

**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: Sacred Heart Parish Previous Gambling Permit Number: X-73011  
 Minnesota Tax ID Number, if any: 8570263 Federal Employer ID Number (FEIN), if any: 41-0790156  
 Mailing Address: 106 3<sup>rd</sup> Ave NE  
 City: Freeport State: MN Zip: 56331 County: Stearns  
 Name of Chief Executive Officer (CEO): Father Dan Walz  
 Daytime Phone: 320 836-2143 Email: \_\_\_\_\_

**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  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
www.sos.state.mn.us  
 651-296-2803, or toll free 1-877-551-6767  
*Listed in Catholic Directory*
- ☐ **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): Freeport Community Center  
 Address (do not use P.O. box): 307 7<sup>th</sup> Street SE  
 City or Township: Freeport Zip: 56331 County: Stearns  
 Date(s) of activity (for raffles, indicate the date of the drawing): January 23<sup>rd</sup> 2016

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: \$ 2,250.00)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number 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)**

| <b>CITY APPROVAL</b><br><b>for a gambling premises</b><br><b>located within city limits</b>   | <b>COUNTY APPROVAL</b><br><b>for a gambling premises</b><br><b>located in a township</b>  |
|---|---|
| <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ 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>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> | <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p>  |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>  | <p><b>TOWNSHIP (if required by the county)</b></p> <p>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> |

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS**
**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 AND ATTACHMENTS**
**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.

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

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-

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.

This form will be made available in alternative format (i.e. large print, braille) upon request.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/24/15

Re: Engineer Report

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I sent over Dave, Jon's "sump pump report" and we're currently trying to piece it together. We might have something to report by the meeting.

Dave will be at the meeting to answer questions, if anything comes up.

Dymoke Law Office, P.A.  
300 Riverside Avenue NW  
Melrose, Minnesota 56352  
Telephone (320) 256-4205  
Fax (320) 256-7201

September 22, 2015

Adrianna Hennen  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from August 18, 2015 through September 22, 2015, we have given significant attention to the following projects on behalf of the City of Freeport:

- Freeport EDA/MarVin Enterprises  
Assisted City Clerk with preparing for closing on the sale to MarVin Enterprises, including drafting of EDA and Council resolutions approving the sale.
- Hiring Decision/Conflict of Interest  
Prepared opinion interpreting state conflict of interest rules as applied to hiring decisions stating recommended guidelines.

Respectfully submitted,  
Dymoke Law Office, P.A.

by Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/23/15

Re: Public Works Director Position

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At the September 22 meeting, you interviewed Mr. Backes and Mr. Goebel for the Public Works Director Position. It was agreed upon that everyone would take the week to think about their decision. Hopefully by the September 29<sup>th</sup> meeting, everyone will feel comfortable making a decision.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/23/15

Re: 2016 Budget

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Joan sent off our preliminary budget so that is all set. She and I are currently trying to answer the questions that council had at the September 22 meeting. I'm hoping to have most of the answers by then and will present them to you during the meeting.

## Adrianna Hennen

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**From:** Dullinger, Vikki <Vikki.Dullinger@co.stearns.mn.us>  
**Sent:** Wednesday, September 23, 2015 4:05 PM  
**To:** 'Adrianna Hennen'  
**Cc:** joan@freeportmn.org  
**Subject:** RE: Levy affecting property taxes

Hi Adrianna,

Hopefully, I can answer this in a way that is understandable—MN Taxes are a bugger.

Here are your Terms:

**Taxable Market Value** = **Estimate Market Value** – Homestead exclusion. That is a sliding calculation—won't show it here, but if you want to know what it is, let me know.

For properties other than homestead properties,  $TMV = EMV$

**Tax Capacity** = a percent of TMV; Tax capacity is generally 1% of taxable value for Homesteads (up to 500,000 TMV), 1.5% – 2.0% for commercial, .5% for farm land)

There are tiers involved in all of those—it's over-simplified here.

$\text{Tax amount} = \text{Rate} * \text{Tax Capacity}.$

### To Calculate Rates:

Add up ALL of the tax capacity (all parcels in a district) to get Total TC.

$\text{Rate} = \text{Levy} / \text{Total TC}.$

Divide Freeport's Levy by the sum of the Tax Capacity for Freeport; that is Freeport's Tax Rate.

In 2015, Freeport's TC was 496,337, it's Levy was 365,500; therefore the rate was 73.640%

**\*\*This year the TC is 538,868 (these are preliminary numbers-they may change); if your levy stays the same, your rate would be 67.827%**

***\*\*If Freeport's Tax capacity goes up(growth in Freeport), and the levy stays the same, the rate will go down(tax decrease).***

***If the levy goes up, and TC stays the same, the rate will go up(tax increase).***

***If they both go down, it depends on which one goes down more, it also "depends" if both the TC and the levy go up. So, the combination of the rate fluctuation and TC fluctuation determines where the rate goes.***

### To Calculate Taxes:

For an example, use a homesteaded parcel with a TMV of 150,000.

It's individual tax capacity is 1,500 ( $1\% * 150,000$ )

Multiply  $1,500 * .73640$  (2015 rate) and you get a tax amount of 1104.60

**\*\*Multiply  $1,500 * .67827$  (example 2016 rate) and you get a tax amount of 1017.00**

Using rough numbers, you could raise your levy to about 396,822 without raising Freeport's taxes.  $396,822/538,868 = 73.640\%$

This example is for Freeport's portion of a parcel's tax total tax amount only.

Each parcel is in a TAG. In other words, there is more than one authority that taxes each parcel, each authority has its own rate. The rate used on a given parcel is the sum of the rates of all of the authorities that can tax it (County, City, School, Regional Rail, Watershed, etc.). The levies of other authorities can affect a parcel's TOTAL tax amount in the same manner.

So now you are thoroughly confused, right? Let me know how I can clarify.

Thanks,

*Vikki Dullinger*

Tax Specialist  
Stearns County  
705 Courthouse Square Rm. 148  
St. Cloud, MN 56303  
Phone # 320-656-3915

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**From:** Adrianna Hennen [<mailto:adrianna@freeportmn.org>]  
**Sent:** Wednesday, September 23, 2015 10:24 AM  
**To:** Dullinger, Vikki  
**Cc:** [joan@freeportmn.org](mailto:joan@freeportmn.org)  
**Subject:** Levy affecting property taxes

Good morning Vikki,

Last night Freeport had our meeting to approve the preliminary budget and that all went fine, but there was one question that no one could really answer and I'm wondering if you know or if you can point me in a direction. How does the levy affect each property's taxes? There is always the stigma of a higher levy=higher taxes, but it's my understanding that statement isn't always true. Any guidance would be helpful. Thank you!

Sincerely,

Adrianna Hennen, City Clerk-Treasurer  
Freeport, MN  
(320)836-2112  
[cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com)



# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/24/15

Re: Girl Scouts – City Hall Plaque

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Allyssa Hoeschen submitted a copy of what she is proposing for the City Hall Plaque. She is also wondering what type of framework we would like the plaque to be displayed in.

“The two options are: a standing frame that can be put in front of the building in the landscaping or a frame that you would display on a wall inside or outside the building.”



## **Historical Freeport, MN Freeport Girl Scout Troop 252 Silver Award Project 2016**

### **Freeport City Hall**



Freeport was incorporated as a village in 1892 and held its first official meeting on September 5<sup>th</sup>, 1892. The original council had a village marshal, street commissioner, village officers, a treasurer, and trustees. In the spring of 1974, Freeport's status changed from village to city.

The city started with 16 blocks. In 1894, the city attained more land to build its first village hall for \$694. The first city hall had jail cells along with city office space. It was located on the corner of Main Street and Micklish Avenue, currently 1<sup>st</sup> Avenue. In 1968, this building was torn down and turned into a parking lot.

In 1916, the position of village marshal was re-named to village constable. An interesting difference between a constable and a police officer is that the constable had no car out of which to operate but did his job entirely on foot. In 1938, Ben Ballman was appointed to this position. His role as a constable was similar to that of a modern day police officer in a small town. He carried a gun and was responsible for seeing that residents obeyed traffic regulations or curfews. In 1966, Ben retired. After his retirement, Freeport did not have any type of law enforcement until the mid-1970s when it hired its first full-time police officer. Currently the city's law enforcement is covered by Stearns County sheriff's department.

In 1967, a firehall/city hall was built. It had room for two fire trucks, one tanker, village snowplow, tractor, pick-up truck and fire equipment storage. It also included city offices and a meeting room. This building is located on the corner of 4<sup>th</sup> Street 1<sup>st</sup> Avenue North. It is currently the home of the Freeport Fire Department.

In 2004, a new city hall was built on the north side of Main Street. This building consists of city office space and meeting rooms. The city currently employs a clerk/treasurer, deputy treasurer and public works director. The city council consists of a mayor and four council members. The city currently covers 1.151 square miles.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/23/15

Re: Resolution 2015-15 MarVin Minor Subdivision

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Attached you will find a resolution to approve a minor subdivision for the land sale in the industrial park to MarVin Enterprise. A purchase agreement has been signed and this is something the EDA stated they would request from council - to have the lot that Al and Mary Eickhoff bought to be 2 acres instead of the 2.96 that it is currently. Read through the resolution and let me know if you have any questions.

**CITY OF FREEPORT, MINNESOTA**  
**RESOLUTION 2015-15**

**RESOLUTION APPROVING MINOR SUBDIVISION OF LOT 5, BLOCK 1,  
FREEPORT INDUSTRIAL PARK PLAT 5, FREEPORT, MINNESOTA**

WHEREAS, the Economic Development Authority for the City of Freeport, Minnesota (“EDA”), to facilitate the development of a 12,740 square foot building by MarVin Enterprises, LLC, has requested a minor subdivision of Lot Five (5), Block One (1) Freeport Industrial Park Plat Five, according to the plat thereof on file and of record in the Office of the Stearns County Recorder;

WHEREAS, the proposed minor subdivision will divide said Lot Five (5) into Tract A and Tract B, as illustrated in the Certificate of Survey attached hereto as Exhibit A;

WHEREAS, Tract A is legally described as follows: Lot Five (5), Block One (1) Freeport Industrial Park Plat Five, according to the plat thereof on file and of record in the Office of the Stearns County Recorder, excepting therefrom the South 116.00 feet thereof;

WHEREAS, Tract B is legally described as follows: The South 116.00 feet of Lot Five (5), Block One (1) Freeport Industrial Park Plat Five, according to the plat thereof on file and of record in the Office of the Stearns County Recorder;

WHEREAS, Section 11 of the Freeport Subdivision Ordinance provides for minor subdivisions of real property;

WHEREAS, the EDA proposes a minor subdivision in that the subdivision will not: (a) contain more than two lots, (b) involve a new street or road, or (c) precipitate the extension of municipal facilities or public improvements;

WHEREAS, minor subdivisions are exempt from platting requirements contained in the Freeport Subdivision Ordinance; and

WHEREAS, the City Council has reviewed the lot combination request and has made the following findings:

1. The lots to be subdivided are located within the I-1 General Industrial District.
2. Tract A will be a conforming lot within the I-1 District.
3. Tract B will be a non-conforming lot within the I-1 District.
4. The proposed subdivision does not result in additional demand for public roadways and/or utility extensions.