



Community Development
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Checklist for Application and Investigation Forms for a Premises Permit to conduct Lawful Gambling in the City of Minnetonka

Dear Premises Permit Applicant,

Thank you for your interest in a premises permit for lawful gambling in the City of Minnetonka. All city application materials must be completed and received before your application can be processed. Upon receipt of your completed application, the police department will conduct an investigation. Depending upon the outcome of that investigation, the city council will take action to approve or deny the premises permit.

State Statute allows the city 60 days from the date a completed application is received to approve or deny your premises permit. You will be notified as soon as possible regarding the date our city council will consider your application.

- City of Minnetonka application and investigation form
- State Gambling Control Board Premises Permit Application LG214
- LG215 Lease for MN Lawful Gambling Activity (**if premise is leased**)
- Copy of LG202 - organization's most recently completed Internal Controls Worksheet
- Information Advisory and Authorization for Release of Information form completed by the Gambling Manager and each Officer
- \$250.00 background investigation fee. Make checks payable to the City of Minnetonka

If you have any questions about the application process, please contact Fiona Golden at 952-939-8274 or fgolden@minnetonkamn.gov



Organization Information

Organization Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Fiscal Year of Organization _____

Gambling Officer Information

CEO Name (include Legal, Maiden, or any other names)		Phone Number	
Address		Date of Birth	
Email Address			
Driver's License Number and State Issued			

Treasurer Name (include Legal, Maiden, or any other names)		Phone Number	
Address		Date of Birth	
Email Address			
Driver's License Number and State Issued			

Gambling Manager Name (include Legal, Maiden, or any other names)		Phone Number	
Address		Date of Birth	
Email Address			
Driver's License Number and State Issued			



Gambling Operations Information

Has your organization or employee's ever before been licensed to conduct charitable gambling?
If so, provide length of time and location.

Does anyone from this organization have ties with gambling suppliers, or the lessor business?
If yes, explain

Does your organization or any employee have any interest in the lessor business?

Did anyone from the lessor or premises business assist your organization in procuring gambling space?
If yes, explain.

What services, specifically, does this organization provide?



**City of Minnetonka
Premises Permit for Lawful Gambling
Application and Investigation Form**

If your organization is leasing gambling space, has the premise lessor imposed any conditions regarding gambling equipment, services, or use of profits?

Does the premises lessor require any payments in addition to rent? This would include such items as rubbish removal, janitorial services, utilities, etc. Describe in detail and include a statement from the lessor indicating how these amounts were determined.

Has your gambling manager or any gambling employee, or any member of the licensed organization governing board ever been convicted of a crime or been involved in any violation or activity related to lawful gambling? If so, describe in detail.

Where is your organization purchasing gambling supplies? How did you locate this supplier?

Full name and address of all organizations, consultants, or accountants secured in an ongoing capacity to assist in the gambling operation.



**City of Minnetonka
Premises Permit for Lawful Gambling
Application and Investigation Form**

Describe how the organization meets Minnetonka City Code 605.030: *Only nonprofit organizations which have been licensed or permitted by the State Gambling Control Board and which meet the following requirements may conduct lawful gambling in the city:*

1. The organization must demonstrate that it holds regularly scheduled meetings, and the meeting location must be within the trade area as defined in section 605.020.
2. At least one third of the organization's members must reside within the trade area as defined in section 605.020.

Full name and date of birth for all employees engaged in selling gambling chances

605.050. Notification of Material Changes to Application.

A licensed organization holding a state-issued premises permit shall notify the city within ten (10) days in writing whenever any material change is made in the information submitted on the application.

Name and title of person completing form

Printed:

NAME

TITLE

SIGNATURE

DATE

City of Minnetonka

INFORMATION ADVISORY AND AUTHORIZATION FOR RELEASE OF INFORMATION TO SUPPORT LICENSE OR PERMIT APPLICATION

(To be completed by each Gambling Officer)

In connection with your application for a license/permit, you are being requested to provide information regarding your criminal and/or financial background, which may be classified as public or private data under the Minnesota Data Practices Act.

The purpose of the information requested in the application is to provide background for the investigation of license/permit applicants required by city ordinance. Providing the information will assist the police department in preparing an investigative report for the city council's review. The investigative report is given to the city council and is used when granting or denying the license/permit. All information provided in that report becomes part of the public record and is available to any interested individual.

If approved, all information provided by the applicant as part of the application becomes public and is available to any interested individual. If not approved, only the name and address of the applicant and the investigative report provided to council for consideration becomes public.

You have the right to refuse to supply the requested information. If you do so, this fact may be reported to the city council and may result in the denial of your license/permit.

A criminal charge, arrest, or conviction will not bar an applicant from obtaining a license/permit with the City of Minnetonka unless the conviction is directly related to the matter for which the license/permit is sought, according to Minnesota Statute §364.03. However, failure to reveal the requested criminal information will be considered a falsification of the application and may be used as grounds for the denial of the license/permit.

"I acknowledge being informed and receiving a copy of the above advisory and agree to provide the requested information. I further authorize the release to the City of Minnetonka of any information about my business and financial affairs which may be requested from any firm relative to my financial background. I also authorize the City of Minnetonka to investigate the information provided in my application and to contact the persons named on the application. I understand that incorrect or incomplete information provided by me in my application may be considered falsification of the application and may be used as grounds for the denial of the license/permit."

Signature of Applicant

Date

SECTION 605. LAWFUL GAMBLING.

605.005. Adoption of State Law by Reference.

The provisions of Minn. Stat. ch. 349 are hereby adopted by reference and are made a part of this ordinance as if set out in full. It is the intention of the city council that all future amendments of Minn. Stat. ch. 349, are hereby adopted by reference or referenced as if they had been in existence at the time this ordinance was adopted.

605.010. Purpose.

The purpose of this section is to regulate lawful gambling within the City of Minnetonka, to ensure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

605.020. Definitions.

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this section 605:

“Board” means the State of Minnesota Gambling Control Board.

“Licensed organization” means an organization licensed by the board.

“Trade area” means a geographic area comprised of the city of Minnetonka, any city that abuts Minnetonka, or any school districts that have a presence in Minnetonka.

605.025. Lawful Gambling Permitted.

Subd. 1. Lawful gambling is permitted within the city provided it is conducted in accordance with Minn. Stat. §§ 609.75-.763, inclusive, as they may be amended from time to time; Minn. Stat. §§ 349.11-.23, inclusive and any rules promulgated thereunder, as they may be amended from time to time; and this section 605.

Subd. 2. No city permit is required for the conduct of gambling that is exempt from licensing under Minn. Stat. § 349.166, but the provisions of sections 605.030, 605.035, 605.045, 605.050 and 605.065 apply to both licensed gambling activities and gambling activities exempt from licensing.

Subd. 3. Every gambling event in the city conducted by an organization under state license or permit must be open to inspection by the city.

605.030. Authorized Organizations.

Only nonprofit organizations which have been licensed or permitted by the State Gambling Control Board and which meet the following requirements may conduct lawful gambling in the city:

1. The organization must demonstrate that it holds regularly scheduled meetings, and the meeting location must be within the trade area as defined in section 605.020.

2. At least one third of the organization’s members must reside within the trade area as defined in section 605.020.

605.035. Filing of records.

Organizations that make application to the board to conduct lawful gambling in the city, by license or permit must submit copies of all state gambling application forms to the community development director.

605.040. Approval of Premises Permits.

Subd. 1. Application. The board will notify the city when an organization applies for a premises permit under Minn. Stat. ch. 349. The organization seeking to obtain a premises permit under Minn. Stat. ch. 349 must file with the community development director a duplicate of its licensing application and premises permit application as filed with the state, including all exhibits and documents accompanying the applications.

Subd. 2. Investigation. The organization seeking a premises permit must complete the city’s investigation form and a \$250 investigation fee. The fee shall be refunded if the application is withdrawn before the investigation is commenced. The chief of police will investigate the matter and make a recommendation to the city council within 45 days following the city’s receipt of the application materials and investigation fee.

Subd. 3. The city council must approve or disapprove the application within 60 days of receipt of the application materials and investigation fee.

Subd. 4. The council shall deny an application for issuance of a premises permit, or for reissuance of a premise permit after suspension, revocation or other termination, for any of the following reasons:

- (a) The organization does not meet the requirements of this section.

- (b) The organization has violated any state statute, state rule or city ordinance relating to gambling within the last three years;

- (c) The entity leasing its premises to the applicant organization has repeatedly violated any state statute, state rule or city ordinance relating to the operation of the establishment, including, but not limited to, laws relating to alcoholic beverages, gambling, controlled substances, suppression of vice, or protection of public safety within the last three (3) years.

605.045. License and Permit Display.

All licenses and permits issued under state law shall be prominently displayed during the license or permit year at the premises where gambling is conducted.

605.050. Notification of Material Changes to Application.

A licensed organization holding a state-issued premises permit shall notify the city within ten (10) days in writing whenever any material change is made in the information submitted on the application.

605.055. Contribution of Net Profits to Fund Administered by City.

Subd. 1. Each licensed organization shall contribute ten percent (10%) of its net profits derived from lawful gambling in the city to a fund administered and regulated by the city without cost to the fund. The city shall disburse the funds for charitable contributions as defined by Minn. Stat. § 349.12, subd. 7a, as it may be amended from time to time.

Subd. 2. Payment under this section shall be made annually.

Subd. 3. The city's use of such funds shall be determined at the time of adoption of the city's annual budget or when the budget is amended.

605.060. Designated Trade Area.

Subd. 1. Each licensed organization shall expend at least seventy percent (70%) of its lawful purpose expenditures on lawful purposes conducted within the city's trade area, as defined in section 605.020.

Subd. 2. This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premises within the city's jurisdiction.

605.065. Hours of Operation.

Lawful gambling shall not be conducted between 1 a.m. and 8 a.m. on any day of the week.

605.070. Criminal penalty.

Any person who violates any provision of this section 605 is guilty of a misdemeanor offense. In addition, violations shall be reported to the board and recommendation shall be made for the suspension, revocation or cancellation of an organization's license.

(Added by Ord. 2024-12, effective August 24, 2024)