Related Items	\$400,000.00
10-301-6389	State Aid Contracts	\$1,750,000.00
10-301-6390	State Aid Municipal Contr.	\$0
10-301-6392	County Contract Pmts.	\$150,000.00
10-302-6496	Supplies -Aggregate/Asphalt	\$400,000.00
10-302-6605	Building & Structures	\$480,000.00

Darrell Pettis, County Administrator appeared before the Board with several items for discussion and approval.

On motion by Rohlfing, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign the Baker Tilly services and terms set forth in their Engagement Letter as independent accountants for Le Sueur County.

At 9:52 a.m. on motion by King, seconded by Rohlfing, the Board approved to recess the meeting until 10:00 a.m.

At 10:00 a.m. on motion by Rohlfing, seconded by King, the Board approved to reconvene the board meeting.

At 10:00 a.m. the Chairperson called the Public Hearing for the approval of the 2019 to 2023 Capital Improvement Bonds pursuant to Minnesota Statutes, Section 373.40.

The Chairperson stated that this was the time and place fixed for a public hearing to be held on the County's Capital Improvement Plan (the "Plan") and issuance of bonds (the "Bonds") under Minnesota Statutes, Section 373.40. The County Administrator presented an affidavit showing publication of the notice of public hearing at least fourteen (14) but not more than twenty-eight (28) days prior to the date fixed for the public hearing in the Le Sueur County News, being the official newspaper of the County. The affidavit was examined, found to be satisfactory and ordered it to be placed on file with the County Administrator.

The Chairperson then opened the meeting for the public hearing on the proposal to adopt the Plan and approve the issuance of the Bonds. The purpose of the hearing was explained, the

nature of the Plan and the Bonds was discussed, and all persons present who desired to do so were afforded an opportunity to express their views with respect to the proposal to approve the Plan and issue the Bonds.

With no comments being received from the public on the proposals, at 10:22 a.m. on motion by Rohlring, seconded by King, the Board approved to close public comments.

On motion by Rohlring, seconded by King, the Board approved the following resolution:

**RESOLUTION RELATING TO APPROVAL OF A CAPITAL
IMPROVEMENT PLAN AND ISSUANCE OF GENERAL OBLIGATION CAPITAL
IMPROVEMENT BONDS, SERIES 2019A**

BE IT RESOLVED by the Board of Commissioners (the Board) of Le Sueur County, Minnesota (the Issuer), as follows:

WHEREAS, the Issuer has published notice of its intent to hold a hearing on the issuance of capital improvement bonds under Minnesota Statutes, Section 373.40 (the “Bonds”) and on its proposed Capital Improvement Plan (the “Plan”), at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the “Act”); and

WHEREAS, the Board held a public hearing on the date hereof on the Plan and on the issuance of the Bonds to finance the remaining portion of the construction of a new justice center as detailed in the County's 2019 - 2023 Capital Improvement Plan. The County will pay debt service with future ad valorem property taxes, as described in the Act and in the Plan (the “Project”);

WHEREAS, the Board has considered the factors described in subdivision 3 of the Act with respect to the Plan;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby a) approves the Plan, and (b) authorizes the issuance of the Bonds in an amount not to exceed \$13,750,000. Pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), Ehlers & Associates is authorized to prepare and distribute an Official Statement and to solicit proposals for the Bonds on behalf of the County on a competitive sale basis. This Board shall meet on January 15, 2019, for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

Board Member Committee Reports:

Commissioner Rohlring recently attended a LCDS meeting, County Ditch 70 Meeting, AMC Conference, AMC Environment and Natural Resource Policy Committee meeting and an MRCI Board meeting.

Commissioner King attended a Le Sueur – Waseca Library Board meeting.

Commissioner Wetzel attended a LCDS meeting, MN Valley Coalition meeting, AMC award dinner and Le Sueur – Rice Joint Ditch meetings.

On motion by Rohlfing, seconded by King and unanimously approved, the following claims were approved for payment:

Warrant #	Vendor Name	Amount
52443	Advanced Correctional Healthcare Inc.	\$ 2,442.90
52444	Ag Partners Coop	\$ 25,856.39
52455	Bolton & Menk Inc.	\$ 4,090.50
52456	Constance Brastad	\$ 10,425.75
52457	Lynn Breeggemann	\$ 17,037.71
52461	Cardio Partners	\$ 6,200.00
52462	Cargill Inc.	\$ 79,151.94
52467	Contech Engineered Solutions LLC	\$ 2,108.82
52475	Ehlers & Associates Inc.	\$ 3,800.00
52476	Election Systems & Software Inc.	\$ 9,650.38
52490	Javens Mechanical Contracting Inc.	\$ 15,074.44
52494	Lake Francis Assoc	\$ 5,000.00
52498	Le Sueur Co Soil & Water Conserv.Dist.	\$ 32,693.93
52500	M-R Sign Co. Inc.	\$ 4,800.50
52511	MN Dept of Transportation	\$ 2,541.81
52523	Paragon Printing & Mailing Inc.	\$ 10,300.83
52527	RDO Equipment Co.	\$ 3,042.12
52532	Schwicker's Tects America LLC	\$ 4,025.06
52533	S.E.H. Inc.	\$ 26,623.26
52534	SHI International Corp.	\$ 2,340.00
52536	S.M.C. Co. Inc.	\$ 2,483.33
52538	Suel Printing Co.	\$ 3,586.00
52545	Traxler Construction Inc.	\$ 6,562.55
52552	Vision Solutions Inc.	\$ 2,451.16
52556	Waterford Oil Co. Inc.	\$ 35,831.55
52558	Wenck Associates Inc.	\$ 15,170.42
52566	WSB & Associates Inc.	\$ 2,063.00
52567	Ziegler Inc.	\$ 2,160.63
52568	Zimmerman Tiling & Excavating LLC	\$ 2,520.00
98	Claims paid less than \$2,000.00:	\$ 33,381.38
29	Claims paid more than \$2,000.00:	\$340,034.98
127	Total all claims paid:	\$373,416.36

On motion by King, seconded by Rohlfing and unanimously approved, the Board adjourned until Tuesday, December 18th, 2018 at 4:30 p.m.

ATTEST: _____
Le Sueur County Administrator **Le Sueur County Chairman**

Summary Minutes of Le Sueur County Board of Commissioners Meeting, December 11, 2018

•This is only a summary publication per MN Statutes 375.12 and 331A.01 sub. 10. The complete minutes are on file in the Le Sueur County Administrator's Office at 88 S Park Ave. Le Center, MN and are available at www.co.le-sueur.mn.us.

- Approved the agenda. (King-Rohlfing)
- Approved the consent agenda. (Rohlfing-King)
- Approved the Human Services claims: Financial \$ 83,752.18 and Soc Services \$ 92,933.52 (King-Rohlfing)
- Approved 4 year terms for Charles Richter, Mark Volkenant and Larry Maruska as Parks Board members. (Rohlfing-King)
- Approved the Memorandum of Agreement to grant the leave of absence request for Nick Greenig in the Sheriff's Office. (King-Rohlfing)
- Approved regular status to David Yates in the County Attorney's Office. (Rohlfing-King)
- Approved the resignation from Michaela Erickson in Public Health. (King-Rohlfing)
- Approved to hire Julie Brockway in Public Health. (King-Rohlfing)
- Approved a personal leave request from employee 1638. (Rohlfing-King)
- Approved to promote Laura Quickle to a full time Drug Court Coordinator in Drug Court. (Rohlfing-King)
- Approved to post and advertise for a full time Network Administrator in the Information Technology Department. (King-Rohlfing)
- Approved the resignation request from Anna Schwichtenberg in Human Services. (King-Rohlfing)
- Approved to post and request the merit list for a full time Office Support Specialist, Sr. in Human Services. (Rohlfing-King)
- Approved to promote Emily O'Brien to Office Manager/Evidence Coordinator in the Sheriff's Office. (Rohlfing-King)
- Approved to post and advertise for a full time Sheriff Administrative Assistant in the Sheriff's Office. (King-Rohlfing)
- Approved the Resolution for Aquatic Invasive Species Prevention Aid. (King-Rohlfing)
- Approved the 2018 Municipal Maintenance Agreements. (Rohlfing-King)
- Approved the Highway Department 2018 Budget Change Requests. (Rohlfing-King)
- Approved the Baker Tilly services and terms set forth in their Engagement Letter as independent accountants for Le Sueur County. (Rohlfing-King)
- Approved to recess the meeting at 9:52 a.m. until 10:00 a.m. (King-Rohlfing)
- Approved to reconvene the board meeting at 10:00 a.m. and called the Public Hearing for the approval of the 2019 to 2023 Capital Improvement Bonds. (Rohlfing-King)
- With no public comments received, the Board approved to close public comments. (Rohlfing-King)
- Approved the Resolution Relating to Approval of a Capital Improvement Plan and Issuance of General Obligation Capital Improvement Bonds, Series 2019A. (Rohlfing-King)
- The following claims were approved for payment: (Rohlfing-King)

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98	Claims paid less than \$2,000.00:	\$ 33,381.38
29	Claims paid more than \$2,000.00:	\$340,034.98
127	Total all claims paid:	\$373,416.36

•Adjourned until Tuesday, December 18th, 2018 at 4:30 p.m. (King-Rohlfing)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Blue Earth County Chapter of Minnesota Pheasants, Inc. Previous Gambling Permit Number: X-33227-19-015

Minnesota Tax ID Number, if any: 4854207 Federal Employer ID Number (FEIN), if any: 41-1597196

Mailing Address: PO Box 202

City: Good Thunder State: MN Zip: 56037 County: Blue Earth

Name of Chief Executive Officer (CEO): Howard O. Ward

Daytime Phone: 507-549-3151 Email: contact@mnpheasants.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Caribou Gun Club

Address (do not use P.O. box): 30649 380th Street

City or Township: Le Sueur Zip: 56058 County: Le Sueur

Date(s) of activity (for raffles, indicate the date of the drawing): May, 2, 2019

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year: \$25,000.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: <u>Le Sueur</u></p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Howard O. Ward Date: 12-7-2018
(Signature must be CEO's signature; designee may not sign)

Print Name: Howard O. Ward

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</small></p>	<p><small>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</small></p>	<p><small>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

An Equal Opportunity Employer