

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, MARCH 10, 2026, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individuals present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**

10:05 Mike Flaagan – County Engineer
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**
- 11. Adjournment**

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
FEBRUARY 24, 2026 – 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, February 24, 2026, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, Dave Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by Chairman Sorenson, and the Pledge of Allegiance was recited.

The Chairman asked if there were any amendments to the agenda. Hearing none, there was a motion by Commissioner Peterson, seconded by Commissioner Sourdif, to approve the agenda as written. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Peterson, to approve the County Board minutes of February 10, 2026, with two minor changes as detailed by the County Coordinator. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sourdif, to approve the Human Services warrants totaling \$244,520.52 and the following Commissioner warrants. Motion carried.

County Revenue	\$144,324.92
Road & Bridge	\$184,230.38
Solid Waste	\$ 4,668.50
Ditch Funds	\$ 531.39

Meal reimbursements and per diems in the amount of \$11.79 were also approved.

Julie Sjostrand – Human Services Director

County Coordinator Kevin Erickson presented the consent agenda from the February 17, 2026, Human Service Committee meeting on behalf of Ms. Sjostrand, who was unable to attend the Board meeting. On a motion by Commissioner Lawrence and seconded by Commissioner Nelson, the following recommendations of the Pennington County Human Service Committee for February 17, 2026 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the January 20, 2026, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2024- 2025 Child Welfare opiate allocation-agency plan as presented.

B. To approve a letter of Notice of Termination for Pennington County Human Services to Alluma, Inc. as presented.

SECTION B

I. To approve payment of the Agency's bills.

Mike Flaagan – County Engineer

Engineer Flaagan discussed a resolution regarding a proposed speed limit study on CSAH 27 and CSAH 28. The current speed limit is set at 55 mph and Polk and Marshall Counties have expressed interest to increase the speed to 60 mph. The following resolution was introduced by Commissioner Peterson, seconded by Commissioner Sourdif, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, County State Aid Highway 27 from the Polk/Pennington County line to MN State Highway 1 and County State Aid Highway 28 from MN State Highway 1 to Pennington/Marshall County line has a speed limit of 55 mph as per MN Statute 169.14.

WHEREAS, State Statutes and the MN Department of Transportation regulation govern speed zoning on local roads.

WHEREAS, Pennington County believes the speed limits on the County State Aid Highways 27 and 28 should be increased to 60 mph from the Polk/Pennington County line to the Pennington/Marshall County line.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Pennington County that the MN Department of Transportation restudy the posted limits of CSAH 27 and CSAH 28.

Engineer Flaagan displayed the Purple Wave online auction listing for the used county plow truck (Unit 310) that is for sale. He noted that similar trucks are selling on the site for \$25,000-\$30,000.

Engineer Flaagan stated that he and several other area engineers will be meeting with Northland Community and Technical College to discuss a Civil Engineer Technician program.

Mr. Flaagan displayed the Pennington County website and links under the Highway Department that provide information related to the section corner monument project. He also displayed a county map of the ditch benefit areas and noted that many benefit areas overlap each other, meaning there is more work to be done regarding ditch benefit determinations.

Engineer Flaagan requested Board permission to attend a National Association of County Engineers (NACE) Annual Conference in Arlington, TX, in April. He noted that he will

not be attending the MN Transportation Conference in 2026. Motioned by Commissioner Sourdif, seconded by Commissioner Lawrence, to authorize the County Engineer to attend the 2026 NACE Conference in Arlington, TX, April 12-15, 2026. Discussion was held with Mr. Flaagan noting that the cost to attend the convention is within his department budget. Hearing no further discussion, the motion was carried. Motion carried.

Seth Vettleson – County Sheriff

Sheriff Vettleson discussed a three-year contract renewal with Guardian RFID (inmate tracking, logging). Current annual pricing is \$9,389 but will reduce to \$8,394 with the renewal. Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a contract renewal with Guardian RFID at an annual cost of \$8,394.00 for a three-year term effective December 2026 – December 2029. Motion carried.

Sheriff Vettleson discussed a squad vehicle declared a total loss in an accident. MCIT has reimbursed \$41,474 and will also reimburse vehicle accessories that could not be salvaged. A replacement Chevrolet Tahoe was located at North Country Chevrolet in Hibbing, MN, for \$53,191.20. Funds budgeted for two new radios in 2026 will be used to pay the price difference. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve the purchase of the new Chevrolet Tahoe from North County Chevrolet GMC in Hibbing, MN, at a quoted price of \$53,191.20. Motion carried.

Sheriff Vettleson informed the Board that ten applications were received for the STS Crew Leader position, and they are planning to interview eight applicants.

County Auditor-Treasurer Items: None.

County Coordinator Items:

Motioned by Commissioner Sourdif, seconded by Commissioner Nelson, to approve issuance of a duplicate warrant to Michael Wojciechowski in the amount of \$22.38 to replace lost warrant #116890 issued on October 2, 2025, without issuance of an indemnifying bond. Motion carried.

Mr. Erickson noted a total of eleven job applications were received for the vacant Custodian I position and five applicants were recently interviewed. The committee is in the process of selection and background check. He will bring a recommendation for hire to the March 10, 2026, Board meeting.

County Attorney Items: None.

Committee Reports/Commissioner Updates:

Commissioner Peterson noted that the AMC Legislative Conference begins March 3, 2026. Commissioners Peterson and Sourdif are scheduled to attend.

Motioned by Commissioner Sourdi, seconded by Commissioner Nelson, to adjourn the Board meeting to March 10, 2026, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

David Sorenson, Chairman
Board of Commissioners

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AUDITOR & MANUAL WARRANTS FEBRUARY 2026

MANUAL WARRANTS

NW MN SERVICE COOP INSURANCE	\$162,843.72
INTER COUNTY NURSING	\$2,845.16
INTER COUNTY NURSING	\$19,347.44
INTER COUNTY NURSING	\$2,629.94
INTER COUNTY NURSING	\$992.47
PERA	\$126,187.46
MN DEPT OF REVENUE	\$31,845.98
MN DEPT OF REVENUE	\$17,181.84
MN DEPT OF REVENUE	\$174.00
MN DEPT OF REVENUE	\$285.06
COMMISSIONER OF REVENUE	\$468.14
INTERNAL REVENUE SERVICE	\$168,032.28
WEX	\$5,827.26
WEX	\$2,588.57
BPA	\$1,651.97
MN DEPT OF NATURAL RES	\$39.00
NET PAY - REVENUE	\$277,324.74
NET PAY - HIGHWAY	\$68,161.34
NET PAY - WELFARE	\$137,884.64
NET PAY - ICN	\$39,881.02
MISC - ICN	\$11,641.25
TOTAL	\$1,077,833.28

AUDITOR WARRANTS

February 5, 2026	\$130,693.89
February 6, 2026	\$15,541.21
February 12, 2026	\$300,928.00
February 12, 2026	\$5,949.97
February 13, 2026	\$26,319.66
February 20, 2026	\$27,045.36
February 20, 2026	\$1,076.37
February 27, 2026	\$37,791.60
TOTAL	<u>\$545,346.06</u>

GRAND TOTAL \$1,623,179.34

Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
108	1011 ACE HARDWARE 01-251-000-0000-6300		11.98	HOSE REPAIR - JAIL WASHING MAC	202753	REPAIRS & MAINTENANCE	N
	1011 ACE HARDWARE		11.98	1 Transactions			
8	1347 Amazon Capital Services 01-041-000-0000-6401		35.95	POWER STRIP SURGE PROTECTOR	17VG-ML3J-3QJR	SUPPLIES - AUDITOR	N
110	01-255-000-0000-6405		58.89	CIRCUIT BREAKER LOCKOUT KIT	1HKH-H1Y9-4LLD	GENERAL SUPPLIES - S.T.S.	N
111	01-259-000-0000-6801		46.00	PROGRAMMING CARDS	1K1M-CVRK-LH4V	MISCELLANEOUS EXPENSE - CANTI	N
109	01-255-000-0000-6405		57.99	CIRCUIT BREAKER FINDER KIT	1LFF-3HMN-4R19	GENERAL SUPPLIES - S.T.S.	N
34	01-003-000-0000-6401		29.95	POWER STRIP SURGE PROTECTOR	1NPK-T19N-GGGY	SUPPLIES - BOARD	N
35	01-111-000-0000-6300		61.99	LOCKOUT TAGOUT KIT	1NPK-T19N-GGGY	REPAIRS & MAINTENANCE	N
	1347 Amazon Capital Services		290.77	6 Transactions			
112	1364 AUTO VALUE 01-201-000-0000-6304		71.60	ON BOARD BATTERY CHARGER-DURAN	9734059	REPAIR & MAINTENANCE - SQUADS	N
	1364 AUTO VALUE		71.60	1 Transactions			
3	2050 BREDESON SUPPLY 01-601-000-0000-6401		33.93	OFFICE SUPPLIES	214492	SUPPLIES - EXTENSION	N
	2050 BREDESON SUPPLY		33.93	1 Transactions			
10	3306 CITY OF THIEF RIVER FALLS 01-221-000-0000-6262		14,150.15	TASK FORCE OFFICER REIMBURSEME	INV01712	OTHER SERVICES	N
	3306 CITY OF THIEF RIVER FALLS		14,150.15	1 Transactions			
13	3311 COLE PAPERS, INC. 01-111-000-0000-6403		179.40	METERED AEROSOL DISPENSER	10692421	JANITORIAL SUPPLIES - COURTHOL	N
14	01-111-000-0000-6403		55.46	AEROSOL AIR FRESHENERS	10692421	JANITORIAL SUPPLIES - COURTHOL	N
15	01-111-000-0000-6403		7.00	PROCESSING FEE	10692421	JANITORIAL SUPPLIES - COURTHOL	N
137	01-111-000-0000-6403		454.96	ICE MELT - GC	10693331	JANITORIAL SUPPLIES - COURTHOL	N
138	01-218-000-0000-6403		454.97	ICE MELT - JC	10693331	JANITORIAL SUPPLIES	N
	3311 COLE PAPERS, INC.		1,151.79	5 Transactions			
36	6006 FARMERS UNION OIL 01-290-000-0000-6560		47.08	FEB 2026 COUNTY VEHICLE FUEL	ACCT #697477	Gas & Diesel	N
	6006 FARMERS UNION OIL		47.08	1 Transactions			
139	6305 FLAAGAN/JODI 01-013-000-0000-6853		1,522.50	43.5 HRS@\$35/HR TZD GRANT	FEB 2026	TOWARD ZERO DEATH GRANT	Y

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
6305	FLAAGAN/JODI		1,522.50		1 Transactions		
31	7070 GRAND FORKS COUNTY SHERIFF'S OFFICE						
	01-091-000-0000-6261		70.00	SUBPOENA SERVICE 57-CR-23-503	80494	CONSULTING & LEGAL SERVICES-A	N
	7070 GRAND FORKS COUNTY SHERIFF'S OFFICE		70.00		1 Transactions		
24	8330 HALLIE FISCHER ATTORNEY AT LAW						
	01-011-000-0000-6261		1,657.50	ATTORNEY FEES 57-PR-13-894	30102	COURT APPOINTED ATTORNEYS	Y
25	01-011-000-0000-6261		127.50	ATTORNEY FEES 57-PR-25-774	30102	COURT APPOINTED ATTORNEYS	Y
26	01-011-000-0000-6261		127.50	ATTORNEY FEES 57-PR-26-114	30102	COURT APPOINTED ATTORNEYS	Y
27	01-011-000-0000-6261		127.50	ATTORNEY FEES 57-PR-22-186	30102	COURT APPOINTED ATTORNEYS	Y
28	01-011-000-0000-6261		807.50	ATTORNEY FEES 57-PR-25-593	30102	COURT APPOINTED ATTORNEYS	Y
	8330 HALLIE FISCHER ATTORNEY AT LAW		2,847.50		5 Transactions		
113	8331 HARDWARE HANK						
	01-201-000-0000-6304		7.99	OIL-1306	34040471	REPAIR & MAINTENANCE - SQUADS	N
	8331 HARDWARE HANK		7.99		1 Transactions		
116	3407 HARRIS MOUNTAIN WEST DBA CLIMATE C						
	01-218-000-0000-6300		162.50	RTU-2 SERVICE	SR000109034	REPAIRS & MAINTENANCE	N
115	01-218-000-0000-6300		130.00	RTU-3 SERVICE	SR000109041	REPAIRS & MAINTENANCE	N
114	01-218-000-0000-6300		12,900.00	2026 SITE VISITS/TECH SUPPORT	SR000109948	REPAIRS & MAINTENANCE	N
	3407 HARRIS MOUNTAIN WEST DBA CLIMATE C		13,192.50		3 Transactions		
11	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC						
	01-041-000-0000-6262		2,336.00	2025 AUDIT BILL #1		OTHER SERVICES-AUDITOR	N
	8412 HOFFMAN, PHILIPP, & MARTELL, PLLC		2,336.00		1 Transactions		
32	8500 HUDSON ELECTRIC, LLC						
	01-111-000-0000-6300		1,450.00	REPLACE LIGHTS/SWITCH-RECORDER	4146	REPAIRS & MAINTENANCE	N
	8500 HUDSON ELECTRIC, LLC		1,450.00		1 Transactions		
5	10418 JOHNSON CONTROLS FIRE PROTECTION L						
	01-111-000-0000-6300		538.63	ANNUAL MONITORING	25171760	REPAIRS & MAINTENANCE	N
	10418 JOHNSON CONTROLS FIRE PROTECTION L		538.63		1 Transactions		
136	12323 LAWRENCE/BRUCE						
	01-003-000-0000-6330		59.45	JANUARY MILEAGE - 82 MILES		TRAVEL & EXPENSE	N
	12323 LAWRENCE/BRUCE		59.45		1 Transactions		

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13498 MARCO TECHNOLOGIES LLC							
12	01-801-000-0000-6301		198.79	EQ1019556 MAINTENANCE AGREEMEN	INV14926642	MAINTENANCE AGREEMENT	N
7	01-101-000-0000-6301		25.00	EQ442257 MAINTENANCE AGREEMENT	INV14938943	MAINTENANCE AGREEMENT	N
29	01-091-000-0000-6301		141.74	EQ767167 MAINTENANCE	INV14947253	MAINTENANCE AGREEMENT	N
			365.53	3 Transactions			
13322 MINNESOTA STATE TREASURER							
132	01-101-000-0000-6825		400.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - REC	N
135	01-101-000-0000-6827		1,291.50	RECORDER & REGISTRAR'S FEES		STATE SURCHARGES	N
131	01-101-000-0000-6829		246.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECC	N
133	01-101-000-0000-6831		856.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE	N
134	01-101-000-0000-6848		820.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE	N
			3,613.50	5 Transactions			
14440 NORTHDAL OIL INC.							
117	01-201-000-0000-6560		1,261.51	FUEL-SQUADS/FEBRUARY	90037	GAS & DIESEL	N
			1,261.51	1 Transactions			
14033 NORTHERN STATE BANK							
1	01-132-000-0000-6401		160.41	CHECKS - DMV	ORDER #205804494	SUPPLIES - MOTOR VEHICLE	N
			160.41	1 Transactions			
15323 OFFICE DEPOT							
19	01-041-000-0000-6401		75.35	HP414A TONER - LF	448820024001	SUPPLIES - AUDITOR	N
20	01-270-000-0000-6401		34.14	SECURITY ENVELOPES	448820024001	SUPPLIES - CRIME	N
21	01-270-000-0000-6401		7.14	MANILA FOLDERS	448820024001	SUPPLIES - CRIME	N
22	01-270-000-0000-6401		7.86	BINDER CLIPS	448820024001	SUPPLIES - CRIME	N
16	01-801-000-0000-6401		11.68	STAPLES	448820024001	SUPPLIES-UNALLOCATED	N
17	01-801-000-0000-6401		9.04	9 X 12 ENVELOPES	448820024001	SUPPLIES-UNALLOCATED	N
18	01-801-000-0000-6401		3.44	RUBBER BANDS	448820024001	SUPPLIES-UNALLOCATED	N
23	01-270-000-0000-6401		22.89	BROCHURE HOLDERS	458843708001	SUPPLIES - CRIME	N
			171.54	8 Transactions			
15329 OIL BOYZ EXPRESS LUBE INC							
120	01-201-000-0000-6304		84.37	OIL CHANGE/SERVICE CHARGER	24960	REPAIR & MAINTENANCE - SQUADS	N
118	01-201-000-0000-6304		92.91	OIL CHANGE/SERVICE #03	25083	REPAIR & MAINTENANCE - SQUADS	N
119	01-201-000-0000-6304		15.84	AIR FILTER #05	25106	REPAIR & MAINTENANCE - SQUADS	N
			193.12	3 Transactions			
16359 PENNINGTON COUNTY CRIME VICTIM							

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1 County Revenue

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
33	01-272-000-0000-6262		CHECK FOR GIFT CARD PURCHASES		Other Services	N
16359	PENNINGTON COUNTY CRIME VICTIM		300.00	1 Transactions		
16362	PETERSON/NEIL					
129	01-003-000-0000-6330		FEB MILEAGE - 78 MILES		TRAVEL & EXPENSE	N
16362	PETERSON/NEIL		56.55	1 Transactions		
16448	PREMIUM WATERS, INC.					
130	01-601-000-0000-6401		FEBRUARY WATER BILL	176888	SUPPLIES - EXTENSION	N
123	01-251-000-0000-6801		WATER (8) BOTTLE DEPOSIT	341353300	MISCELLANEOUS EXPENSE - JAIL	N
124	01-220-000-0000-6801		WATER (8) BOTTLE DEPOSIT	341356549	MISCELLANEOUS EXPENSE	N
121	01-220-000-0000-6801		MONTHLY RENTAL/MARCH	341357816	MISCELLANEOUS EXPENSE	N
122	01-251-000-0000-6801		MONTHLY RENTAL/MARCH	341357816	MISCELLANEOUS EXPENSE - JAIL	N
9	01-801-000-0000-6401		WATER - FEB	ACCT # 176590-02-2	SUPPLIES-UNALLOCATED	N
40	01-091-000-0000-6801		FEBRUARY WATER	ACT #176878	MISCELLANEOUS EXPENSE	N
16448	PREMIUM WATERS, INC.		330.43	7 Transactions		
18475	ROLLER/HUNTER					
125	01-201-000-0000-6420		UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
126	01-201-000-0000-6420		UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
18475	ROLLER/HUNTER		240.10	2 Transactions		
18095	ROSEAU COUNTY SHERIFF					
30	01-091-000-0000-6261		SUBPOENA SERVICE 57-CR-23-503	429	CONSULTING & LEGAL SERVICES-A	N
18095	ROSEAU COUNTY SHERIFF		50.00	1 Transactions		
19577	SOURDIF/ROY					
2	01-003-000-0000-6330		FEB MILEAGE - 260 MILES		TRAVEL & EXPENSE	N
19577	SOURDIF/ROY		188.50	1 Transactions		
20027	THE TIMES/CHAMPION MEDIA LLC					
141	01-003-000-0000-6231		PROCEEDINGS OF JAN 6	ACCT #22059265	PUBLISHING - BOARD	N
145	01-003-000-0000-6231		PROCEEDINGS OF JAN 27	ACCT #22059265	PUBLISHING - BOARD	N
146	01-106-000-0000-6231		TIMES - COUNTY ASSESSOR	ACCT #22059265	PUBLISHING - ASSESSOR	N
147	01-106-000-0000-6231		WATCH - COUNTY ASSESSOR	ACCT #22059265	PUBLISHING - ASSESSOR	N
140	01-111-000-0000-6801		TIMES - CUSTODIAN	ACCT #22059265	MISCELLANEOUS EXPENSE	N
142	01-111-000-0000-6801		WATCH - CUSTODIAN	ACCT #22059265	MISCELLANEOUS EXPENSE	N
143	01-111-000-0000-6801		INTERNET JOB PAGE - CUSTODIAN	ACCT #22059265	MISCELLANEOUS EXPENSE	N
144	01-111-000-0000-6801		TIMES - CUSTODIAN	ACCT #22059265	MISCELLANEOUS EXPENSE	N

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
20027	THE TIMES/CHAMPION MEDIA LLC		1,551.01		8 Transactions		
23303	THOMSON REUTERS/WEST PAYMENT CEN'						
38	01-016-000-0000-6242		786.24	FEBRUARY WESTLAW ACCESS- LAW	853273631	SUBSCRIPTIONS - LAW LIBRARY	N
39	01-091-000-0000-6240		1,651.00	FEBRUARY WESTLAW ACCESS-ATTY	853277893	SUBSCRIPTIONS	N
37	01-091-000-0000-6240		104.07	MARCH SUBSCRIPTIONS - ATTY	853347998	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN'		2,541.31		3 Transactions		
20341	TONGEN/ADAM						
127	01-220-000-0000-6420		30.00	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
20341	TONGEN/ADAM		30.00		1 Transactions		
20361	TYLER TECHNOLOGIES, INC						
6	01-102-000-0000-6301		6,563.48	2026 SUPPORT FEE - DOCPRO	CI100-00261335	MAINTENANCE AGREEMENT	N
20361	TYLER TECHNOLOGIES, INC		6,563.48		1 Transactions		
22303	VAREBERG/AMBER						
4	01-106-000-0000-6330		51.48	ASSESSING MILEAGE - 71 MILES	1/28/26-2/23/26	TRAVEL & EXPENSE	N
22303	VAREBERG/AMBER		51.48		1 Transactions		
22336	VETTLESON/SETH						
128	01-201-000-0000-6330		28.75	MEAL REIMBURSMENT - MTG AT CAP	3/3/26	TRAVEL & EXPENSE	N
22336	VETTLESON/SETH		28.75		1 Transactions		
1 Fund Total:			55,479.09	County Revenue		34 Vendors	80 Transactions

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1011	ACE HARDWARE						
106	03-350-000-0000-6564		8.37	SCREWS	202020	EQUIPMENT REPAIR PARTS	N
107	03-350-000-0000-6556		4.59	TOILET BOWL CLEANER	202384	SHOP SUPPLIES	N
1011	ACE HARDWARE		12.96	2 Transactions			
1322	ADVANCED ENGINEERING & ENVIRONMEN						
105	03-330-000-0000-6261		924.00	CREATE GIS MAP FOR DITCHES	109260	CONSULTING & LEGAL SERVICES	N
1322	ADVANCED ENGINEERING & ENVIRONMEN		924.00	1 Transactions			
1364	AUTO VALUE						
97	03-350-000-0000-6556		83.88	MICRO TOWELS, DISCONNECT,PLIER		SHOP SUPPLIES	N
101	03-350-000-0000-6556		145.71	FIX IT PACK ,CLEANER, GLOVES		SHOP SUPPLIES	N
103	03-350-000-0000-6556		31.63	RATCHET		SHOP SUPPLIES	N
96	03-350-000-0000-6564		350.02	PRIMER, FILTERS PLUG COIL		EQUIPMENT REPAIR PARTS	N
98	03-350-000-0000-6564		533.95	CONNECTOR, URETHANE, CLUTCH		EQUIPMENT REPAIR PARTS	N
99	03-350-000-0000-6564		83.23	ACTUATOR, THERMOSTAT		EQUIPMENT REPAIR PARTS	N
100	03-350-000-0000-6564		38.17	WHEEL, STUD, FITTING PLUGS		EQUIPMENT REPAIR PARTS	N
102	03-350-000-0000-6564		22.99	MIRROR		EQUIPMENT REPAIR PARTS	N
104	03-350-000-0000-6564		7.12	FILTER		EQUIPMENT REPAIR PARTS	N
1364	AUTO VALUE		1,296.70	9 Transactions			
3500	COULOMBE CONSULTING						
95	03-330-000-0000-6261		5,250.00	SURVEY CP 57-24-10	260006	CONSULTING & LEGAL SERVICES	Y
3500	COULOMBE CONSULTING		5,250.00	1 Transactions			
5301	EVANS STEEL COMPANY						
92	03-350-000-0000-6556		55.80	CUT OFF WHEEL, GRINDING WHEEL		SHOP SUPPLIES	N
94	03-350-000-0000-6556		42.50	ROUND PIPE		SHOP SUPPLIES	N
93	03-350-000-0000-6564		28.18	PIPE		EQUIPMENT REPAIR PARTS	N
5301	EVANS STEEL COMPANY		126.48	3 Transactions			
6349	FASTENAL COMPANY						
90	03-350-000-0000-6556		48.60	LOCK NUT, CAP SCREW, ELEC TAPE		SHOP SUPPLIES	N
91	03-350-000-0000-6556		425.12	LOCK NUT, CARRIAGE BOLTS		SHOP SUPPLIES	N
6349	FASTENAL COMPANY		473.72	2 Transactions			
6350	FLAAGAN/MIKE						
89	03-320-000-0000-6330		415.54	AIRLINE TICKET-NACE CONVENTION		TRAVEL & EXPENSE	N
6350	FLAAGAN/MIKE		415.54	1 Transactions			

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
6306	FLEET DISTRIBUTING						
85	03-350-000-0000-6556		15.99	GLOVES		SHOP SUPPLIES	N
87	03-350-000-0000-6556		7.18	PAINT MARKER		SHOP SUPPLIES	N
88	03-350-000-0000-6556		18.76	BRUSH WRENCHES		SHOP SUPPLIES	N
84	03-350-000-0000-6564		19.83	BOLTS		EQUIPMENT REPAIR PARTS	N
86	03-350-000-0000-6564		14.43	BOLTS		EQUIPMENT REPAIR PARTS	N
6306	FLEET DISTRIBUTING		76.19		5 Transactions		
6356	FORESTRY SUPPLIERS INC						
83	03-330-000-0000-6631		1,217.22	MAGNETIC LOCATOR	789200-00	FURNITURE & EQUIPMENT	N
6356	FORESTRY SUPPLIERS INC		1,217.22		1 Transactions		
6340	FORKS FREIGHTLINER						
82	03-350-000-0000-6564		27.49	HOSE SHUNTLINE	2444	EQUIPMENT REPAIR PARTS	N
6340	FORKS FREIGHTLINER		27.49		1 Transactions		
6363	FRONTIER PRECISION, INC						
81	03-330-000-0000-6554		66.00	GPS ROD TIP	INV335529	ENGINEERING & SURVEYING SUPPI	N
6363	FRONTIER PRECISION, INC		66.00		1 Transactions		
8331	HARDWARE HANK						
76	03-350-000-0000-6556		2.78	INSERTS	34038301	SHOP SUPPLIES	N
77	03-350-000-0000-6556		33.99	THREAD LOCKER	34040333	SHOP SUPPLIES	N
78	03-350-000-0000-6556		16.17	RIVETS WASHERS	34040802	SHOP SUPPLIES	N
79	03-350-000-0000-6564		9.17	BUSHING, COUPLING	34040918	EQUIPMENT REPAIR PARTS	N
80	03-350-000-0000-6564		10.98	CLAMPES	34041064	EQUIPMENT REPAIR PARTS	N
8331	HARDWARE HANK		73.09		5 Transactions		
13498	MARCO TECHNOLOGIES LLC						
75	03-320-000-0000-6301		55.51	COPY MACHINE-MARCH-HWY DEPT	INV14957926	MAINTENANCE AGREEMENT	N
13498	MARCO TECHNOLOGIES LLC		55.51		1 Transactions		
14324	NAPA AUTO PARTS						
72	03-350-000-0000-6556		57.14	SOCKETS		SHOP SUPPLIES	N
74	03-350-000-0000-6556		10.67	SERVICE CHARGE		SHOP SUPPLIES	N
71	03-350-000-0000-6564		24.21	THERMOSTAT		EQUIPMENT REPAIR PARTS	N
73	03-350-000-0000-6564		24.98	EXACT		EQUIPMENT REPAIR PARTS	N
14324	NAPA AUTO PARTS		117.00		4 Transactions		
14402	NATIONAL ASSOCIATION OF COUNTY ENG						

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
70	03-320-000-0000-6330		795.00	DELEGATE REGISTRATION	QDNBQKNTLVD	TRAVEL & EXPENSE	N
	14402 NATIONAL ASSOCIATION OF COUNTY ENG		795.00	1 Transactions			
44	03-350-000-0000-6564		124.00	FIX 4 WHEEL DRIVE		EQUIPMENT REPAIR PARTS	N
	20379 NEIGHBORS FORD/THIEF RIVER FORD		124.00	1 Transactions			
65	03-350-000-0000-6564		84.36	SEAL, CUP		EQUIPMENT REPAIR PARTS	N
66	03-350-000-0000-6564		57.09	VENT PLUG ASSEMBLY		EQUIPMENT REPAIR PARTS	N
67	03-350-000-0000-6564		209.00	OIL		EQUIPMENT REPAIR PARTS	N
68	03-350-000-0000-6564		82.54	FLOOD LIGHT		EQUIPMENT REPAIR PARTS	N
69	03-350-000-0000-6564		79.38	TEFLON TAPE, CONE CUP		EQUIPMENT REPAIR PARTS	N
	14316 NELSON EQUIPMENT OF TRF INC		512.37	5 Transactions			
63	03-350-000-0000-6560		1,843.83	GAS & DIESEL		GAS & DIESEL	N
64	03-350-000-0000-6560		621.76	GAS & DIESEL		GAS & DIESEL	N
	14440 NORTHDALE OIL INC.		2,465.59	2 Transactions			
60	03-350-000-0000-6556		13.11	ORING	T349920	SHOP SUPPLIES	N
61	03-350-000-0000-6556		8.64	ORING	T350040	SHOP SUPPLIES	N
62	03-350-000-0000-6564		101.93	BUSHING, COUPLER	T350221	EQUIPMENT REPAIR PARTS	N
	14312 NORTHWEST POWER SYSTEMS		123.68	3 Transactions			
59	03-350-000-0000-6556		28.76	DECKING, SCREWS	2602-197493	SHOP SUPPLIES	N
	14483 NORTHWOODS LUMBER CO		28.76	1 Transactions			
58	03-350-000-0000-6564		1,734.00	TIRES	1550037661	EQUIPMENT REPAIR PARTS	N
	16460 POMP'S TIRE SERVICE, INC		1,734.00	1 Transactions			
57	03-350-000-0000-6564		22.60	SHIPPING DEVICE FOR PICKUP	IN200-2011299	EQUIPMENT REPAIR PARTS	N
	16419 PRECISE MRM LLC		22.60	1 Transactions			
56	03-320-000-0000-6401		66.49	WATER - HWY DEPT	ACCT #176896	SUPPLIES	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16448	PREMIUM WATERS, INC.		66.49		1 Transactions		
55	17306 QUALITY FARM SUPPLY, INC. 03-350-000-0000-6562		2,016.00	GREASE		MOTOR OIL & LUBRICANTS	N
	17306 QUALITY FARM SUPPLY, INC.		2,016.00		1 Transactions		
54	18379 RDO Equipment Co. 03-350-000-0000-6562		2,167.20	BULK OIL		MOTOR OIL & LUBRICANTS	N
53	03-350-000-0000-6564		2,487.33	WINDOWS, MIRROR		EQUIPMENT REPAIR PARTS	N
	18379 RDO Equipment Co.		4,654.53		2 Transactions		
51	18106 RED LAKE COUNTY COOP 03-350-000-0000-6418		562.05	PROPANE SHOP 215		PROPANE FOR HEATING SHOPS	N
52	03-350-000-0000-6418		809.99	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS	N
	18106 RED LAKE COUNTY COOP		1,372.04		2 Transactions		
47	18439 ROCKSBURY TRUCK REPAIR 03-350-000-0000-6564		516.37	FIX TIRES		EQUIPMENT REPAIR PARTS	N
48	03-350-000-0000-6564		1,230.74	FIX BRAKES		EQUIPMENT REPAIR PARTS	N
49	03-350-000-0000-6564		421.95	BATTERY		EQUIPMENT REPAIR PARTS	N
50	03-350-000-0000-6564		65.00	TIRE REPAIR		EQUIPMENT REPAIR PARTS	N
	18439 ROCKSBURY TRUCK REPAIR		2,234.06		4 Transactions		
45	19338 STEIGER MFG. CO. 03-350-000-0000-6564		2,259.14	BUSHINGS, REPLACE PIVOT&PINS		EQUIPMENT REPAIR PARTS	N
46	03-350-000-0000-6564		396.91	FIX MOVER SKID SHOE		EQUIPMENT REPAIR PARTS	N
	19338 STEIGER MFG. CO.		2,656.05		2 Transactions		
43	20343 TITAN MACHINERY 03-350-000-0000-6564		65.40	MOWER PARTS		EQUIPMENT REPAIR PARTS	N
	20343 TITAN MACHINERY		65.40		1 Transactions		
42	22315 VALLEY TRUCK 03-350-000-0000-6564		33.50	TIRE SAVER		EQUIPMENT REPAIR PARTS	N
	22315 VALLEY TRUCK		33.50		1 Transactions		
41	1350 VESTIS 03-320-000-0000-6262		725.54	SHOP 500 COATS & FIRST AID		OTHER SERVICES	N
	1350 VESTIS		725.54		1 Transactions		

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3 Fund Total:		29,761.51	Road & Bridge	31 Vendors	67 Transactions

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Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
148	12123 LES'S SANITATION SERVICE 32-390-000-0000-6801		5,720.00	RECYCLING - FEB	62X09252	MISCELLANEOUS EXPENSE-SCORE	N
	12123 LES'S SANITATION SERVICE		5,720.00	1 Transactions			
32 Fund Total:			5,720.00	Solid Waste Facility	1 Vendors	1 Transactions	
Final Total:			90,960.60	66 Vendors	148 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	55,479.09	County Revenue
3	29,761.51	Road & Bridge
32	5,720.00	Solid Waste Facility
All Funds	90,960.60	Total

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Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12323	LAWRENCE/BRUCE						
29	01-003-000-0000-6103		75.00	TECH COMMITTEE MEETING	01/12/26	PER DIEMS - BOARD	N
30	01-003-000-0000-6103		100.00	COUTY DITCH/PERSONNEL MEETINGS	01/13/26	PER DIEMS - BOARD	N
31	01-003-000-0000-6103		75.00	NWRECB COMMITTEE MEETING	01/14/26	PER DIEMS - BOARD	N
32	01-003-000-0000-6103		75.00	DRUG TASK FORCE MEETING	01/15/26	PER DIEMS - BOARD	N
33	01-003-000-0000-6103		100.00	SOLID WASTE/BUILDING COMMITTEE	01/20/26	PER DIEMS - BOARD	N
35	01-003-000-0000-6103		75.00	SECB FINANCE/NWRECB	01/22/26	PER DIEMS - BOARD	N
36	01-003-000-0000-6103		100.00	KOLBACHAR REP MEET/HWY DEPT ME	01/28/26	PER DIEMS - BOARD	N
19	01-003-000-0000-6103		100.00	MRC MEETING/OPIOID COMM MEETIN	02/02/26	PER DIEMS - BOARD	N
20	01-003-000-0000-6103		75.00	BUILDING COMMITTEE MEETING	02/03/26	PER DIEMS - BOARD	N
22	01-003-000-0000-6103		75.00	SECB STEERING COMMITTEE/NWRECB	02/11/26	PER DIEMS - BOARD	N
23	01-003-000-0000-6103		75.00	COUNTY EXTENSION MEETING	02/12/26	PER DIEMS - BOARD	N
24	01-003-000-0000-6103		75.00	SOLID WASTE COMMITTEE MEETING	02/17/26	PER DIEMS - BOARD	N
25	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY COMMITTEE	02/18/26	PER DIEMS - BOARD	N
26	01-003-000-0000-6103		75.00	DRUG TASK FORCE COMMITTEE	02/19/26	PER DIEMS - BOARD	N
27	01-003-000-0000-6103		100.00	HWY DEPT MEET/COUNTY DITCH MEE	02/24/26	PER DIEMS - BOARD	N
28	01-003-000-0000-6103		75.00	DEPARTMENT HEAD MEETING	02/26/26	PER DIEMS - BOARD	N
21	01-003-000-0000-6103		75.00	TECHNOLOGY COMMITTEE	02/9/26	PER DIEMS - BOARD	N
34	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	1/21/26	PER DIEMS - BOARD	N
12323	LAWRENCE/BRUCE		1,475.00	18 Transactions			
14478	NELSON/SETH						
8	01-003-000-0000-6103		75.00	TECH COMMITTEE	02/09/26	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	HAZARDOUS WASTE	02/18/26	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	GENERAL GOVERNMENT	02/24/26	PER DIEMS - BOARD	N
14478	NELSON/SETH		225.00	3 Transactions			
16362	PETERSON/NEIL						
12	01-003-000-0000-6103		75.00	MRC - ZOOM	02/02/26	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	RLR 1W1P	02/11/26	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		100.00	NWJTC - BEMIDJI	02/23/26	PER DIEMS - BOARD	N
16	01-003-000-0000-6103		75.00	CD 46 - CD 70 HEARING	02/24/26	PER DIEMS - BOARD	N
17	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	02/25/26	PER DIEMS - BOARD	N
18	01-003-000-0000-6103		75.00	NCLUB -ZOOM	02/27/26	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		75.00	SWCD	02/3/26	PER DIEMS - BOARD	N
16362	PETERSON/NEIL		550.00	7 Transactions			
19577	SOURDIF/ROY						
1	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	02/04/2026	PER DIEMS - BOARD	N

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	02/05/2026	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	02/06/2026	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	RRBC	2/11/26	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		100.00	EXTENSION AND NWRL	2/12/26	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		75.00	ATR	2/18/26	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	HHC - PARTNERSHIP MEETING	2/26/26	PER DIEMS - BOARD	N
19577	SOURDIF/ROY		550.00		7 Transactions		
1 Fund Total:			2,800.00	County Revenue	4 Vendors	35 Transactions	

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Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
11	2505 BLADOW/ALEX 03-330-000-0000-6330		21.16	MEAL REIMBURSEMENT - BEMIDJI	2/26/26	TRAVEL & EXPENSE	N
	2505 BLADOW/ALEX		21.16	1 Transactions			
3 Fund Total:			21.16	Road & Bridge	1 Vendors	1 Transactions	
Final Total:			2,821.16	5 Vendors	36 Transactions		

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Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,800.00	County Revenue
	3	21.16	Road & Bridge
All Funds		2,821.16	Total

Approved by,

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PENNINGTON COUNTY

EMPLOYMENT APPLICATION

Pennington County welcomes you as an applicant! It is the County's policy to provide equal opportunity in employment. The County will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law. Employment decisions will be made on the basis of individual ability and merit, without discrimination or unlawful preference.

The information contained in this application is considered private data under the Minnesota Data Practices Act and will be used only in conjunction with your possible employment. Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information, such as a resume or cover letter, which provides additional details about your qualifications for employment in the position you seek. As an applicant for employment, your name is considered private until you become a finalist for employment with the County. You are considered a finalist if and when you are selected and notified for a job interview.

DATE OF APPLICATION: _____		
POSITION APPLIED FOR: _____		
APPLYING FOR:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
AVAILABLE TO WORK:	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends <input type="checkbox"/> Days <input type="checkbox"/> Nights
REFERRAL SOURCE:	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency	
	<input type="checkbox"/> Other _____	
LAST NAME:	FIRST: _____	MIDDLE: _____
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
EMAIL: _____		
HOME PHONE: _____	CELL PHONE: _____	

ARE YOU AUTHORIZED TO WORK IN THE U.S. ON AN UNRESTRICTED BASIS?

YES NO

Note: Proof of citizenship or work eligibility will be required as a condition of employment.

ARE YOU AT LEAST 16 YEARS OF AGE? YES NO

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

IF NO, PLEASE EXPLAIN: _____

HAVE YOU PREVIOUSLY WORKED FOR THE COUNTY? YES NO

IF YES, POSITION HELD & DEPARTMENT: _____

CAN YOU TRAVEL IF A JOB REQUIRES IT? YES NO

DO YOU HAVE ANY SPECIAL NEEDS WHICH MAY NECESSITATE
ACCOMMODATIONS IN THE APPLICATION / INTERVIEW PROCESS?

YES NO

IF YES, PLEASE DESCRIBE THE TYPE OF ACCOMMODATION REQUESTED:

LIST ANY OTHER NAMES WHICH YOU HAVE BEEN EMPLOYED OR UNDER
WHICH YOUR EMPLOYMENT OR EDUCATION RECORDS MAY BE FOUND:

EDUCATION

Educational Institution	Name & Address of Institution	Major	Did You Graduate? (Yes/No)	Diploma Or Degree Awarded
		# Years Attended		
High School				
College				
College				
Other: (Please Specify)				

DRIVER'S LICENSE

If required for the position you are applying for, include your driver's license number and type.

DL# _____ Special Endorsements: _____

TYPE:

- MINNESOTA CLASS A
- MINNESOTA CLASS B
- MINNESOTA CLASS D
- OTHER: STATE _____ CLASS: _____

OTHER LICENSES

If required for the position you are applying for, or if you believe it demonstrates relevant experience, please list any other current licenses you have.

License/Certificate	Licensing Agency	Expiration Date	License Number

--	--	--	--

SOFTWARE/COMPUTER

Please list all software that you have training in or experience with that is relevant to the position for which you are applying. Ex: Microsoft Office, business systems, etc.

SPECIAL SKILLS

Please list any special skills or training you have that is relevant to the position for which you are applying:

PROFESSIONAL REFERENCES

Please list three professional references, who are not relatives, who would be willing to comment on your past work experience. Ex: managers, directors, supervisors, department heads.

Name: _____
Occupation: _____
Work Phone: _____ **Home Phone:** _____

Name: _____
Occupation: _____
Work Phone: _____ **Home Phone:** _____

Name: _____
Occupation: _____
Work Phone: _____ **Home Phone:** _____

EMPLOYMENT HISTORY

Please list your employment history in chronological order, beginning with the most recent. You may limit employment history to ten (10) years, or older if relevant to the position for which you are applying.

Present / Most Recent Employer:

Employer: _____
Employer Address (City/State): _____
Job Title: _____
Dates of Employment: _____
Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? Yes No; Work Number: _____

Previous Employer:

Employer: _____
Employer Address (City/State): _____
Job Title: _____
Dates of Employment: _____
Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? Yes No; Work Number: _____

Previous Employer:

Employer: _____
Employer Address (City/State): _____
Job Title: _____
Dates of Employment: _____
Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? ___ Yes ___ No; Work Number: _____

Previous Employer:

Employer: _____

Employer Address (City/State): _____

Job Title: _____

Dates of Employment: _____

Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? ___ Yes ___ No; Work Number: _____

Previous Employer:

Employer: _____

Employer Address (City/State): _____

Job Title: _____

Dates of Employment: _____

Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? ___ Yes ___ No; Work Number: _____

Previous Employer:

Employer: _____

Employer Address (City/State): _____

Job Title: _____

Dates of Employment: _____

Major duties or responsibilities, including any supervisory: _____

Reason for leaving: _____

May we contact this employer regarding your work? Yes No; Work Number: _____

CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for Veteran's Preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Providing the information in this section is voluntary, but you must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position:

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:

- (1) After serving on active duty for 181 consecutive days, or
- (2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position:

Must have a compensable service-connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position:

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran:

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS OR HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY. Disabled veterans must also supply FORM FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the veteran's DD214 and FL-802 or death certificate.

Are you requesting veteran's preference points? Yes No

If yes, please choose one:

- Honorably Discharged Veteran's Preference (10 points)
 Honorably Discharged Disabled Veteran's Preference (15 points)

If you answered "yes," above, your DD214 or other documentation must be received no later than the application deadline for the position. If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? ___ Yes ___ No
If yes, identify the employer and describe the circumstances:

PERSONAL STATEMENT

Please indicate why you are interested in the position for which you are applying:

CRIMINAL BACKGROUND CHECK

Pennington County may conduct a criminal background check on individuals that become a finalist for the position applied for, or upon receiving a contingent job offer. For certain positions, criminal background investigations will be requested during the application stage. No offer of employment shall become final until receipt of the results of the criminal background check, the content of which must be deemed acceptable by the County, and formal approval of hire by the Board of Commissioners.

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Pennington County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment, or after employment, is considered private data:

1. Name
2. Home Address
3. Home Phone Number
4. Social Security Number
5. Date of Birth
6. Conviction Record
7. Sex
8. Age Group
9. Disability Type

We ask this information for the following reasons:

To distinguish you from all the other applicants and identify you in our personnel files;
to enable us to verify that you are the individual who makes the application;

to enable us to contact you when additional information is required;
to send you notices and/or schedule you for interviews;
to determine if you meet the minimum age requirements (if any);
to conduct proper investigations if you are applying for a position;
to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;
to enable us to ensure your rights to equal opportunities;
to meet federal and state reporting requirements;
and to make processing more efficient.

The date supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Pennington and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (UNLESS A MINIMUM AGE IS REQUIRED), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Office who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Please acknowledge that you have read and understand the Tennessen Warning.

Signature

Date

CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I have read and understand the job description for the position for which I am applying and certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for immediate dismissal should I become employed by the County.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the County Board of Commissioners, and that until such approval the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all current and former employers and references named in this application to release to the County and/or its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking. I understand that if in the "Employment" section I answered "No" to the question "May we contact this employer?", contact will not be made without my specific authorization. I understand that the County will use any information obtained to determine my fitness and/or qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release Pennington County and all current and former employers, volunteer

organizations and references listed herein, and any and all agents acting on behalf of Pennington County, for any and all liability of whatever nature by reason of requesting or providing such information.

I understand that this application is not, and is not intended to be, a contract of employment.

Printed Name: _____

Signature: _____ Date Signed: _____

PLEASE RETURN COMPLETED APPLICATION AND ANY OTHER APPLICATION MATERIALS TO THE CONTACT AND ADDRESS LISTED IN THE JOB ANNOUNCEMENT

Pennington County will accept job applications in-person, via email, via fax, if 1) it is received by the job closing date and time; 2) the application and all necessary supporting documentation is included; and 3) the application and all certifications within are signed/dated as required.

THANK YOU FOR YOUR APPLICATION AND INTEREST IN EMPLOYMENT WITH PENNINGTON COUNTY

DRAFT



To: Pennington County Justice Center

Date: Monday, February 23, 2026

Reference: MAU-2 Control Fixes

General:

The following quote is based on the email chain between Morgan and Matthew regarding MAU-2 operations. Please review the scope of work and pricing below.

Base Scope of Work –

Control wiring from our Distech Controller to the MAU control board

- We will hook up the heat enable contact from the MAU control board to our controller. We will enable the MAU heat based on outside air temperature. We will add proof of MAU run status to the controller and provide trending data.

[Qty-1] Discharge air temperature sensor

- Installed by Harris. We will add the discharge air temperature point to the existing graphic. We will add trending to this discharge air temperature point.

Graphical adjustments

- We will add the zone temperature readings from our space CO/NO2 sensors to the garage layout graphic.
- We will add the zone CO/NO2 readings to the MAU graphic.

Pricing Matrix:

Scope (Price good for 30 days)	Pricing
Base Bid	\$1,738

Summary:

Thank you for the opportunity to bid on this project. Please contact Matthew Zimmer with any questions or concerns

mzimmer@harriscompany.com Cell Phone: 701-566-3350

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned services under this Agreement will be performed during the Contractor's normal service hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. This warranty shall not apply to equipment that has been repaired or altered by someone other than Contractor so as, in its judgment, to affect the same adversely, or equipment that has been subject to negligence, accident or damage by circumstances beyond Contractor's control, or improper operation, maintenance or storage, or other than normal use and service. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and



reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.
4. Any alteration to, or deviation from, this Agreement involving extra services, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-materials basis at Contractor's rates then in effect) over the sum stated in this Agreement.
5. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
6. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount already paid to Contractor under this Agreement, up to the amount of Customer's direct damages caused by such breach or liability. NOTWITHSTANDING THE FOREGOING, IN NO EVENT SHALL THE LIABILITY OF CONTRACTOR IN CONNECTION WITH ANY PRODUCTS OR SERVICES, WHETHER BY REASON OF BREACH OF CONTRACT, TORT (INCLUDING WITHOUT LIMITATION NEGLIGENCE), STATUTE OR OTHERWISE, THE AMOUNT ALREADY PAID BY CUSTOMER TO CONTRACTOR FOR THOSE PRODUCTS OR SERVICES UNDER THIS AGREEMENT. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the services.
7. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control, including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of services hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.
8. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
9. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor shall have the right thereafter to suspend its services until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the services shall be extended to the extent caused by the suspension, and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.
10. This Agreement is between Contractor and Customer alone, and neither intends that there be any third-party



beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

11. Each of the parties hereto is an independent contractor, and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

12. These terms and conditions, together with the attached documents, constitute the entire agreement and understanding among the parties hereto and supersede any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms and, in case of any conflict between this Agreement and any written instrument signed by an authorized representative of Contractor, this Agreement shall control. This Agreement shall not be assignable by Customer and Contractor without the express prior written consent of either party. This Agreement shall be governed by and construed in accordance with the laws of the State of the Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

13. Harris shall not be held liable for failure of, or delay in, performing its obligations if such failure or delay is the result of tariff-driven cost increases, delay in availability or deliveries of materials, or other causes beyond Harris's control. Material and fuel costs are assumed to be stable through the manufacture and delivery on this project, however Harris reserves the right to negotiate a fair escalation in case of excessive volatility in material and fuel prices and/or shortages. Harris is not responsible for material, regional truck and/or fuel shortages which impact delivery schedules. Parties must make every reasonable attempt to minimize delay of performance and costs incurred therefrom.

14. A 3% surcharge will be added to the total project price if paid with a credit card.

Authorized Customer Signature _____

Printed Name and Title: _____

Date: _____

PO Number: _____

ADDENDUM TO

Preventive Maintenance Agreement # 1F0138 Originated in 2024

By and Between:

G&R Controls, Inc.
4909 North Lewis Avenue
Sioux Falls, SD 57104
(605) 336-3788

Pennington County
101 Main Avenue North
Thief River Falls, MN 56701

Servicing Office:

<input type="checkbox"/> 4909 N. Lewis Ave. Sioux Falls, SD 57104 (605) 336-3788	<input type="checkbox"/> 1221 Concourse Dr. Rapid City, SD 57703 (605) 343-7037	<input checked="" type="checkbox"/> 5425 51 st Ave., S. Fargo, ND 58104 (701) 237-3763	<input type="checkbox"/> 2910 E Broadway Ave., Ste. 19 Bismarck, ND 58501 (701) 751-4870
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Duration: This agreement shall remain in effect for an original term of **3 years** beginning **6/1/26** and from term to term thereafter. Either party may cancel at the end of a term by giving written notice of cancellation 30 days prior to the end of a term.

Existing Contract:

Renewal Date: 6/1/26

HVAC Control Services – Automation

- Two (2) Service Visits Per Year
- Desigo CC Cloud Subscription
- Panel Firmware Updates as Necessary

Existing Contract Amount \$ 5,350.00

Change to the Contract:

Contract Period: 6/1/26 to 3/15/29

HVAC Control Services - Automation

- Inflationary Price Increase \$ 530.00

New Contract Amount: \$ 5,880.00

** To be billed annually at contract anniversary date **

Prices quoted in this proposal are firm for 30 days.

Proposal accepted by:

Morgan Bernier
Buildings & Grounds Supervisor
Pennington County

Proposal submitted by:

Jarred LaDouceur
Field Operations Manager
G & R Controls, Inc.

Signature

Date

Signature

Date



HVAC CONTROL SERVICES: AUTOMATION

Operator Coaching: Through our individual operator coaching, we will review and reinforce learned skills, leading to greater utilization of the HVAC equipment and control system in your facility. Our system experts assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions we can address logbook issues, assist your operators in becoming more self-sufficient, and tailor HVAC control system applications to the needs of your facility and to your operators' specific job responsibilities.

Automation Controls Analysis & Optimization: Automation controls can drift out of calibration with changes in mechanical component performance, building use, and climatic conditions. We will analyze and optimize automation controls in accordance with a program of standard routines, including preventive maintenance, as determined by our experience, equipment application and location. Automation Controls Analysis & Optimization will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns. The List of Maintained Equipment details the equipment included under this service.

Control Loop Analysis & Optimization: Control devices, such as valves, dampers, actuators, etc., by their nature drift out of calibration with changes in mechanical efficiency, building use, and climatic conditions. Through Control Loop Analysis & Optimization, we ensure the control loops throughout your HVAC control system experience minimized overshooting and oscillatory behavior. You will benefit from lower energy consumption through more efficient equipment usage. You will realize a more comfortable and productive environment.

Network Analysis & Optimization: Through Network Analysis & Optimization, we ensure reliable and optimized communication throughout your HVAC control system's building level network data trunks. You will have higher data network up time, and when infrequent problems do occur, you will benefit from faster problem resolution. Using our network performance diagnostic technologies, our proactive calibration and tuning of the data network analyzes variables that are impacting network performance. These variables include node tables, token passes, turn speed, change of values over the network, unresolved points, and overall operation.

Software Analysis & Optimization: Software Analysis & Optimization ensures that HVAC control system application programming changes made by your staff are clear and consistent. We will address any programming errors, failed points, points in alarm, or points in operator priority. This will increase system efficiency, assure compliance to specified conditions, and reduce the risk of costly and disruptive system problems.

Business Protection & Recovery Services: Business Protection & Recovery Services safeguard your HVAC control system's vital databases of business information from unforeseen and costly catastrophic events (lightning strike, electrical power surge, flood, physical damage, etc.). We will back-up your HVAC control system workstation software, graphics and field panel databases periodically to provide safe storage of this critical business information. Should a catastrophic event occur, we will respond onsite (or online if available) to reload the databases and system files from our stored backup copy and to ensure proper operation and performance.

Emergency Onsite Response: To reduce the costs and disruptions of downtime when an unexpected problem does occur, we will provide emergency onsite response within **(1) one working day** upon your notification. Emergencies will be determined by your staff and G & R Controls. Non-emergency calls will be incorporated into the next scheduled service call.

Discounted Labor Rate: Additional automation service beyond the scope as described above will be provided at a 20% discount from current published labor rates.



System Performance Upgrades

Desigo CC Cloud Subscription:

As a result of accepting the Desigo CC Cloud solution an annual software subscription will be required to maintain access to the front end system. The annual Software Subscription provides new features and enhancements that will improve building operations. Software and documentation upgrades will be implemented to the centralized G & R Desigo CC software based on the Siemens Software release cycle. Each new version of the product includes functionalities, changes and improvements in existing features and architectural changes. It also contains fixes for errors reported in preceding releases. These upgrades deliver the benefits of Siemens Building Technologies' commitment to compatibility by design, a commitment unique in our industry.

Additional Site Specific Services

Firmware Updates: Firmware will be updated as necessary and in conjunction with your standards to ensure the existing hardware is able to communicate most efficiently with the latest Desigo CC software updates.



AUDITOR – TREASURER’S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

March 10, 2026

T-Mobile

RE: Support for grant application

To Whom It May Concern:

On behalf of the Pennington County Board of Commissioners, I am writing to express our support for a \$20,000 T-Mobile grant application by the Thief River Falls Athletic Association, on behalf of the Thief River Falls Pickleball Association.

The Thief River Falls Pickleball Association is planning an expansion of their courts in the City of Thief River Falls in 2026. Pickleball has and continues to grow rapidly in our community, especially with our senior population, and it offers many physical and mental health benefits. We have outgrown our number of courts and approval of this grant application would go far in reaching their funding goal.

We believe the Thief River Falls Pickleball Association’s expansion project will contribute to Pennington County’s success as a thriving place to live, work, and play.

Regards,

David Sorenson, Chair
County Board of Commissioners
Pennington County, MN



State of Minnesota Electronic License System Point-of-Sale Agent Contract

SWIFT Contract Number: 283992
Agent Number: 57001

This Contract is between the State of Minnesota, acting through its Commissioner of the Department of Natural Resources ("State") and

Pennington County d/b/a _____

"Agent" (Corporation or Owner) (Business Name)

101 Main Ave N.

(Street Address)

Thief River Falls MN 56701 Pennington

(City) (State) (Zip Code) (County)

Jennifer Herzberg

(Authorized Representative for Corporation or Owner)

State and Agent may be referred to jointly as "Parties."

Recitals

- Under Minn. Stat. § 84.027, subd. 15 and other applicable law, the State is authorized to appoint Agents to sell electronic licenses under the Electronic License System (ELS).
- The Agent has filed an application with the State to become an Agent and represents that it is duly qualified and willing to perform the services in this agreement.

Accordingly, the Parties agree as follows:

Contract

1. Term of Contract

- Effective date. The date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2.
- Expiration date. This contract will remain in effect for five years or until the State's current ELS Contract No. 284082 is terminated, canceled, or suspended, whichever may occur first. The State shall provide the Agent thirty (30) days written notice of termination if this Contract is terminated prior to the five-year Contract term.

- 1.3 This Contract may be extended by written agreement of the parties. The parties agree that if Contract No. 284082 is extended, this Contract will be automatically extended. The Agent shall be notified of said extension in writing. The Agent may reject the extension by submitting a written notification to the State rejecting the extension. The notice of rejection must be sent within thirty (30) days of receipt of the notice of extension.

2. Termination

- 2.1 **Termination.** Notwithstanding the requirements of Section 1, this Contract may be terminated by mutual written agreement of the parties. The State may also elect to unilaterally terminate, cancel, revoke, or suspend this Contract with or without cause. Provided however, that in accordance with Minn. Stat. § 97A.485, Subd. 3 the State shall provide a five (5) day written notice of said termination, revocation, or termination.
 - 2.1.1 Request for Reconsideration. Within thirty (30) days of the receipt of a notice of termination, the Agent may submit a “request for reconsideration” requesting the State reconsider the termination or suspension. A notice of termination is deemed received by the Agent three days after posting in the U.S. mail. A request for reconsideration will include a written statement setting forth the Agent’s legal, factual, or equitable arguments for rescission of the termination, along with any supporting documents. State may request the Agent submit additional facts or documents before making a final decision. State, after considering any additional facts or documents submitted by the Agent, will decide whether or not to revoke the termination of this Contract. All decisions will be final. If a termination is revoked – any further violations of this contract will result in immediate termination of the Contract under this section without right to reconsideration.
 - 2.1.2 ELS Equipment Return at Termination. Within thirty (30) days of termination, the Agent shall return the ELS Equipment to the State’s ELS vendor as directed by the . If the ELS equipment is not returned to the ELS vendor within the thirty (30) day period, the ELS Equipment deposit required in Section 4.15.2 shall be forfeited.
 - 2.1.3 Final Reconciliation of Agent Account. Within thirty (30) days of termination, the shall perform a final reconciliation of the Agent’s account. This reconciliation will identify any outstanding payments owed by the Agent to the State. The will provide the Agent with written notice of any final payment due within forty-five (45) days of termination.
 - 2.1.4 Payment of Outstanding Amounts. Upon receipt of the notice of final payment due, the Agent shall remit the outstanding payment to the within thirty (30) days. The notice of final payment is considered to be received by the Agent three (3) days after being deposited in the United States mail.
 - 2.1.5 Failure to Pay. If the agent fails to make the final payment within the prescribed period, the outstanding debt will be referred to the State’s collection system for further action.
 - 2.1.6 State’s Ongoing Right to Collect ELS Fees. The State’s right to collect for license fees shall continue for 120 days after the Notice of Termination.
- 2.2 **Suspension.** All suspensions shall be immediate. Within twenty-four (24) hours of a suspension, the State shall provide the Agent of written notice of the suspension. Notice is deemed complete upon mailing by depositing in the U.S. Mail.

2.2.1 Request for Reconsideration. Within thirty (30) days of the receipt of a notice of suspension, the Agent may submit a "request for reconsideration" requesting the State reconsider the termination or suspension. A notice of suspension is deemed received by the Agent three days after posting in the U.S. mail. A request for reconsideration will include a written statement setting forth the Agent's legal, factual, or equitable arguments for rescission of the suspension, along with any supporting documents. State may request the Agent submit additional facts or documents before making a final decision. State, after considering any additional facts or documents submitted by the Agent, will decide whether or not to revoke the suspension of this Contract. All decisions will be final. If a suspension is revoked – any further violations of this contract will result in immediate suspension of the Contract under this section without right to reconsideration.

3. Definitions

Unless stated otherwise, the following terms used in this Contract are defined as follows:

- 3.1 "Agent" is the Corporation or Owner identified on page one (1) of this Contract.
- 3.2 "Automated Clearing House" (ACH) is the electronic system used to route funds from an agent bank account to the state treasury to recover funds owed to the State of Minnesota (State) for the sale of an Electronic License.
- 3.3 "Debt" is the amount owed by the Agent to the State for revenues collected by an agent for the sale of electronic licenses.
- 3.4 "Electronic License" means an application, license, pass, permit, sticker, registration, or any other future electronic transaction relating to the State's natural resource licenses as set forth in Minn Stat. § 84.027, subd. 15 issued through the electronic license system.
- 3.5 "Electronic Licensing System" (ELS) means the electronic system used by the State to sell the State's Electronic Licenses.
- 3.6 "ELS Equipment and Materials" means any terminal and printer, printer paper and such other materials necessary for the Agent to undertake its obligations under Contract.
- 3.7 "Fail" means that an ACH transfer is unsuccessful.
- 3.8 "Issuing Fee" means the payment made to the Agent. Payment shall be made on a per transaction basis at the time of each license sale made by the Agent. The amount of the per transaction Issuing Fee is established in Minn. Statutes which is attached and incorporated into this agreement as Exhibit A: Issuing Fee Schedule and is subject to amendment by legislature.
- 3.9 "License Transaction" means a successful sale of an electronic license through ELS by a license agent.
- 3.10 "Survey" means the collection of data through the ELS undertaken by State or its agents or employees.
- 3.11 "Suspended" or "suspension" means an Agent is prohibited from selling electronic licenses pursuant to Section 2.2 of this Contract.

4. Agent's Duties

- 4.1 The Agent, on behalf of the State, will make available for sale to the public the following types of electronic licenses: all fee and no-fee applications, licenses, passes, permits, stickers, registrations or any other future

electronic transactions relating to the State's natural resource licenses, issued under the ELS. The Agent will do so in strict accordance with: (1) the terms contained in this Contract; (2) with all operating instructions provided by the ELS vendor and the State; and (3) in accordance with all applicable statutes, rules, and regulations. Failure to comply with these conditions or the duties outlined below shall constitute a breach of this Contract and shall be grounds for immediate termination as set forth in Section 2.

- 4.2 The Agent will comply with all applicable provisions of Minn. Stat. §§ 84.027 and 97A.311 and Minn. R. Ch. 6213.
- 4.3 The Agent shall collect Survey data as instructed by the State, its agents or employees. Surveys may include but are not limited to, the Federal Harvest Information Program Survey (HIP), and the State fish survey.
- 4.4 The Agent may sell electronic licenses only at the business location and during business hours identified in the application that is on file at the State. Electronic licenses sold must be accessible to the public. If the Agent's business hours are changed, the Agent shall notify the State within 48 hours of the change in business hours.
- 4.5 The Agent will, as instructed by the State, maintain State provided displays, notices or other informational materials relating to electronic licenses at the business location identified in Section 4.4.
- 4.6 For the point-of-sale equipment, the Agent must provide either: (1) an established communications connection, to the Internet, and access to electrical outlets or (2) a telephone line and access to electrical outlets where applicable. A broadband connection (DSL, cable modem or corporate network) is required regardless of the communications system selected by the Agent. These communication requirements may change as technology advances.
- 4.7 The Agent shall maintain current and accurate records of all electronic license sales transactions, as directed by the State.
- 4.8 The Agent shall maintain a bank account in a Federal Deposit Insurance Corporation (FDIC) insured banking association, savings association, trust company, or credit union subject to applicable federal and state banking regulations. The Agent Account must be able to accept electronic fund transfers. The Agent will provide the State with all of the account information requested by the State.
- 4.9 All monies minus the Issuing Fee collected by the Agent for the sale of Electronic Licenses shall be deposited in the Agent Account weekly. The Agent must permit the State, through the State Treasurer to access the Agent Account to electronically collect and transfer, through an ACH, all money in the Account collected for the Sale of Electronic Licenses minus issuing fee to the State Treasury.
- 4.10 Prior to commencing sales under this contract, the Agent shall provide to the State a true and accurate federal Taxpayer Identification Number (TIN) verification form and a Minnesota Tax Identification number or Social Security Number. Failure to provide said information shall be grounds for immediate suspension and termination of this Contract as set forth in Section 2 of this Contract.
- 4.11 The Agent shall make reasonable business efforts to comply with the most recent version of the Payment Card Industry Data Security Standard (PCI DSS), promulgated by the PCI Security Standards Council.
- 4.12 The Agent shall return all voided licenses to the State within 30 days from the date of sale of the voided license sale. After 60 days, cost of voided licenses will be charged to the Agent.

4.13 The Agent will allow the State to access and inspect all ELS equipment, materials, and records pertaining to this Contract during the Agent's normal business hours with or without prior notice to determine whether the Agent is operating in compliance with Minn. R. 6213.0100 to 6213.0800 and the terms of this Contract. An inspection may also be conducted by the State outside of normal business hours with the express permission of the Agent.

4.14 The following Restrictions and Exceptions apply to the sale of Electronic Licenses:

4.14.1 All electronic licenses must be completed at the Agent's business location as set forth in Section 4.4. The Agent is responsible for the completion of each electronic license transaction for each electronic license sold at the Agent's place of business.

4.14.2 The Agent will not issue a resident license to a person unless the Agent ascertains that the applicant is a resident of Minnesota as set forth in the Electronic License System Reference Guide.

4.14.3 The Agent shall not offer for sale an electronic license for a fee other than that fee set forth in the ELS system.

4.14.4 The Contract does not supersede any agreement the Agent has pursuant to Minn. Stat. § 84.027, subd. 15 (a) (4) with an electronic bankcard issuer concerning customer convenience fee for use of a credit or bank card to purchase electronic licenses.

4.14.5 The Agent may not waive all or part of the Issuing Fee or use electronic licenses in connection with a drawing, raffle, giveaway, or other sales promotion.

4.15 Materials and Equipment:

4.15.1 The 's ELS provider shall provide the equipment and materials to the Agent as necessary to sell Electronic License through the ELS (ELS equipment). The Agent shall be solely responsible for providing a safe location for the ELS equipment and materials that protect said equipment and materials from damage, theft, and unauthorized use.

4.15.2 Unless the Agent is a deputy registrar of motor vehicles appointed by the commissioner of public safety pursuant Minn. Stat. § 168.33, the Agent shall pay an initial deposit of \$500 for each set of ELS equipment and materials at the commencement of this Contract. Provided, however, if the Agent has held an Agent Contract prior to commencement of this contract, the deposit made by the Agent under the previous contract shall be rolled over into the present Contract and no additional deposit shall be required. Each additional set of ELS equipment will require an additional \$150 deposit. The will hold the deposit in a clearing account. The deposit will be refunded within 30 days of Contract termination if the Agent returns all ELS equipment and related materials to the 's ELS provider in good working condition. Pursuant to Minn. R 6213.04, subp. 8, an Agent's deposit may be applied to any outstanding debt owed to the associated with the sale of electronic licenses.

4.15.3 Except for acts beyond their control, the Agent is responsible for all lost, stolen, missing or destroyed ELS equipment and materials.

5. State's Duties

5.1 The State shall provide at the Agents business location the ELS equipment and materials, consistent with the Agents selection under Section 4.6, necessary to permit the Agent to undertake its obligations under this

Contract. In addition, the State shall provide routine maintenance and repairs of the ELS equipment. Provided, however, the State shall not be responsible for maintenance or repair of the ELS equipment attributable to abuse or neglect by the Agent or the Agent's employees.

- 5.2 The State shall provide appropriate training materials and a "help desk" service to answer Agent's questions and assist with problems.
- 5.3 The State shall provide informational game and fish regulation materials to the Agent for distribution to licensees.
- 5.4 By the second business day of each week, the State shall make available the amounts to be transferred from the Agent Account to the State Treasury covering transactions in the prior week. For purposes of this provision a week commences on Tuesday of each week and ends at 11:59 pm on Monday.
- 5.5 The State shall provide the Agent with instructions for the transfer of funds from the Agent Account to the State Treasury and instructions for reconciling any differences between the Agent and the State regarding the amount of the transfer.

6. Authorized Representative

- 6.1 The State's Authorized Representative is Jeannine Johannsen, State Program Administrative Supervisor, 500 Lafayette Road, St. Paul, MN 55155, ELSAgentManagement.DNR@state.mn.us, or his/her successor.
- 6.2 The Agent's Authorized Representative is listed on Page 1 of this Contract.
- 6.3 Either Party may change its authorized representative by providing written notice of the change to the other Party.

7. Liability

- 7.1 The Agent shall be solely liable for all proceeds from the sale of Electronic Licenses including but not limited to losses incurred due to theft, credit card fees, credit card fraud, non-sufficient funds checks, non-payment, and counterfeit currency.
- 7.2 In the performance of this Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:
 - Intentional, willful, or negligent acts or omissions; or
 - Actions that give rise to strict liability; or
 - Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

- 7.3 Nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

8. Assignment, Amendments, and Contract Complete

- 8.1 Assignment. The Agent may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State. In the event the Agent sells its business, this Contract shall be immediately suspended and terminated pursuant to Section 2. Nothing herein precludes the Agent's business successor from submitting a request to enter into an ELS Contract with the State.
- 8.2 Amendments. With the exception of Section 1, any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract or their successors in office. The Agent will notify the Authorized Representative in writing at least 30 days before any change of its business location, nature of business, or ownership.
- 8.3 Contract Complete. This Contract contains all negotiations and agreements between the State and the Agent. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

9. Grounds for Suspension or Termination

- 9.1 Grounds for Suspension: Suspension of an Agent's rights to sell licenses as set forth in Section 2.2 may occur for any one of the following:
 - 9.1.1 Provided false or misleading information on the Agent's application to the State.
 - 9.1.2 While performing its duties as an Agent under this Contract, the Agent acted in a manner prejudicial to the public confidence in the integrity of the State.
 - 9.1.3 While performing its duties as an Agent under this Contract, the Agent knowingly entered false or incorrect information, such as driver's license or public safety numbers, social security numbers, or firearms safety numbers, into a customer's file. In addition to termination of contract, may be charged with a misdemeanor.
 - 9.1.4 Changed business location without proper notice to the State pursuant to Section 4.4.
 - 9.1.5 Failed to return equipment that has been replaced due to equipment malfunction or issuance of updated equipment set forth in Section 4.15.
 - 9.1.6 Used license dollars to supplement business cash flow.
 - 9.1.7 Failed to comply with a term or condition of the Contract.
 - 9.1.8 Committed an act that impairs the Agent's reputation for honesty and integrity related to fulfilling its duties as an Agent of the State.
 - 9.1.9 Upon any ACH fail.
 - 9.1.10 For any other reason set forth in Minn. Stat. § 97A.485 subd 3.
- 9.2 Grounds for Termination. Termination of an Agent's rights to sell licenses as set forth in Section 2.1 may occur for any one of the following:
 - 9.2.1 Providing false or misleading information on the Agent's application to the State.
 - 9.2.2 While performing its duties as an Agent under this Contract, the Agent acted in a manner prejudicial to the public confidence in the integrity of the State.
 - 9.2.3 While performing its duties as an Agent under this Contract, the Agent knowingly entered false or incorrect information, such as driver's license or public safety numbers, social security numbers, or firearms safety numbers, into a customer's file. In addition to termination of contract, may be charged with a misdemeanor.
 - 9.2.4 Changed business location without proper notice to the State pursuant to Section 4.4.
 - 9.2.5 Failed to return equipment that has been replaced due to equipment malfunction or issuance of updated equipment as set forth in Section 4.15.

- 9.2.6 Failed to account for materials and equipment for operation of the ELS as set forth in Section 4.15.
- 9.2.7 Failed to comply with a term or condition of the Contract.
- 9.2.8 Committed an act that impairs the Agent's reputation for honesty and integrity related to fulfilling its duties as an Agent of the State.
- 9.2.9 Failed to properly display license point of sale materials as set forth in Section 4.5.
- 9.2.10 Failed to have the financial stability or responsibility to act as an agent including, but not limited to, evidence of inadequate accounting records or a failure to maintain sufficient funds from the sale of electronic licenses in the appropriate bank account set forth in Section 4.9.
- 9.2.11 Misuse of ELS data. ELS data may only be used in the normal course of business for the use of processing ELS transactions set forth in Section 11.
- 9.2.12 Upon a third fail within a twelve-month period set forth in Section 2.1.
- 9.2.13 For any other reason set forth Minn. Stat. § 97A.485, subd. 3.

10. State Audit

Under Minn. Stat. § 16C.05, subd. 5, the Agent's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

11. Government Data Practices

The Agent and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agent under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Agent or the State.

If the Agent receives a request to release the data referred to in this clause, the Agent must immediately notify and consult with the State's Authorized Representative as to how the Agent should respond to the request. The Agent's response to the request shall comply with applicable law.

12. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Affirmative Action Requirements

The State intends to carry out its responsibility for requiring affirmative action by its Agents.

- 13.1 Covered Contracts and Agents. If the Contract exceeds \$100,000 and the Agent employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principal place of business, then the Agent must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600.
- 13.2 General. Minn. R. 5000.3400-5000.3600 implements Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining an Agent's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. 5000.3400-5000.3600 including, but not limited to, Minn. R. 5000.3420-5000.3500 and 5000.3552-5000.3559.

- 13.3 Disabled Workers. The Agent must comply with the following affirmative action requirements for disabled workers.

AFFIRMATIVE ACTION FOR DISABLED WORKERS

- 13.3.1 The Agent must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Agent agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 13.3.2 The Agent agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 13.3.3 In the event of the Agent's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. § 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 13.3.4 The Agent agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner. Such notices must state the Agent's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- 13.3.5 The Agent must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Agent is bound by the terms of Minn. Stat. § 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 13.4 Consequences. The consequences for the Agent's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State.
- 13.5 Certification. The Agent hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

14. Workers' Compensation Insurance.

If applicable pursuant to Chapter 176, Agent must provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State, including Coverage B, Employer's Liability. Insurance minimum limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts Agent from Workers' Compensation insurance or if the Agent has no employees in the State, Agent must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Agent from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Agent becomes eligible for Workers' Compensation, the Agent must comply with the Workers' Compensation Insurance requirements herein and provide the State with a certificate of insurance.

15. Antitrust

The Agent hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this Contract resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

1. Agent

The Agent certifies that the appropriate person has executed the Contract on behalf of the Agent as required by applicable articles, bylaws, resolutions, or ordinances.

Print Name: Jennifer Herzberg

Signature: _____

Title: Auditor-Treasurer

Date: _____

2. State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____

Date: _____

3. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____

Signature: _____

Title: _____

Date: _____

Admin ID: _____

Exhibit A: Issuing Fee Schedule

Electronic License Sales and applicable fees can be found online at the [Revisors Office. \(https://www.revisor.mn.gov/\)](https://www.revisor.mn.gov/)

Minn. Stat. § 97A.485 – Most G&F licenses.
Minn. Stat. § 84.7945 – OHM Trail
Minn. Stat. § 84.8035 – ORV Trail
Minn. Stat. § 84.8205 – Snow Trail
Minn. Stat. § 84.9275 – ATV Trail
Minn. Stat. § 84.791 – Dup OHM Safety
Minn. Stat. § 84.86 – Dup Snow Training
Minn. Stat. § 84.925 – Dup ATV Safety
Minn. Stat. § 97B.025 – Dup Trapper Safety (Don't use)
Minn. Stat. § 97B.015 – Dup FAS
Minn. Stat. § 85.41 – X-C Ski
Minn. Stat. § 85.46 – Horse Pass

Minn. Stat. § 84.788 – OHM (Filing fee)
Minn. Stat. § 84.798 – ORV (Filing fee)
Minn. Stat. § 84.82 – Snow (Issuing fee)
Minn. Stat. § 84.922 – ATV (Filing fee)
Minn. Stat. § 86B.415 – Watercraft (Filing fee)
Minn. Stat. § 86B.870 – Watercraft Title (Filing fee)

Minn. Stat. § 84.027 Subd. 15 (a)

(4) charge and permit agents to charge a convenience fee not to exceed three percent of the cost of the license to individuals who use electronic bank cards for payment. An electronic licensing system agent charging a fee of individuals making an electronic bank card transaction in person must post a sign informing individuals of the fee. The sign must be near the point of payment, clearly visible, include the amount of the fee, and state: "License agents are allowed by state law to charge a fee not to exceed three percent of the cost of state licenses to persons who use electronic bank cards for payment. The fee is not required by state law."



State of Minnesota
Electronic License System
Registration and Titling Agent Contract
Deputy Registrar of Motor Vehicles

SWIFT Contract Number: 284429
Agent Number: 99030

This Contract is between the State of Minnesota, acting through its Commissioner of the Department of Natural Resources ("State") and

Pennington County d/b/a Pennington County Motor Vehicle
"Agent" (Corporation or Owner) (Business Name)
101 Main Ave N

(Street Address)

Thief River Falls MN 56701 Pennington
(City) (State) (Zip Code) (County)

Jennifer Herzberg

(Authorized Representative for Corporation or Owner)

State and Agent may be referred to jointly as "Parties."

Recitals

- 1. Under Minn. Stat. § 84.027, subd. 15 and other applicable law, the State is authorized to appoint Agents to sell electronic licenses under the Electronic License System (ELS).
2. The Agent has filed an application with the State to become an Agent and represents that it is duly qualified and willing to perform the services in this agreement.

Accordingly, the Parties agree as follows:

Contract

1. Term of Contract

- 1.1 Effective date. The date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2.
1.2 Expiration date. This contract will remain in effect for five years or until the State's current ELS Contract No. 284082 is terminated, canceled, or suspended, whichever may occur first. The State shall provide the Agent thirty (30) days written notice of termination if this Contract is terminated prior to the five-year Contract term.

- 1.3 This Contract may be extended by written agreement of the parties. The parties agree that if Contract No. 284082 is extended, this Contract will be automatically extended. The Agent shall be notified of said extension in writing. The Agent may reject the extension by submitting a written notification to the State rejecting the extension. The notice of rejection must be sent within thirty (30) days of receipt of the notice of extension.

2. Termination

- 2.1 **Termination.** Notwithstanding the requirements of Section 1, this Contract may be terminated by mutual written agreement of the parties. The State may also elect to unilaterally terminate, cancel, revoke, or suspend this Contract with or without cause. Provided however, that in accordance with Minn. Stat. § 97A.485, Subd. 3 the State shall provide a five (5) day written notice of said termination, revocation, or termination.
 - 2.1.1 Request for Reconsideration. Within thirty (30) days of the receipt of a notice of termination, the Agent may submit a “request for reconsideration” requesting the State reconsider the termination or suspension. A notice of termination is deemed received by the Agent three days after posting in the U.S. mail. A request for reconsideration will include a written statement setting forth the Agent’s legal, factual, or equitable arguments for rescission of the termination, along with any supporting documents. State may request the Agent submit additional facts or documents before making a final decision. State, after considering any additional facts or documents submitted by the Agent, will decide whether or not to revoke the termination of this Contract. All decisions will be final. If a termination is revoked – any further violations of this contract will result in immediate termination of the Contract under this section without right to reconsideration.
 - 2.1.2 ELS Equipment Return at Termination. Within thirty (30) days of termination, the Agent shall return the ELS Equipment to the State’s ELS vendor as directed by the State. If the ELS equipment is not returned to the ELS vendor within the thirty (30) day period, the ELS Equipment deposit required in Section 4.15.2 shall be forfeited.
 - 2.1.3 Final Reconciliation of Agent Account. Within thirty (30) days of termination, the STATE shall perform a final reconciliation of the Agent’s account. This reconciliation will identify any outstanding payments owed by the Agent to the State. The STATE will provide the Agent with written notice of any final payment due within forty-five (45) days of termination.
 - 2.1.4 Payment of Outstanding Amounts. Upon receipt of the notice of final payment due, the Agent shall remit the outstanding payment to the STATE within thirty (30) days. The notice of final payment is considered to be received by the Agent three (3) days after being deposited in the United States mail.
 - 2.1.5 Failure to Pay. If the agent fails to make the final payment within the prescribed period, the outstanding debt will be referred to the State’s collection system for further action.
 - 2.1.6 State’s Ongoing Right to Collect ELS Fees. The State’s right to collect for license fees shall continue for 120 days after the Notice of Termination.
- 2.2 **Suspension.** All suspensions shall be immediate. Within twenty-four (24) hours of a suspension, the State shall provide the Agent of written notice of the suspension. Notice is deemed complete upon mailing by depositing in the U.S. Mail.

- 2.2.1 Request for Reconsideration. Within thirty (30) days of the receipt of a notice of suspension, the Agent may submit a “request for reconsideration” requesting the State reconsider the termination or suspension. A notice of suspension is deemed received by the Agent three days after posting in the U.S. mail. A request for reconsideration will include a written statement setting forth the Agent’s legal, factual, or equitable arguments for rescission of the suspension, along with any supporting documents. State may request the Agent submit additional facts or documents before making a final decision. State, after considering any additional facts or documents submitted by the Agent, will decide whether or not to revoke the suspension of this Contract. All decisions will be final. If a suspension is revoked – any further violations of this contract will result in immediate suspension of the Contract under this section without right to reconsideration.

3. Definitions

Unless stated otherwise, the following terms used in this Contract are defined as follows:

- 3.1 “Agent” is the Corporation or Owner identified on page one (1) of this Contract.
- 3.2 “Automated Clearing House” (ACH) is the electronic system used to route funds from an agent bank account to the state treasury to recover funds owed to the State of Minnesota (State) for the sale of an Electronic License.
- 3.3 “Debt” is the amount owed by the Agent to the State for revenues collected by an agent for the sale of electronic licenses.
- 3.4 “Electronic License” means an application, license, pass, permit, sticker, registration, or any other future electronic transaction relating to the State’s natural resource licenses as set forth in Minn Stat. § 84.027, subd. 15 issued through the electronic license system.
- 3.5 “Electronic Licensing System” (ELS) means the electronic system used by the State to sell the State’s Electronic Licenses.
- 3.6 “ELS Equipment and Materials” means any terminal and printer, printer paper and such other materials necessary for the Agent to undertake its obligations under Contract.
- 3.7 “Fail” means that an ACH transfer is unsuccessful.
- 3.8 “Issuing Fee” means the payment made to the Agent. Payment shall be made on a per transaction basis at the time of each license sale made by the Agent. The amount of the per transaction Issuing Fee is established in Minn. Statutes which is attached and incorporated into this agreement as Exhibit A: Issuing Fee Schedule and is subject to amendment by legislature.
- 3.9 “License Transaction” means a successful sale of an electronic license through ELS by a license agent.
- 3.10 “Survey” means the collection of data through the ELS undertaken by State or its agents or employees.
- 3.11 “Suspended” or “suspension” means an Agent is prohibited from selling electronic licenses pursuant to Section 2.2 of this Contract.

4. Agent’s Duties

- 4.1 The Agent, on behalf of the State, will make available for sale to the public the following types of electronic licenses: all fee and no-fee applications, licenses, passes, permits, stickers, registrations or any other future

electronic transactions relating to the State's natural resource licenses, issued under the ELS. The Agent will do so in strict accordance with: (1) the terms contained in this Contract; (2) with all operating instructions provided by the ELS vendor and the State; and (3) in accordance with all applicable statutes, rules, and regulations. Failure to comply with these conditions or the duties outlined below shall constitute a breach of this Contract and shall be grounds for immediate termination as set forth in Section 2.

- 4.2 The Agent will comply with all applicable provisions of Minn. Stat. §§ 84.027 and 97A.311 and Minn. R. Ch. 6213.
- 4.3 The Agent shall collect Survey data as instructed by the State, its agents or employees. Surveys may include but are not limited to, the Federal Harvest Information Program Survey (HIP), and the State fish survey.
- 4.4 The Agent may sell electronic licenses, registrations, stickers, permits, and title transactions: all watercraft licenses, all all-terrain vehicle registrations, all snowmobile registrations, and all off-road vehicle registrations and collect any sales and use tax as required by law, only at the business location and during business hours identified in the application that is on file at the State. Electronic licenses sold must be accessible to the public. If the Agent's business hours are changed, the Agent shall notify the State within 48 hours of the change in business hours.
- 4.5 The Agent will, as instructed by the State, maintain State provided displays, notices or other informational materials relating to electronic licenses at the business location identified in Section 4.4.
- 4.6 Provide a personal computer, internet service provider, and necessary phone or network to access the administrative screen functions of the ELS for registration and titling. A broadband connection (DSL, cable modem or corporate network) is required regardless of the communications system selected by the Agent. These communication requirements may change as technology advances.
- 4.7 The Agent shall maintain current and accurate records of all electronic license sales transactions, as directed by the State.
- 4.8 The Agent shall maintain a bank account in a Federal Deposit Insurance Corporation (FDIC) insured banking association, savings association, trust company, or credit union subject to applicable federal and state banking regulations. The Agent Account must be able to accept electronic fund transfers. The Agent will provide the State with all of the account information requested by the State.
- 4.9 All monies minus the Issuing Fee collected by the Agent for the sale of Electronic Licenses shall be deposited in the Agent Account weekly. The Agent must permit the State, through the State Treasurer, to access the Agent Account to electronically collect and transfer, through an ACH, all money in the Account collected for the Sale of Electronic Licenses minus issuing fee to the State Treasury.
- 4.10 Return to the State on a weekly basis, completed application and title forms as required by the State.
- 4.11 Prior to commencing sales under this contract, the Agent shall provide the State a true and accurate federal Taxpayer Identification Number (TIN) verification form and a Minnesota Tax Identification number or Social Security Number. Failure to provide said information shall be grounds for immediate suspension and termination of this Contract as set forth in Section 2 of this Contract.
- 4.12 The Agent shall make reasonable business efforts to comply with the most recent version of the Payment Card Industry Data Security Standard (PCI DSS), promulgated by the PCI Security Standards Council.

- 4.13 The Agent shall return all voided licenses to the State within 30 days from the date of sale of the voided license sale. After 60 days, cost of voided licenses will be charged to the Agent.
- 4.14 The Agent will allow the State to access and inspect all ELS equipment, materials, and records pertaining to this Contract during the Agent's normal business hours with or without prior notice to determine whether the Agent is operating in compliance with Minn. R. 6213.0100 to 6213.0800 and the terms of this Contract. An inspection may also be conducted by the State outside of normal business hours with the express permission of the Agent.
- 4.15 The following Restrictions and Exceptions apply to the sale of Electronic Licenses:
- 4.15.1 All electronic licenses, stickers, registrations, title transactions, and sales and use tax collected must be completed at the Agent's business location as set forth in Section 4.4. The Agent is responsible for the completion of each electronic license transaction for each electronic license sold at the Agent's place of business.
 - 4.15.2 The Agent shall not offer for sale an electronic license for a fee other than that fee set forth in the ELS system.
 - 4.15.3 The Contract does not supersede any agreement the Agent has pursuant to Minn. Stat. § 84.027, subd. 15 (a) (4) with an electronic bankcard issuer concerning customer convenience fee for use of a credit or bank card to purchase electronic licenses.
 - 4.15.4 The Agent may not waive all or part of the Issuing Fee or use electronic licenses in connection with a drawing, raffle, giveaway, or other sales promotion.
- 4.16 Materials and Equipment:
- 4.16.1 The State's ELS provider shall provide the equipment and materials to the Agent as necessary to sell Electronic License through the ELS (ELS equipment). The Agent shall be solely responsible for providing a safe location for the ELS equipment and materials that protect said equipment and materials from damage, theft, and unauthorized use.
 - 4.16.2 Except for acts beyond their control, the Agent is responsible for all lost, stolen, missing or destroyed ELS equipment and materials.
 - 4.16.3 The Agent will be responsible for their personal computers and any services or contracts or agreements with local internet service providers.
 - 4.16.4 The agent is required to carry insurance to insure property provided by the State.

5. State's Duties

- 5.1 The State shall provide at the Agents business location the ELS equipment and materials, consistent with the Agents selection under Section 4.6, necessary to permit the Agent to undertake its obligations under this Contract. In addition, the State shall provide routine maintenance and repairs of the ELS equipment. Provided, however, the State shall not be responsible for maintenance or repair of the ELS equipment attributable to abuse or neglect by the Agent or the Agent's employees.
- 5.2 The State shall provide appropriate training materials and a "help desk" service to answer Agent's questions and assist with problems.

- 5.3 The State shall provide informational game and fish regulation materials to the Agent for distribution to licensees.
- 5.4 By the second business day of each week, the State shall make available the amounts to be transferred from the Agent Account to the State Treasury covering transactions in the prior week. For purposes of this provision a week commences on Tuesday of each week and ends at 11:59 pm on Monday.
- 5.5 The State shall provide the Agent with instructions for the transfer of funds from the Agent Account to the State Treasury and instructions for reconciling any differences between the Agent and the State regarding the amount of the transfer.

6. Authorized Representative

- 6.1 The State's Authorized Representative is Jeannine Johannsen, State Program Administrative Supervisor, 500 Lafayette Road, St. Paul, MN 55155, ELSAgentManagement.DNR@state.mn.us, or his/her successor.
- 6.2 The Agent's Authorized Representative is listed on Page 1 of this Contract.
- 6.3 Either Party may change its authorized representative by providing written notice of the change to the other Party.

7. Liability

- 7.1 The Agent shall be solely liable for all proceeds from the sale of Electronic Licenses including but not limited to losses incurred due to theft, credit card fees, credit card fraud, non-sufficient funds checks, non-payment, and counterfeit currency.
- 7.2 In the performance of this Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:
 - Intentional, willful, or negligent acts or omissions; or
 - Actions that give rise to strict liability; or
 - Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

- 7.3 Nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

8. Assignment, Amendments, and Contract Complete

- 8.1 **Assignment.** The Agent may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State. In the event the Agent sells its business, this Contract shall be immediately suspended and terminated pursuant to Section 2. Nothing herein precludes the Agent's business successor from submitting a request to enter into an ELS Contract with the State.

- 8.2 Amendments. With the exception of Section 1, any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract or their successors in office. The Agent will notify the Authorized Representative in writing at least 30 days before any change of its business location, nature of business, or ownership.
- 8.3 Contract Complete. This Contract contains all negotiations and agreements between the State and the Agent. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

9. Grounds for Suspension or Termination

- 9.1 Grounds for Suspension: Suspension of an Agent's rights to sell licenses as set forth in Section 2.2 may occur for any one of the following:
 - 9.1.1 Provided false or misleading information on the Agent's application to the State.
 - 9.1.2 While performing its duties as an Agent under this Contract, the Agent acted in a manner prejudicial to the public confidence in the integrity of the State.
 - 9.1.3 While performing its duties as an Agent under this Contract, the Agent knowingly entered false or incorrect information, such as driver's license or public safety numbers, social security numbers, or firearms safety numbers, into a customer's file. In addition to termination of contract, may be charged with a misdemeanor.
 - 9.1.4 Changed business location without proper notice to the State pursuant to Section 4.4.
 - 9.1.5 Failed to return equipment that has been replaced due to equipment malfunction or issuance of updated equipment set forth in Section 4.15.
 - 9.1.6 Used license dollars to supplement business cash flow.
 - 9.1.7 Failed to comply with a term or condition of the Contract.
 - 9.1.8 Committed an act that impairs the Agent's reputation for honesty and integrity related to fulfilling its duties as an Agent of the State.
 - 9.1.9 Upon any ACH fail.
 - 9.1.10 For any other reason set forth in Minn. Stat. § 97A.485 subd 3.
- 9.2 Grounds for Termination. Termination of an Agent's rights to sell licenses as set forth in Section 2.1 may occur for any one of the following:
 - 9.2.1 Providing false or misleading information on the Agent's application to the State.
 - 9.2.2 While performing its duties as an Agent under this Contract, the Agent acted in a manner prejudicial to the public confidence in the integrity of the State.
 - 9.2.3 While performing its duties as an Agent under this Contract, the Agent knowingly entered false or incorrect information, such as driver's license or public safety numbers, social security numbers, or firearms safety numbers, into a customer's file. In addition to termination of contract, may be charged with a misdemeanor.
 - 9.2.4 Changed business location without proper notice to the State pursuant to Section 4.4.
 - 9.2.5 Failed to return equipment that has been replaced due to equipment malfunction or issuance of updated equipment as set forth in Section 4.15.
 - 9.2.6 Failed to account for materials and equipment for operation of the ELS as set forth in Section 4.15.
 - 9.2.7 Failed to comply with a term or condition of the Contract.
 - 9.2.8 Committed an act that impairs the Agent's reputation for honesty and integrity related to fulfilling its duties as an Agent of the State.
 - 9.2.9 Failed to properly display license point of sale materials as set forth in Section 4.5.

- 9.2.10 Failed to have the financial stability or responsibility to act as an agent including, but not limited to, evidence of inadequate accounting records or a failure to maintain sufficient funds from the sale of electronic licenses in the appropriate bank account set forth in Section 4.9.
- 9.2.11 Misuse of ELS data. ELS data may only be used in the normal course of business for the use of processing ELS transactions set forth in Section 11.
- 9.2.12 Upon a third fail within a twelve-month period set forth in Section 2.1.
- 9.2.13 For any other reason set forth Minn. Stat. § 97A.485, subd. 3.

10. State Audit

Under Minn. Stat. § 16C.05, subd. 5, the Agent's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

11. Government Data Practices

The Agent and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agent under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Agent or the State.

If the Agent receives a request to release the data referred to in this clause, the Agent must immediately notify and consult with the State's Authorized Representative as to how the Agent should respond to the request. The Agent's response to the request shall comply with applicable law.

12. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Affirmative Action Requirements

The State intends to carry out its responsibility for requiring affirmative action by its Agents.

- 13.1 Covered Contracts and Agents. If the Contract exceeds \$100,000 and the Agent employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principal place of business, then the Agent must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600.
- 13.2 General. Minn. R. 5000.3400-5000.3600 implements Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining an Agent's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. 5000.3400-5000.3600 including, but not limited to, Minn. R. 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 13.3 Disabled Workers. The Agent must comply with the following affirmative action requirements for disabled workers.

AFFIRMATIVE ACTION FOR DISABLED WORKERS

- 13.3.1 The Agent must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Agent agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 13.3.2 The Agent agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 13.3.3 In the event of the Agent's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. § 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 13.3.4 The Agent agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner. Such notices must state the Agent's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- 13.3.5 The Agent must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Agent is bound by the terms of Minn. Stat. § 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 13.4 Consequences. The consequences for the Agent's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State.
- 13.5 Certification. The Agent hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

14. Workers' Compensation Insurance.

If applicable pursuant to Chapter 176, Agent must provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State, including Coverage B, Employer's Liability. Insurance minimum limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts Agent from Workers' Compensation insurance or if the Agent has no employees in the State, Agent must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Agent from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Agent becomes eligible for Workers' Compensation, the Agent must comply with the Workers' Compensation Insurance requirements herein and provide the State with a certificate of insurance.

15. Antitrust

The Agent hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this Contract resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

1. Agent

The Agent certifies that the appropriate person has executed the Contract on behalf of the Agent as required by applicable articles, bylaws, resolutions, or ordinances.

Print Name: Jennifer Herzberg

Signature: _____

Title: Auditor-Treasurer

Date: _____

2. State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____

Date: _____

3. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____

Signature: _____

Title: _____

Date: _____

Admin ID: _____

Exhibit A: Issuing Fee Schedule

Electronic License Sales and applicable fees can be found online at the [Revisors Office. \(https://www.revisor.mn.gov/\)](https://www.revisor.mn.gov/)

Minn. Stat. § 97A.485 – Most G&F licenses.
Minn. Stat. § 84.7945 – OHM Trail
Minn. Stat. § 84.8035 – ORV Trail
Minn. Stat. § 84.8205 – Snow Trail
Minn. Stat. § 84.9275 – ATV Trail
Minn. Stat. § 84.791 – Dup OHM Safety
Minn. Stat. § 84.86 – Dup Snow Training
Minn. Stat. § 84.925 – Dup ATV Safety
Minn. Stat. § 97B.025 – Dup Trapper Safety (Don't use)
Minn. Stat. § 97B.015 – Dup FAS
Minn. Stat. § 85.41 – X-C Ski
Minn. Stat. § 85.46 – Horse Pass

Minn. Stat. § 84.788 – OHM (Filing fee)
Minn. Stat. § 84.798 – ORV (Filing fee)
Minn. Stat. § 84.82 – Snow (Issuing fee)
Minn. Stat. § 84.922 – ATV (Filing fee)
Minn. Stat. § 86B.415 – Watercraft (Filing fee)
Minn. Stat. § 86B.870 – Watercraft Title (Filing fee)

Minn. Stat. § 84.027 Subd. 15 (a)

(4) charge and permit agents to charge a convenience fee not to exceed three percent of the cost of the license to individuals who use electronic bank cards for payment. An electronic licensing system agent charging a fee of individuals making an electronic bank card transaction in person must post a sign informing individuals of the fee. The sign must be near the point of payment, clearly visible, include the amount of the fee, and state: "License agents are allowed by state law to charge a fee not to exceed three percent of the cost of state licenses to persons who use electronic bank cards for payment. The fee is not required by state law."

AFFIDAVIT

STATE OF MINNESOTA)

COUNTY OF PENNINGTON)

Jessica Nelson being duly sworn, on oath says: that ...he/she -
Jessica Nelson the owner ... of that certain Warrant
Numbered 116700 issued to Jessica Nelson by Pennington County
Human Services for 847.31 Dollars and
bearing date the 15 day of August, 2025; that said
_____ has not been paid but has become lost and destroyed in the manner following, to-wit:

Further affiant saith not save that ...he/she makes this affidavit for the purpose of having a duplicate thereof issued to Jessica Ann Nelson

Subscribed and sworn to before me this

3 Day of March, 2026

Jodi Lynn Kuznia
(Signature of Principal)

Jodi Lynn Kuznia

Notary Public, Pennington County, MN

My commission expires: 1-31-2028

ORDER ON BOND

The foregoing application and affidavit requesting that a duplicate Order-Warrant be issued to said affiant without the furnishing of an indemnifying bond is hereby _____
(Granted/Denied)

Dated this _____ day of _____

Attest:

* _____
(Chairman-Mayor-President)

Auditor/Clerk

*This order must be signed by presiding officer of the County, Town, City or School District, as the case may be. M.S.A. Section 366.24, as amended by Laws of 1963, Chapter 60. (a) If the application to dispense with the furnishing of an indemnifying bod is denied then use the bond on the reverse side hereof.

AFFIDAVIT

STATE OF MINNESOTA)

COUNTY OF PENNINGTON)

James Goroski, being duly sworn, on oath says: that ...he/she James Goroski the owner ... of that certain Warrant Numbered 116839 issued to James Goroski by Pennington County Human Services for 185.00 Dollars and bearing date the 22 day of September, 2025; that said has not been paid but has become lost and destroyed in the manner following, to-wit: Lost and unable to locate.

Further affiant saith not save that ...he/she makes this affidavit for the purpose of having a duplicate thereof issued to James Goroski Conrad Goroski

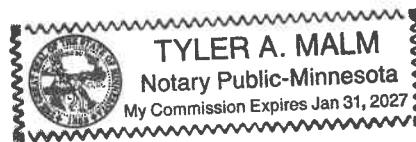
Subscribed and sworn to before me this

26th Day of February, 2026

Conrad Goroski (Signature of Principal)

Notary Public, Tyler Malm, Marshall County, MN

My commission expires: Jan 31, 2027



ORDER ON BOND

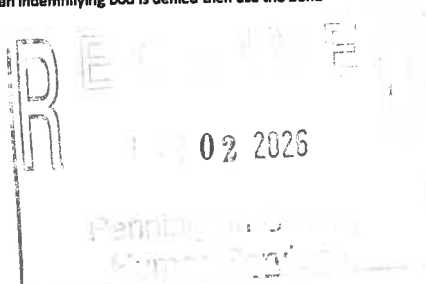
The foregoing application and affidavit requesting that a duplicate Order-Warrant be issued to said affiant without the furnishing of an indemnifying bond is hereby (Granted/Denied)

Dated this day of

Attest: (Chairman-Mayor-President)

Auditor/Clerk

*This order must be signed by presiding officer of the County, Town, City or School District, as the case may be. M.S.A. Section 366.24, as amended by Laws of 1961, Chapter 60. (a) If the application to dispense with the furnishing of an indemnifying bod is denied then use the bond on the reverse side hereof.



AFFIDAVIT

STATE OF MINNESOTA)

COUNTY OF PENNINGTON)

James Johnson being duly sworn, on oath says; that ...he/she - Listed on Reverse
the owner ... of that certain Warrants -
Numbered See List on back James Johnson by Pennington County SIDE
for Human Services for TOTAL of 107496 Dollars and
bearing date the SEE List on Reverse SIDE ; that said

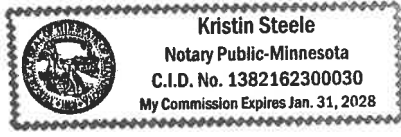
has not been paid but has become lost and destroyed in the manner following, to-wit:
Checks did not deposit due to mobile
deposits not working while Border Bank
was doing a system update.

Further affiant saith not save thathe/she makes this affidavit for the purpose of having a duplicate
thereof issued to James Johnson

Subscribed and sworn to before me this
2nd Day of March, 2020

James Johnson
(Signature of Principal)

Kristin Steele
Notary Public, Pennington County, MN
My commission expires: 1-31-28



ORDER ON BOND

The foregoing application and affidavit requesting that a duplicate Order-Warrant be issued to said
affiant without the furnishing of an indemnifying bond is hereby _____
(Granted/Denied)

Dated this _____ day of _____

Attest: _____
(Chairman-Mayor-President)

Auditor/Clerk

*This order must be signed by presiding officer of the County, Town, City or School District, as the case may be. M.S.A. Section 366.24, as amended by Laws of 1961, Chapter 60. (a) If the application to dispense with the furnishing of an indemnifying bod is denied then use the bond on the reverse side hereof.

Affidavit - James Johnson

Check #	Date	Amount	Name
116157	3/21/2025	179.16	James Johnson
116271	4/18/2025	179.16	James Johnson
116377	5/19/2025	179.16	James Johnson
116482	6/18/2025	179.16	James Johnson
116581	7/18/2025	179.16	James Johnson
116694	8/15/2025	179.16	James Johnson
Total of all checks		1,074.96	