



CITY OF SOUTH ST. PAUL MEETING AGENDA

WORK SESSION

Training Room
125 3rd Avenue North
South St. Paul, MN 55075

Monday, March 9, 2026
7:00 PM

1. CALL TO ORDER

2. DISCUSSION ITEMS

- A. Discussion on Updating the Lawful Gambling Ordinance to Allow Standalone Bingo Halls
- B. Draft Boards and Commissions Policy

3. COUNCIL COMMENTS & QUESTIONS

4. ADJOURNMENT



WORK SESSION AGENDA REPORT

DATE:

March 9, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

2.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Discussion on Updating the Lawful Gambling Ordinance to Allow Standalone Bingo Halls

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

- City Council reviews the existing rules for “lawful gambling” within city limits.
- City Council reaches a consensus about whether they are willing to make two changes to the “lawful gambling” ordinance to make it possible for AMVETS Post 1 to operate a bingo hall in the old Family Dollar Space in the Southview Shopping center.
 - The first change would be to allow lawful gambling to take place within a "dry" bingo hall. *Currently, SSP only allows lawful gambling to take place inside a business with a liquor license. The proposed bingo hall would not sell alcohol.*
 - The second change would be to allow a nonprofit to operate a bingo hall within city limits even though they do not hold their meetings within city limits or own real estate within city limits. *Currently, only nonprofits that either meet in South St. Paul (and have for at least 2 years) or own real estate in South St. Paul can conduct lawful gambling inside city limits. AMVETS Post 1 meets in the basement of the Mendota VFW, and they would be leasing the space for their bingo hall rather than owning the real estate.*

OVERVIEW

Background

Most gambling is prohibited in Minnesota with the exception of lawful gambling, the state lottery, Indian tribal casinos, and horse racing and specific games at Canterbury Park and Running Aces Casino. Of these five forms of legalized gambling, only lawful gambling is

subject to municipal regulation and only certain qualified organizations can conduct lawful gambling, which is the operation, conduct, or sale of:

- Bingo
- Raffles
- Paddlewheels
- Tipboards
- Pull-tabs
- Certain approved electronic gambling devices (i.e. electronic pull tabs)

Cities do not license lawful gambling; the State of Minnesota does via the Gambling Control Board. However, Cities do have the ability to ban lawful gambling within their borders or to impose restrictions on lawful gambling that go further than the restrictions already contained within State Statute. The City generally must provide written consent before the Gambling Control Board will issue a license for any type of lawful gambling within city limits. Some types of lawful gambling are “exempt” from getting a State license (i.e. occasional church bingo games with low-value prizes) but still have rules that they must follow and still often must register with the City and the State and be approved.

South St. Paul’s current lawful gambling ordinance was adopted in 2010 and replaced an earlier set of regulations from 1985. SSP has adopted local regulations that restrict which organizations can conduct lawful gambling and restrict which types of properties are allowed to have lawful gambling activities on-site.

Proposed Bingo Hall at Southview Shopping Center

AMVETS Post 1 currently operates the West St. Paul Bingo Palace which is a leased building just north of the Menards at 1361 South Robert Street. Their landlord is looking to repurpose the building so AMVETS Post 1 is seeking a new home for the Bingo Palace. They are being assisted by Langer Real Estate Services, and they have identified the vacant Family Dollar space at the Southview Shopping Center (1209 Southview Blvd.) as their top choice for relocation. They would like to do the following:

- Pull a building permit to convert the roughly 9,295 square foot Family Dollar space into a bingo hall. Part of the space would be the bingo hall itself with tables and chairs. Part of the space would be offices and storage for AMVETS Post 1’s overall lawful gambling operation (they have pulltabs and other gambling that they operate at various bars).
- The bingo hall would offer bingo, pulltabs, and electronic pulltabs.

- The bingo hall would operate 7 days a week with a 2 PM matinee session (most days) and a 7 PM evening session (every day).
- The bingo hall will have 25 employees total, with 6 employees working each session.
- It is expected that each bingo session will have between 30–55 patrons playing bingo.
- Aside from vending machines, the bingo hall would not offer food or drink. They would have a relationship with Angelo's Italian Restaurant next door and patrons could order food from Angelo's which would be delivered to the bingo hall.
- The Southview Shopping Center has a large 206-stall parking lot which more than satisfies the City Code requirement that large shopping centers must provide three (3) parking stalls per 1,000 feet of gross leasable floor area. The shopping center has 55,914 square feet of leasable floor area and “requires” 168 parking stalls. The bingo hall's tentative lease agreement gives the bingo hall preferred access to roughly 54 of the shopping center's 206 parking stalls. The property owner has indicated that they are open to paving some of the remaining grassy areas on the property in the future if parking availability should ever become an issue.

Does the Proposed Bingo Hall Meet Zoning Requirements?

The Southview Shopping Center is zoned C-1 Retail Business. This zoning district does not explicitly call out bingo halls, but it allows any “amusement or entertainment” use with a conditional use permit, and a bingo hall would be considered an amusement or entertainment use. The Planning Commission and City Council can only approve a conditional use permit for amusement or entertainment if they have made the following findings:

- (1) The use is desirable to the public convenience and welfare;
- (2) The use is not detrimental or injurious to the public health, peace, or safety;
- (3) The use is not detrimental or injurious to the character or value of surrounding properties;
- (4) The use has adequate off-street parking facilities;
- (5) The use is served, or can be served, by adequate utility services;
- (6) The hours of operation of the proposed use will not be detrimental to nearby residential uses;
- (7) The use will not stimulate the gathering of large numbers of persons outside the building within which the use is located.

Why is a Code Amendment Needed for the Bingo Hall Project to Move Forward?

While the proposed bingo hall meets zoning requirements, it does not comply with the City's lawful gambling ordinance that was enacted in 2010. This is for two reasons:

1. SSP's lawful gambling ordinance states that only businesses with an on-sale liquor license can have lawful gambling on-site. The State generally does not allow bingo halls to have liquor licenses, so this requirement is impossible for the Applicant to meet (and they do not want to serve alcohol anyways).

The lawful gambling ordinance is designed to allow pulltabs and other lawful gambling as an "accessory use" at bars and restaurants. The ordinance does not contemplate a situation where lawful gambling is the principal use of a building, such as with a bingo hall.

2. The State only allows lawful gambling to be conducted by nonprofit organizations. South St. Paul has taken this one step further and only allows lawful gambling to be conducted by "local" nonprofit organizations. SSP only considers a nonprofit organization to be "local" if the nonprofit holds its meetings in SSP (and has for at least 2 years) or if the nonprofit physically owns a piece of real estate in SSP and all the gambling takes place at that real estate. AMVETS Post 1 holds their meetings in Mendota and the bingo hall will be a leased space so they will not physically own the real estate.

Some revenue from lawful gambling is allowed to be spent on running the gambling operation. All profits/revenues that are not needed to run the gambling operation must be given away as donations and State Statute lists out which types of charities and other organizations can receive those donations. SSP requires that at least 55% of the money that is being donated must remain in SSP's trade area. This means that any nonprofit organization conducting lawful gambling in SSP must ensure that at least 55% of the donations that they make are to entities in South St. Paul, West St. Paul, Inver Grove Heights, or Newport. The other 45% of their donations can be sent anywhere in the world if the recipient is eligible to receive donations under State Law.

SSP's lawful gambling ordinance is designed to give fundraising priority to local nonprofits and keep non-local nonprofits from monopolizing pulltab operations at SSP's bars and restaurants. Local nonprofits are likely to be especially generous when it comes to focusing their donations on local causes, so it does make sense to give them preferential treatment when it comes to pulltab operations at bars and restaurants.

Pulltab operations at bars and restaurants are a low-overhead high-profit endeavor that almost any nonprofit organization can successfully manage because the bar or restaurant covers many of the expenses. It makes sense to give local nonprofit organizations "first dibs" when it comes to securing lucrative pulltab contracts with bars and restaurants. A bingo hall is significantly different than a pulltab operation at a bar or restaurant. Bingo halls operate as standalone

businesses and have significant overhead (lease costs, utility costs, etc.) so only a few large charities, such as AMVETS Post 1, are equipped to operate bingo halls. There are just a handful of bingo halls in the Twin Cities metro, and many communities want a bingo hall but are unable to get one. Consequently, it is common for bingo halls to be treated differently than other types of lawful gambling.

Draft Ordinance

The City Council will need to amend the lawful gambling ordinance if they want the proposed bingo hall to move forward. The Applicant, City Staff, and the City Attorney have discussed the matter, and all parties agree that the only change that should be made to the lawful gambling ordinance is a very narrowly tailored amendment that treats “bingo halls” differently than pulltab operations and other minor accessory gambling operations that would take place within a bar or restaurant. Staff and the City Attorney have prepared a draft ordinance that would do the following:

- Expand the definition of a “local” nonprofit organization to include a nonprofit organization that leases at least 5,000 square feet of space for a dedicated bingo hall.
- Allow a bingo hall that occupies at least 5,000 square feet of dedicated space in a commercial district to conduct lawful gambling activities without needing an on-sale liquor license.

Discussion

City Staff is supportive of the bingo hall proposal, and the Police Department has expressed that they do not have any public safety concerns about a bingo hall operating in the Southview Shopping Center. Bingo halls are very popular with senior citizens and are not known for drawing a rowdy crowd or generating nuisance impacts. The project will require a conditional use permit, and the City can attach “conditions of approval” related to noise and customer conduct to ensure that the bingo hall does not become a public nuisance at any point in the future. The conditional use permit can be revoked if any conditions of approval are violated.

City Staff does not view it as a “red flag” that AMVETS Post 1 wants to operate a bingo hall without alcohol sales in a leased space. However, the Applicant cannot move forward without the City Council approving an ordinance amendment, so it is up to the City Council to decide if either of the code changes are unacceptable. If the City Council feels strongly that lawful gambling must involve alcohol or feels strongly that lawful gambling must be conducted by a nonprofit that meets in town or buys a building in town, then the proposed ordinance amendment should be abandoned without implementation.

AMVETS Post 1 has stated that they have no problem satisfying the lawful gambling ordinance

if the two changes are made. They already donate substantial funds to Neighbors Inc. and they are committed to ensuring that at least 55% of the funds that they donate are spent within SSP's designated trade area (South St. Paul, West. St. Paul, Inver Grove Heights, and Newport). AMVETS Post 1 has submitted a conditional use permit application which is tentatively scheduled for review by the Planning Commission at their April 1st meeting. They will withdraw their conditional use permit application if the City Council is not willing to consider amending the lawful gambling ordinance. If the City Council is willing to consider amending the ordinance, City Staff will bring forward the ordinance for a 1st reading at one of the next two regular meetings. The 2nd reading would then be scheduled for the April 20th meeting, so the City Council can make a final decision on the ordinance amendment at the same time that they are holding a final vote on the conditional use permit.

DIRECTION NEEDED

The Applicant is hoping that the City Council will reach a preliminary consensus about whether they are open to amending the lawful gambling ordinance. If the City Council is not open to amending the ordinance, the Applicant will withdraw their conditional use permit application and start looking at different relocation options for the West St. Paul Bingo Palace.

LINKS

[League of Minnesota Cities' Memo on Minnesota's Lawful Gambling Laws](#)

[West St. Paul Bingo Palace's Website](#)

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Interior Photographs of West St. Paul Bingo Palace
3. Existing Lawful Gambling Ordinance
4. Proposed Ordinance Amendment

**ATTACHMENT 1
SITE LOCATION MAP**



Proposed Bingo Hall in Vacant Former Family Dollar Space (1209 Southview Boulevard)

ATTACHMENT 2
INTERIOR PHOTOGRAPHS OF WEST ST. PAUL BINGO PALACE





ATTACHMENT 3 EXISTING LAWFUL GAMBLING ORDINANCE

Chapter 11 LAWFUL GAMBLING

Sec. 11-1. Adoption of state law by reference.

The provisions of Minn. Stat. ch. 349, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, provisions relating to sales, and all other matters pertaining to lawful gambling are hereby adopted by reference and are made a part of this chapter as if set out in full. It is the intention of the 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 chapter was adopted.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-2. City may be more restrictive than state law.

The council is authorized by the provisions of Minn. Stat. § 349.213, as it may be amended from time to time, to impose, and has imposed in this chapter, additional restrictions on gambling within its limits beyond those contained in Minn. Stat. ch. 349, as it may be amended from time to time.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-3. Purpose.

The purpose of this chapter is to regulate lawful gambling within the City of South St. Paul, to prevent its commercialization, to insure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-4. 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 chapter:

- (1) *Board.* The State of Minnesota Gambling Control Board.
- (2) *Licensed organization.* An organization licensed by the board.
- (3) *Local organization.* An organization defined by Minn. Stat. § 349.12 that also meets the following criteria:
 - a. The organization has at least 15 active members at the time of its initial license application; and
 - b. The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two years immediately preceding the application for a license; or
 - c. The organization owns real estate within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or

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- d. The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two years immediately preceding application for a license.

- (4) *Trade area.* The cities of South St. Paul, Inver Grove Heights, Newport, St. Paul and West St. Paul, Minnesota.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-5. Applicability.

This chapter shall be construed to regulate all forms of lawful gambling within the city except:

- (1) Bingo conducted within a nursing home or a senior citizen housing project or by a senior citizen organization if the prizes for a single bingo game do not exceed \$10.00, total prizes awarded at a single bingo occasion do not exceed \$200.00, no more than two bingo occasions are held by the organization or at the facility each week, only members of the organization or residents of the nursing home or housing project are allowed to play in a bingo game, no compensation is paid for any persons who conduct the bingo, and a manager is appointed to supervise the bingo.
- (2) Raffles if the value of all prizes awarded by the organization in a calendar year does not exceed \$1,500.00.
- (3) Lawful gambling that is exempt from licensure pursuant to Minn. Stat. § 349.166.

Notwithstanding the preceding, licensed organizations must submit their excluded and exempted permit applications, including LG220 and LG240B, as appropriate, to the city for approval of any excluded or exempted lawful gambling.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-6. Lawful gambling permitted.

Lawful gambling is permitted within the city provided it is conducted in accordance with Minn. Stats. §§ 609.75—609.763, inclusive, as they may be amended from time to time; Minn. Stats. §§ 349.11—349.23, inclusive, as they may be amended from time to time; and this chapter.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-7. Council approval.

Lawful gambling authorized by Minn. Stats. §§ 349.11—349.23, inclusive, as they may be amended from time to time, requiring local approval shall not be conducted unless approved by the council, subject to the provisions of this chapter and state law.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-8. Application and local approval of premises permits.

- (a) *Eligibility for a premises permit.* A premises permit may only be issued if:

- (1) The premises is an on-sale liquor establishment;
- (2) No premises permit currently exists for the premises;

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- (3) The organization does not already hold a premises permit or the organization holds only one other premises permit within the city;
 - (4) The organization that will conduct the lawful gambling is eligible for an organization license from the board.
- (b) *Process.*
- (1) *Application.* Any organization seeking to obtain a premises permit from the board shall file with the clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the board. The organization shall pay the city a \$250.00 investigation fee. This fee shall be refunded if the application is withdrawn before the investigation is commenced.
 - (2) *Background investigation.* Upon receipt of an application for issuance of a premises permit, the clerk shall transmit the application to the police department for review and recommendation. The police department shall investigate the matter and make the review and recommendation to the council as soon as possible, but in no event later than 45 days following receipt of the notification by the city. The council shall receive the police department's report and consider the application within 45 days of the date the application was submitted to the clerk.
 - (3) *Approval or denial of application.* The applicant shall be notified in writing of the date on which the council will consider the recommendation. The council shall, by resolution, approve or disapprove the application within 60 days of receipt of the application.
- (c) *Grounds for ineligibility.* The council shall deny an application for issuance of a premises permit for any of the following reasons:
- (1) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three years.
 - (2) The organization already holds two premises permits within the city.
 - (3) The premises for which a premises permit is sought is not an on-sale liquor establishment.
 - (4) The organization that will conduct the lawful gambling is ineligible for an organizational license from the board.
 - (5) There is already one licensed organization permitted to conduct lawful gambling activities at the premises.
 - (6) Failure of the applicant to pay the investigation fee provided by this section within the prescribed time limit.
 - (7) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.
- (d) The council is without authority to compel the owner of an on-sale liquor establishment to renew a premises permit.
- (Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-9. Priority in approval process.

It is anticipated that there may be more than one organization applying for a premises permit at a single on-sale liquor establishment. Therefore, the following criteria, in the order listed, prioritize and determine the approval for the one available premises permit:

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- (1) If there are two or more applications, then a local organization will be preferred over an organization that does not meet the definition of local organization. Because of the nuisance prone nature of gambling, compared to other licensing or permitting activities within the city, the city prefers that the organization have a local connection so as to facilitate investigation of applicants and the investigation and arrest of violators. Where two or more organizations seek to have a premises permit at the same on-sale liquor establishment, the organizations that meets the definition of local organization will be preferred over an organization that does not meet the definition.
 - (2) If two or more nonlocal organizations seek approval, the council will approve the organization which applied first.
 - (3) If three or more local organizations seek approval, the council will approve the organization which applied first.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-10. Inspections.

- (a) All licensed organizations are deemed to have consented to inspection of the licensed or permitted premises by the city.
- (b) Authorized employees or agents of the city may inspect, at any reasonable time without notice or search warrant, all records, including gambling accounts and other bank records, required by the board to be maintained and preserved.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-11. License and permit display.

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

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-12. Notification of material changes to application.

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

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-13. Designated trade area.

- (a) During the calendar year, each licensed organization within the city having a premises permit within the city shall expend 55 percent lawful purpose expenditures on lawful purposes conducted within the city's trade area.
- (b) This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premises within the city's jurisdiction.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-14. Records and reporting.

- (a) Licensed organizations shall file with the clerk one copy of all records and reports required to be filed with the board, pursuant to Minn. Stat. ch. 349, as it may be amended from time to time, and rules adopted pursuant thereto, as they may be amended from time to time. The records and reports shall be filed on or before the day they are required to be filed with the board.
- (b) Licensed organizations shall file an annual report with the city proving compliance with the trade area spending requirements imposed by section 11-13. Such report proving compliance with trade area spending requirements shall be made on a form prescribed by the city. The report shall be submitted within 60 days of June 30 and shall report proceeds received during the calendar year.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-15. Hours of operation.

Lawful gambling shall not be conducted between 2:00 a.m. and 8:00 a.m. on any day of the week.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-16. Penalty.

- (a) In addition to criminal prosecution for violation of this chapter; Minn. Stats. §§ 609.75—609.763, inclusive, as they may be amended from time to time; or Minn. Stats. §§ 349.11—349.21, as they may be amended from time to time or any rules promulgated under those sections, as they may be amended from time to time, the council may report violations to the board and may recommend suspension, revocation, or cancellation of an organization's license.
- (b) The council may suspend or revoke its approval for a premises permit for any reason that the board may revoke a premises permit or for violation of this chapter.
- (c) Prior to recommending suspension, revocation, or cancellation of an organization's license to the board and prior to suspending or revoking its approval for a premise permit, the council must provide the organization a hearing before the council in accordance with subsection 18-31(b).

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-17. Severability.

If any provision of this chapter is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

(Ord. No. 1232, § 1, 9-20-2010)

**ATTACHMENT 4
PROPOSED ORDINANCE AMENDMENT**

**City of South St. Paul
Dakota County, Minnesota**

Ordinance No. 14XX

**AN ORDINANCE AMENDMENT UPDATING THE LAWFUL GAMBLING
ORDINANCE TO ALLOW BINGO HALLS THAT ARE NOT ACCESSORY TO AN ON-
SALE LIQUOR ESTABLISHMENT**

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 11-4 is hereby amended as follows:

Sec. 11-4. 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 chapter:

- (1) *Board.* The State of Minnesota Gambling Control Board.
- (2) *Licensed organization.* An organization licensed by the board.
- (3) *Local organization.* An organization defined by Minn. Stat. § 349.12 that also meets the following criteria:
 - a. The organization has at least 15 active members at the time of its initial license application; and
 - b. The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two years immediately preceding the application for a license; or
 - c. The organization owns real estate within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or
 - d. The organization leases real estate within the city for a bingo hall that is at least 5,000 square feet in size and the lawful gambling is conducted within that space;
or
 - e. The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two years immediately preceding application for a license.
- (4) *Trade area.* The cities of South St. Paul, Inver Grove Heights, Newport, St. Paul and West St. Paul, Minnesota.

SECTION 2. AMENDMENT. South St. Paul City Code Section 11-8 is hereby amended as follows:

Sec. 11-8. Application and local approval of premises permits.

(a) *Eligibility for a premises permit.* A premises permit may only be issued if:

- (1) The premises is one of the following: ~~an on-sale liquor establishment~~
 - a. An on-sale liquor establishment; or
 - b. A bingo hall operating in a commercial district in a dedicated space that is at least 5,000 square feet in size.
- (2) No premises permit currently exists for the premises;
- (3) The organization does not already hold a premises permit or the organization holds only one other premises permit within the city;
- (4) The organization that will conduct the lawful gambling is eligible for an organization license from the board.

(b) *Process.*

- (1) *Application.* Any organization seeking to obtain a premises permit from the board shall file with the clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the board. The organization shall pay the city a \$250.00 investigation fee. This fee shall be refunded if the application is withdrawn before the investigation is commenced.
- (2) *Background investigation.* Upon receipt of an application for issuance of a premises permit, the clerk shall transmit the application to the police department for review and recommendation. The police department shall investigate the matter and make the review and recommendation to the council as soon as possible, but in no event later than 45 days following receipt of the notification by the city. The council shall receive the police department's report and consider the application within 45 days of the date the application was submitted to the clerk.
- (3) *Approval or denial of application.* The applicant shall be notified in writing of the date on which the council will consider the recommendation. The council shall, by resolution, approve or disapprove the application within 60 days of receipt of the application.

(c) *Grounds for ineligibility.* The council shall deny an application for issuance of a premises permit for any of the following reasons:

- (1) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three years.
- (2) The organization already holds two premises permits within the city.

- (3) The premises for which a premises permit is sought is not an on-sale liquor establishment or a bingo hall that meets the requirements of Section 11-8(a)(1).
 - (4) The organization that will conduct the lawful gambling is ineligible for an organizational license from the board.
 - (5) There is already one licensed organization permitted to conduct lawful gambling activities at the premises.
 - (6) Failure of the applicant to pay the investigation fee provided by this section within the prescribed time limit.
 - (7) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.
- (d) The council is without authority to compel the owner of an on-sale liquor establishment to renew a premises permit.
- (Ord. No. 1232, § 1, 9-20-2010)

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance updates the rules for lawful gambling to allow bingo halls that are not part of an establishment with an on-sale liquor license.

SECTION 4. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk



WORK SESSION AGENDA REPORT

DATE: March 9, 2026
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 2.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Draft Boards and Commissions Policy

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

- Review and discuss a Draft Boards and Commissions Policy.
- Provide feedback to staff, including any direction as to whether the Policy should be presented for formal consideration at a future City Council meeting.

OVERVIEW

At its March 31, 2025 Worksession, the City Council reviewed and discussed the City's existing Standards of Conduct Policy. Through this review Council found that the policy was a solid foundation for paid City Staff and elected Council Members, but lacked clear guidance and applicability to the City's volunteer Boards and Commissions. Council encouraged Staff to contemplate and return with a policy that would provide for a clear framework within which Council-appointed Boards and Commissions could serve the community. As we recently undertook the annual board and commission appointment process, Staff felt it timely to present the attached policy for discussion, consideration, and potential integration into the City's policy structure.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. DRAFT Boards-Commissions Policy (Mar 2026)

 City of South St. Paul ADMINISTRATIVE POLICIES AND PROCEDURES	City Administrator Approval:
	City Council Approval: Issue Date: Revised Date:
SUBJECT: BOARDS, COMMISSIONS, AND ADVISORY COMMITTEES	

I. OVERVIEW

The City of South St. Paul values the contributions of residents who volunteer to serve on City boards, commissions, and advisory committees. These bodies provide community perspective and subject-matter input that assists the City Council in evaluating policies, programs, and community needs.

II. POLICY

Roles and Responsibilities

Boards and commissions may be assigned responsibilities including:

- Reviewing matters referred by the City Council
- Conducting research or fact-finding
- Providing recommendations on policies, plans, or programs
- Conducting public hearings when required by law
- Providing community perspective on City issues

Boards and commissions do not direct City operations or supervise City employees.

Open Meeting Law

All meetings of boards, commissions, and committees must comply with the Minnesota Open Meeting Law (Minn. Stat. §13D).

Meetings must:

- Be open to the public
- Be properly noticed
- Conduct deliberation and decision-making in a public setting

Members should avoid discussing, or communicating in any way (group email, group text messages, social media, etc.) City business outside a properly noticed meeting in a manner that could violate the Open Meeting Law.

Organization and Meetings

Officers

Each board or commission shall elect a Chair and Vice Chair. Officers are typically elected annually.

Meetings

Meeting times and locations shall be established by each board or commission consistent with City meeting policies.

A quorum consists of a majority of currently appointed members.

Meetings shall generally follow standard parliamentary procedures such as Robert's Rules of Order unless otherwise provided by ordinance or bylaws.

Attendance

Members are expected to attend meetings regularly and participate in the work of the board or commission.

Members who miss:

- Three consecutive meetings, or
- More than twenty-five percent (25%) of meetings in a twelve-month period may be referred to the City Council for possible removal.

Respectful Meeting Conduct

Members shall conduct themselves in a respectful and professional manner during meetings.

Members should:

- Allow all participants the opportunity to speak
- Avoid personal attacks or disruptive behavior
- Follow the direction of the Chair to maintain orderly meetings
- Focus discussion on policy issues and applicable standards

Minutes and Records

Minutes shall be prepared for all meetings and must include the date, members present, motions and votes, and a summary of actions taken.

Approved minutes shall be maintained in accordance with the City's records retention policies.

Staff Support

Each board or commission will be assigned a Staff Liaison.

The Staff Liaison typically prepares meeting materials, provides professional analysis, coordinates agendas and minutes, and communicates requests between the commission and City administration.

City employees are supervised by the City Administrator. Boards and commissions do not direct staff work outside the staff liaison process.

Council Liaison

The City Council may designate one or more Council members to serve as a Council Liaison to a board or commission to facilitate communication between the advisory body and the City Council.

Communications

Recommendations requiring City Council action should be communicated through the Staff Liaison and City Administrator.

Members should avoid representing personal views as the official position of the City unless the City Council has formally adopted that position.

Orientation and Training

Newly appointed members will receive orientation materials describing responsibilities of the body, meeting procedures, Open Meeting Law requirements, and ethical responsibilities of public officials.

Ethics and Standards of Conduct

Members shall:

- Perform their duties in a manner that promotes public trust in City government
- Treat fellow members, staff, applicants, and members of the public with respect
- Disclose potential conflicts of interest and refrain from participating when conflicts exist
- Avoid accepting gifts or favors from individuals or organizations with business before the City
- Avoid using their position for personal or financial gain
- Avoid using nonpublic information obtained through service for personal advantage

Quasi-Judicial Proceedings

Certain boards such as the Planning Commission may act in a quasi-judicial capacity when applying established standards to individual cases.

Members shall:

- Approach each case with an open and impartial mind
- Base decisions only on information presented at the public meeting
- Avoid discussing pending cases outside the meeting
- Disclose any off-record contacts related to the matter
- Recuse themselves when conflicts or bias exist

Removal or Discipline of Members

Members serve at the pleasure of the City Council.

If concerns arise regarding attendance, conduct, or compliance with City policies, the City Council may take appropriate action including counseling, warning, or removal from the board or commission consistent with City procedures.

Expenditures

Boards and commissions may incur expenditures only within budgets approved by the City Council. Any additional expenditures require prior approval from the City Council.

III. RATIONALE

The purpose of this policy is to establish consistent expectations regarding the organization, operation, and communication practices of boards and commissions established by the City Council.

IV. PROCEDURE

This policy applies to all boards, commissions, and advisory committees created by the South St. Paul City Council unless otherwise specified by City ordinance or state law.

V. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

Boards and commissions operate under the authority of the City Council.

Unless otherwise established by ordinance or statute:

- Boards and commissions serve in an advisory capacity.
- Recommendations of a board or commission do not constitute official City policy unless adopted by the City Council.
- The City Council retains authority to establish, modify, or dissolve boards and commissions and appoint members to them.

Appendix A

Board and Commission Member Acknowledgement Form

This acknowledgement confirms that I have received and reviewed the City of South St. Paul Boards, Commissions, and Advisory Committees Administrative Policy.

I understand the expectations described in the policy, including requirements related to:

- The advisory role of boards and commissions
- Compliance with the Minnesota Open Meeting Law
- Ethical conduct and conflicts of interest
- Respectful meeting conduct
- Quasi-judicial responsibilities when applicable
- Attendance and participation expectations

I agree to perform my duties in a manner that promotes public trust and supports effective and respectful public meetings.

I understand that board and commission members serve at the pleasure of the City Council and may be removed consistent with City policy and applicable law.

Name (Printed): _____

Board / Commission: _____

Signature: _____

Date: _____