

February 7, 2024
City of Wilton
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Meeting Minutes
5. Finalize Agenda
6. City Maintenance Report

7. Old Business
 - A. Pheasants – Gaming Permit
 - B. Hall Doors
 - C.

8. New Business
 - A. SCRWD Rate Increase - 40¢
 - B. Wilton Ambulance – Gaming Permit
 - C. Record Disposal
 - D.
 - E.

9. Reports
10. Bills
11. Adjournment

January 17, 2024

Unofficial Minutes – subject to the review and revision of the City Commission

A regular meeting of the Board of City Commissioners was held on January 17, 2024, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and President LeeAnn Domonoske-Kellar.

Motion made by Schacher and seconded by Clausen to approve the minutes from the January 3, 2024 meeting as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to approve the agenda as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to put the Municipal Judge position on the 2024 election ballot. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to approve the Sportsmen's Bar and Grill liquor license transfer to the Memorial Hall for the Delt Banquet on January 20, 2024. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to approve Pheasants Forever gaming application as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the Main Street ND Proclamation as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to approve the 2023 financial report as presented. All present voted aye, motion carried.

Pres. Domonoske-Kellar stated she would like to apply for the ND Council of Art Grant to help pay for the mural on the Memorial Hall. The board agreed to apply for the grant.

Motion made by Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion, Pres. Domonoske-Kellar declared the meeting adjourned at 7:29 p.m.

-99626 Verizon Wireless 200.40
-99625 BCBS of ND 2,989.44
-89601 NDPERS 26.00
-89600 NDPERS 137.50
21669The Traveling Axt 200.00
21670 Fun on the Run 637.50

21671 Loren Goesen 750.00
21672 LeeAnn Domonoske-Kellar 906.21
21673 Nordak Publications 46.92
21674 ND Dept of Health 25.00
21675 Farmers Union Oil 725.29
21676 ND One Call 2.05
21677 Advances Business Methods 129.01
21678 McLean County Sheriff 25,820.88
21679 Dennis Dockter 1,577.81
21680 Dean Larson 1,681.56
21681 Pattie Solberg 1,922.96

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One



Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group <i>Painted Woods Pheasants Forever</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>3/23/24</i>	
Organization or Group Contact Person <i>Jeremy Clausen</i>	E-mail <i>jerclausen@gmail.com</i>	Telephone Number <i>400 0224</i>	
Business Address <i>723 High Park Dr N</i>	City <i>Wilton</i>	State <i>ND</i>	ZIP Code <i>58579</i>
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name <i>Wilton Memorial Hall</i>		County <i>McLean</i>	
Site Physical Address <i>105 Dakota Ave</i>	City <i>Wilton</i>	State <i>ND</i>	ZIP Code <i>58579</i>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <i>3/23/24 once</i>			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
	<i>Attached List</i>	
Total (limit \$40,000 per year)		\$ <i>9075</i>

Intended Uses of Gaming Proceeds

Community Support + Habitat

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

☐ Yes ☒ No

Name <i>Jeremy Clausen</i>	Title <i>Vice President</i>	Telephone Number <i>701 400 0224</i>	E-mail Address <i>jerclausen@gmail.com</i>
Signature of Organization or Group's Top Official <i>[Signature]</i>		Title <i>Vice President</i>	Date <i>2/16/24</i>

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

2024 Pheasants Forever Banquet Raffles

6 Gun Raffle:

1. Berretta A300 12 Ga-\$850
2. Savage 116 7mm-\$675
3. Winchester SX4 12 Ga-\$775
4. Tikka T3 300 win-\$600
5. Savage 6.5 Creemoor-\$500
6. Henry .22 LR-\$500
7. \$200 scheels gift card
8. \$200 Scheels gift card
9. \$100 Scheels Gift Card
10. \$50 Scheels gift card

Myster Gun Raffle:

1. Freedom Ordinance FX9 AR-\$750

Shotgun Shell Raffle:

1. Choice of \$500 prizes on a banner

Clay Pigeon Raffle:

1. Smith and Wesson M&P M2.0 9mm-\$600
2. \$100 scheels gift card
3. \$50 sheels gift card

Women's Raffle:

1. Smith and Wesson M&P Shield E2 9mm ACP-\$475
2. Stanley Mug-\$50
3. Kanga Cooler-\$100

Wheel Game:

1. Choice of \$300 prize off banner
2. \$100 scheels gift card
3. \$50 scheels gift card

Sponsor Gift

1. Choice of \$300 prize off banner

Dinner Ticket Raffle:

1. Vortex Binoculars-\$250

Decoy Raffle:

1. Henry Big Boy .45-\$1000

City of Wilton

From: McDaniel, Deborah A. <dmcdanie@nd.gov>
Sent: Thursday, January 25, 2024 5:24 PM
To: Jeremy Clausen
Cc: wiltonnd@bektel.com; Renee Tomala; AGO Gaming
Subject: RE: #1162 McLean - Wilton - Painted Woods Pheasants Forever
Attachments: 2024 Pheasants Forever Banquet Raffles for City.docx

Jeremy,

This office approves the listing of all raffle games attached.

This office deems that the "Shotgun Shell Raffle", the "Clay Pigeon Raffle", the "Wheel Game Raffle", and the "Decoy Raffle" are all approved alternate forms of selection.

The other raffle games listed are regular ticket raffles and do not need approval.

It is the city who will give final approval of the activity.

Please use this email as documentation of approval.

Deb McDaniel
Director of Gaming
ND Office of Attorney General
Gaming Division
600 East Boulevard Avenue, Dept. 125
Bismarck, ND 58505-0040

Telephone: (701) 328-4849
Fax: (701) 328-3535
Email to: dmcdanie@nd.gov
www.attorneygeneral.nd.gov

From: Jeremy Clausen <jerclausen@gmail.com>
Sent: Thursday, January 25, 2024 5:12 PM
To: McDaniel, Deborah A. <dmcdanie@nd.gov>
Subject: Re: #1162 McLean - Wilton - Painted Woods Pheasants Forever

You don't often get email from jerclausen@gmail.com. [Learn why this is important](#)

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The decoy raffle just to clarify a little, they purchase a hand carved fish decoy that is numbered and then we draw a number to see who wins.

From: Jeremy Clausen <jerclausen@gmail.com>
Sent: Thursday, January 25, 2024 5:10:11 PM
To: McDaniel, Deborah A. <dmcdanie@nd.gov>
Subject: Re: #1162 McLean - Wilton - Painted Woods Pheasants Forever

Hi Deb

Yes you are correct on all of them.

Jeremy.

From: McDaniel, Deborah A. <dmcdanie@nd.gov>
Sent: Thursday, January 25, 2024 4:37:41 PM
To: Jeremy Clausen <jerclausen@gmail.com>
Subject: RE: #1162 McLean - Wilton - Painted Woods Pheasants Forever

Jeremy,
This is great. Just want to confirm:
The Gun Raffle is just a regular ticket raffle?
The Myster Gun Raffle is a ticket raffle?
The shotgun shell raffle is shotgun shells with numbers on them?
The clay pigeon raffle is the clay pigeons with numbers on them for number of tickets to be placed into selection?
Women's raffle is just women with raffle tickets?
Wheel game is the number that it lands on is the number of tickets to be placed into selection?
I am assuming that the "Sponsor Gift" will be a separate ticket raffle.
Dinner Ticket Raffle is what I am assuming is you put your dinner ticket in for selection.
Decoy raffle is a ticket raffle or a number on the decoy tells how many tickets a person can place into the selection?

From: Jeremy Clausen <jerclausen@gmail.com>
Sent: Thursday, January 25, 2024 4:20 PM
To: McDaniel, Deborah A. <dmcdanie@nd.gov>; Michael Dewing <mdewing12@gmail.com>; Renee Tomala <rtomala@pheasantsforever.org>
Subject: Re: #1162 McLean - Wilton - Painted Woods Pheasants Forever

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Thanks Deb. Here is the new list. If you have any questions let me know.

Jeremy

From: McDaniel, Deborah A. <dmcdanie@nd.gov>
Sent: Thursday, January 25, 2024 10:10 AM
To: Jeremy Clausen <jerclausen@gmail.com>
Subject: RE: #1162 McLean - Wilton - Painted Woods Pheasants Forever

Jeremy,
Using the pigeons would work and the wheel will be approved too. You cannot use cards or dice for any determination.
Please send a new listing of the games you will be doing and I will send an approval.

From: Jeremy Clausen <jerclausen@gmail.com>
Sent: Thursday, January 18, 2024 11:45 AM
To: McDaniel, Deborah A. <dmcdanie@nd.gov>
Subject: Re: #1162 McLean - Wilton - Painted Woods Pheasants Forever

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Hi Deb.

Yes the pigeons they would pay for chances to flip the pigeons and that would be the number of tickets they get.

The wheel is just that. They pay for a number of spins and get the number of tickets they land on from each spin.

Jeremy

From: McDaniel, Deborah A. <dmcdanie@nd.gov>
Sent: Thursday, January 18, 2024 11:23:11 AM
To: Jeremy Clausen <jerclausen@gmail.com>
Subject: RE: #1162 McLean - Wilton - Painted Woods Pheasants Forever

Jeremy,
No dice and no cards can be used as an alternative form of selection.
When it comes to the wheel what does that mean and how do you conduct it?
The clay pigeons? They pay for a chance to flip a pigeon and depending on the flip they win a number of tickets to be put in for a chance to win a prize?

Please explain the conduct.

From: Jeremy Clausen <jerclausen@gmail.com>
Sent: Thursday, January 18, 2024 10:59 AM
To: McDaniel, Deborah A. <dmcdanie@nd.gov>
Subject: Re: #1162 McLean - Wilton - Painted Woods Pheasants Forever

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Hi Deb,

Looking at the highlighted portions of our application i see three things high lighted. The Card Game, Dice and Wheel.

If we do clay pigeons where we right numbers on the backs of them that represent ticket numbers, and each one they flip over is the number of tickets they win will that be an acceptable game? Do we need to replace the card game and wheel game as well?

From: AGO Gaming <agogaming@nd.gov>
Sent: Thursday, January 18, 2024 10:30 AM
To: City of Wilton <wiltonnd@bektel.com>; jerclausen@gmail.com <jerclausen@gmail.com>
Cc: AGO Gaming <agogaming@nd.gov>; McDaniel, Deborah A. <dmcdanie@nd.gov>
Subject: #1162 McLean - Wilton - Painted Woods Pheasants Forever

Good Morning,

Attached, please find the Local Permit #1162 is being returned for corrections. **The permit will be placed on hold until that information is provided.**

Alternate Forms of Selection Games:

- Games of Dice is illegal no matter if determined to be skill or chance.

Organizations requesting to conduct an alternate form of selection type of gaming, must follow the steps to be approved. Please note, this does not guarantee that the city or county will approve the request to issue a permit.

1. The organization needs to email Deb (dmcdanie@nd.gov) for an approval of an alternate form of selection for the game. In the email detail everything of the game type to be approved. How it is being conducted, what determines the winner, and what types of prizes, etc. The more details the better.
2. She will email the organization questions and what they need to do to get approved.
3. If approved, the organization can then request the permit from the city or county to be approved, and the permit can be issued. A permit cannot be issued prior to the approval of the Office of Attorney General – Gaming Division.
 - a. If denied, the game cannot be conducted in the state of North Dakota.

Please provide the updated information to our office to not create more of a delay with the permit.

Nicki Behm

Administrative Assistant
Gaming Division
ND Office of Attorney General
600 East Boulevard Avenue, Dept. 125
Bismarck, ND 58505-0040
Office: 701-328-4848

From: City of Wilton <wiltonnd@bektel.com>
Sent: Thursday, January 18, 2024 9:32 AM
To: AGO Gaming <agogaming@nd.gov>
Subject: Wilton - Permit 1162

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Please see attached permit.

Pattie Solberg

City of Wilton, Auditor
121 Dakota Ave.
PO Box 278
Wilton, ND 58579
701-734-6707



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Paid Ck #11724

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One* ☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Wilton Ambulance Service		Dates of Activity (Does not include dates for the sales of tickets) 7-13-2024	
Organization or Group Contact Person LeeAnn Domonoske-Kellar	E-mail domonosk@bektel.com	Telephone Number (701) 220-6893	
Business Address 117 Dakota Ave / PO Box 163	City Wilton	State ND	ZIP Code 58579
Mailing Address (if different) PO Box 163	City Wilton	State ND	ZIP Code 58579

SITE INFO

Site Name		County	
Site Physical Address Gutter by 300 RAILWAY	City Wilton	State ND	ZIP Code 58579
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 1 x event - 7/13/2024			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Duck Race Raffle	1 st Place	6,000
Duck Race	2 nd Place	3,000
Duck Race	3 rd Place	1,000
Total (limit \$40,000 per year)		\$ 10,000

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☐ No ☒ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer LeeAnn Domonoske Kellar	Telephone Number (701) 220-6893	E-mail Address domonosk@bektel.com
Signature of Organization Group's Permit Organizer 	Title Ambulance Manager	Date 1/25/24

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	Local Permit	Restricted Event Permit
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

LeeAnn,

This office approves using a rubber duck as an alternate form of selection.

Please use this email as documentation of approval.

The city has final approval of the event.

Deb McDaniel

Director of Gaming

ND Office of Attorney General

Gaming Division

600 East Boulevard Avenue, Dept. 125

Bismarck, ND 58505-0040

Telephone: (701) 328-4849

Fax: (701) 328-3535

Email to: dmcdanie@nd.gov

www.attorneygeneral.nd.gov

From: domonosk@bektel.com <domonosk@bektel.com>

Sent: Thursday, January 25, 2024 10:24 AM

To: McDaniel, Deborah A. <dmcdanie@nd.gov>

Subject: Re: Alternate Form of Selection- Duck Race

You don't often get email from domonosk@bektel.com. [Learn why this is important](#)

******* CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Hi Deborah,

Tickets will be pre-sold. I have attached a draft. We will decide on the location before the tickets are printed.

Thanks,

LeeAnn

On 2024-01-25 07:43, McDaniel, Deborah A. wrote:

LeeAnn,

Are the tickets pre-sold days in advance or sold on that day of the event?

If tickets are pre-sold I would need a DRAFT copy of what the tickets look like.

Subject **RE: Alternate Form of Selection- Duck Race**
From McDaniel, Deborah A. <dmcdanie@nd.gov>
To domonosk@bektel.com <domonosk@bektel.com>
Cc wiltonnd@bektel.com <wiltonnd@bektel.com>, AGO Gaming <agogaming@nd.gov>
Date 2024-01-25 10:40

- Duck Race Raffle Ticket Draft.PNG(~45 KB)

From: domonosk@bektel.com <domonosk@bektel.com>

Sent: Wednesday, January 24, 2024 12:13 PM

To: McDaniel, Deborah A. <dmcdanie@nd.gov>

Subject: Alternate Form of Selection- Duck Race

You don't often get email from domonosk@bektel.com. [Learn why this is important](#)

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Good Afternoon,

I am reaching out on behalf of the Wilton Ambulance Service.

We would like to hold a 50/50 type raffle with the details as follows:

Raffle tickets to be sold. The number on the raffle ticket will be written on the bottom of a rubber duck with permanent marker. All the ducks will be placed in a water way.

The fire department will spray the water way with water making the ducks move. The winners will be the first, second and third place ducks who pass the finish line.

The raffle/duck race will be held is July 13, 2024 at 3 pm.

Our hopes are to sell 1000 ducks at \$20 per duck. First place would receive \$6000 or 30%, Second place \$3000 or 15%, Third \$1000 or 10%.

Please let me know if there is any further information you need. My phone number is 701-220-6893.

Thank you,

LeeAnn Domonoske-Kellar

Wilton Rural Ambulance Manager

City of Wilton, Mayor



Duck Race Raffle Ticket Draft.PNG
~45 KB

**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**ORGANIZATION INFO**

Name of Organization or Group Darlene Tooke Medical Benefit		Dates of Activity (Does not include dates for the sales of tickets) March 16, 2024	
Organization or Group Contact Person Audrey Birkland	E-mail abirkland1@gmail.com	Telephone Number 701-228-4629	
Business Address 3301 305th Ave NW	City Wilton	State ND	ZIP Code 58579
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Wilton Memorial Hall		County McLean	
Site Physical Address 105 Dakota Ave	City Wilton	State ND	ZIP Code 58579
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) March 16, 2024			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Bingo	20% of Sales	2,000.00
Total (limit \$40,000 per year)		\$ 2,000.00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Medical assistance for Darlene Tooke	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Audrey Birkland	Telephone Number 701-228-4629	E-mail Address abirkland1@gmail.com
Signature of Organization Group's Permit Organizer 	Title	Date Feb 2, 2024

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

Title	Description	Retention	Disposition	To Dispose (this month/ year and before)	Older Than Jan 1, 20XX
CUSTOMER ADJUSTMENTS	This series contains adjustments to customer utility billings.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
TRIAL BALANCE ADJUSTMENTS	This series contains account number, actual balance, year-to-date debits, year-to-date credits, and the adjustment workpapers.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
RATE CHANGE RECORD	This series contains utility forms that show additional units, increased time, etc. from which rate adjustments are calculated.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
BANK ACCOUNT RECORDS	This series includes records related to opening/closing an account, transfers, signature/authorization cards, etc.	WA+3 - While Active Plus 3 Years	Shredder	2019 WA+3	2019
CITY BUDGET	This series contains fund number, description, department, account number and description, previous years' budgets and previous years' actual expenditures along with current year's approved budget and any amendments that may have been made to the budget.	10 years	Landfill/Delete backups	2012	2013
BUDGET WORKPAPERS	This series contains budget proposals from city departments, past years' budgets, past years' fund and department expenditures plus any forecasting information used for budgeting purposes.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
STATEMENT OF ACTUAL TO ESTIMATED EXPENSES	This series contains report tracking actual departmental expenses against those estimated. Usually report gives percent of budget expended to date. Also may break out departmental expenditures by type of expense, for example: office expense, travel expense, salaries, etc.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
TRIAL BALANCES	This series contains handwritten workpapers or computer reports containing fund account number, account description, transaction description, debits, credits, and balances (usually done monthly).	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
INTERIM REVENUE STATEMENT	This series contains fund number and description, department number and description, current year's estimated revenue, current month's actual revenue, year-to-date actual revenue, and unrealized revenue.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019

Title	Description	Retention	Disposition	To Dispose	Older Than Jan 1, 20XX
TREASURER'S REPORT	This series contains monthly reports to governing body of receipts and disbursements.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
UTILITY BILLING ACTIVITY	This series contains all records including, but not limited to, the water meter reading, customer billings, month-end activity and year-end activity reports (summarizing account status, consumption, balance, and payment information), account aging reports (showing account payment information, 30, 60, 90-day balances, outstanding balance, etc.), and past due/shut-off notices.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
CERTIFICATION OF ASSESSMENT	This series contains statement from county as to city share of taxes collected, reconciled against city records, many include legal descriptions, improvement district, and principal and interest amount.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
SAVINGS INTEREST STATEMENT	This series contains bank statements indicating savings account interest for the statement period.	6 years	Landfill/Delete backups	2016	2016
BEER AND LIQUOR PERMITS	This series contains application for beer and/or liquor. Form includes information on type of license or permit, person applying, date, and license fee.	AE+4 - After Expired Plus 4 Years	Landfill/Delete backups	2018 AE+4	2016
GAMING PERMITS	This series contains gaming permit application and permit copy that includes information such as date, type, fee, charitable organization, etc.	AE+6 - After Expired Plus 6 Years	Landfill/Delete backups	2016 AE+6	2017
LICENSES AND PERMITS	This series contains copies of licenses and permits issued to individuals and businesses within the city engaged in activities that require them (includes pets, trailer courts, master craftsmen, auctioneers, taxi cabs, burn permits, etc.).	AE+4 - After Expired Plus 4 Years	Landfill/Delete backups	2018 AE+4	2019
OATHS OF OFFICE	This series contains forms with official oath statement signed by office holders.	AE+6 - After Expired Plus 6 Years	Landfill/Delete backups	2016 AE+6	2016
PETITION OF ELECTORS - CANDIDATES ELECTED	This series contains petitions of candidates with appropriate number of signatures for candidates who are elected.	ACM - After Conditions Met	Landfill/Delete backups	ACM	2014
PETITION OF ELECTORS - CANDIDATES NOT ELECTED	This series contains petitions of candidates with appropriate number of signatures for candidates who not are elected.	1 year	Landfill/Delete backups	2021	2022

Title	Description	Retention	Disposition	To Dispose	Older Than Jan 1, 20XX
ELECTION INFORMATION	This series contains general information files on city and special elections. May include certificates of publication, vote tabulations, election cost bills, newspaper articles, petitions, and ward and precinct maps.	10 years	Landfill/Delete backups	2012	2013
WATER AND WASTE REPORTS	This series contains water test results, water usage amounts, memos, correspondence, agreements, and discharge monitoring reports.	12 years	Landfill/Delete backups	2010	2011
BUDGET	This series contains information related to the preparation and submission of the city budget.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
BANK STATEMENTS/DEPOSIT RECORDS	This series contains bank statements, deposit records, and canceled checks for accounts maintained by the office.	6 years	Shredder	2016	2017
TAX REPORTING DOCUMENTATION	This series contains reporting and supporting documentation used for tax reporting purposes. This includes, but not limited to: 1042s, 1098 series (interest earned), 1099 series (for services rendered by independent contractors and non-employees), etc. reported to the Internal Revenue Service (IRS), and supporting documentation, such as: W-9s, W-8 series, and any related documentation. This also includes tax information reported to the state or county (i.e. quarterly tax reports, abstract of tax levies, etc.).	13 years	Shredder	2009	2010
JOURNALS/LEDGERS	This series contains fund number and description, account number and description, credit and debit amounts, and account balance.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
ACCOUNTS PAYABLE/VOUCHERS/EXPENSE REPORTS	This series contains payment vouchers, travel expense vouchers, abstracts for payment, claims for payment, vendor invoices, expense reports, and other supporting documents pertaining to disbursement of funds for expenditures.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
WORKER COMPENSATION PROGRAM	This series contains certificate of premium paid, rate change statements, instructions, and application for worker compensation insurance, and any other documentation or reports associated with participation in the Worker Compensation program	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019

Title	Description	Retention	Disposition	To Dispose	Older Than Jan 1, 20XX
PAYROLL RECORDS	This series contains reports and associated records that summarize payroll information for all city employees, including, but not limited to: retirement contribution reports (NDPERS and other provider reports), unemployment compensation reports, social security reports, payroll/wage reports (i.e. JSND's quarterly Employer Contribution and Wage Reports), etc.	6 years	Shredder	2016	2017
INDIVIDUAL EMPLOYEE PAYROLL FILES	This series contains records relating to payroll information of an individual employee, for example, deduction forms, insurance forms, benefit forms, tax forms (including W-2s, etc.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	Shredder	2016 ALA+6	2011
MONTHLY FINANCIAL STATEMENTS	This series contains monthly financials showing fund activity and balance information.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
RECEIPTS/CASH BOOKS	This series contains records related to the receipt or payment of cash.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
ACCOUNTS RECEIVABLE	This series contains a record of revenue generated for the office.	CFY+4 - Calendar Fiscal Year Plus 4 Years	Landfill/Delete backups	DECEMBER 2018 CFY	2019
AGENDAS	This series contains agendas from various city meetings.	1 year	Landfill/Delete backups	2021	2022
AFFIDAVITS OF PUBLICATIONS	This series contains official statements (affidavits) from newspaper officials that a particular item was printed in the newspaper. The item is attached to the affidavit.	CFY+3 - Calendar Fiscal Year Plus 3 Years	Landfill/Delete backups	DECEMBER 2019 CFY	2020
EQUIPMENT FILES	This series contains all information related to equipment owned or leased by the office, including inspection reports, maintenance records, etc. Note: Owner's manuals can be disposed or transferred with the equipment.	LOE+3 - Life of Equipment Plus 3 Years	Landfill/Delete backups	2019 LOE+3	2020
EMPLOYEE FILES	This series contains all information related to individual employees of the office.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	Shredder	2016 ALA+6	2017