

1 Department of Natural Resources

2

3 Adopted Permanent Rules Relating to Cross Country Ski Passes

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5 Rules as Adopted

6 6212.0800 APPLICATIONS FOR AGENCIES TO SELL CROSS COUNTRY SKI

7 PASSES.

8 Subpart 1. **Appointment of agents.** County auditors may
9 appoint agents for the sale of cross country ski passes, whether
10 cash or consignment, only upon the receipt of a completed
11 application on a form provided by the commissioner.

12 Subp. 2. **Applications must be approved.** All applications
13 must be signed by the applicant and approved by the county
14 auditor, or in the case of an application made by a state
15 agency, approved by the commissioner before passes are furnished.
16 Applicants, other than state agencies, requesting to sell passes
17 on consignment must include with their application the surety
18 bond required by part 6212.0900.

19 Subp. 3. **Applications made in triplicate.** All
20 applications must be made in triplicate. The county auditor
21 must retain the original and promptly forward one copy to the
22 commissioner. When receiving an application from a state
23 agency, the commissioner must retain the original and one copy.
24 The remaining copy must be retained by the applicant.

25 6212.0900 CONSIGNMENT OF CROSS COUNTRY SKI PASSES.

26 Subpart 1. **Surety bond required.** A county auditor may
27 issue passes on a consignment basis to a subagent who has
28 applied and who furnishes a valid corporate surety bond properly
29 issued by a corporation duly licensed to issue bonds in this
30 state. The surety bond must be:

31 [For text of items A to C, see M.R.]

32 Subp. 2. **Issuance of passes to state agency on consignment**
33 **basis.** The commissioner may issue passes on a consignment basis
34 to a state agency that has been appointed by the commissioner.

1 6212.1100 REQUIRED RECORDS, REPORTS, AND PAYMENTS FOR ISSUANCE
2 OF CROSS COUNTY SKI PASSES.

3 Subpart 1. **Required records.** County auditors or state
4 agencies must keep a record of all transactions relating to
5 passes received by them and passes issued by them to their
6 subagents. The record must include passes received, sold, or
7 returned for redemption or credit, fees collected, commissions
8 retained, remittances made, and cash on hand or deposited
9 showing at all times the current status of the county auditor's
10 or state agency's account and, in the case of the county
11 auditor, the account of each subagent. Subagents must keep a
12 record of all transactions relating to passes issued to them in
13 the same manner as county auditors. All records may be subject
14 to inspection and auditing by the commissioner.

15 [For text of subp 2, see M.R.]

16 Subp. 3. **Retention of sold passes.** The county auditor or
17 state agency must preserve all stubs of sold passes, whether
18 sold by the auditor, subagent, or state agency for at least one
19 year after the end of the pass year.

20 Subp. 4. **Payments and reports by county auditors.** County
21 auditors and state agencies must, on or before the 15th day of
22 each month, mail or deliver to the license bureau a complete
23 written report to the license bureau pertaining to all cross
24 country ski passes issued and sold. Reports must either be on
25 forms provided by the commissioner or in a prescribed format.
26 County auditors must include a warrant for 96 percent of all the
27 pass fees, excluding issuing fees, collected through their or
28 their subagents' sales. State agencies must include a warrant
29 for 100 percent of all the pass fees collected through their
30 sales. If a county auditor or state agency fails to submit
31 monthly reports within the specified time period, the
32 commissioner may withhold further consignments of passes until
33 the report is received. An immediate accounting of all passes
34 consigned to the county auditor or state agency during the
35 current cross country pass year may be required.

36 Subp. 5. **Final report of unsold passes and partially sold**

1 **books.** The following provisions apply to final reports of
2 unsold cross country ski passes and partially sold books:

3 [For text of item A, see M.R.]

4 B. No later than August 15, county auditors or state
5 agencies must prepare a final report that will show the total
6 number of unsold and void passes to be credited toward their
7 account and must contain a list of sequential numbers of such
8 passes. Any unsold or void passes not reported for redemption
9 or credit by the date prescribed will be presumed to have been
10 sold and the county auditor and subagent or the state agency
11 will be accountable.

12 6212.1300 PROHIBITIONS AND PENALTIES ON ISSUANCE OF CROSS
13 COUNTRY SKI PASSES.

14 Subpart 1. **Restriction on sale price of passes.** Cross
15 country ski passes must be offered for sale by state agencies,
16 county auditors, or agents only at the fee defined under
17 Minnesota Statutes, section 85.42.

18 [For text of subp 2, see M.R.]

19 Subp. 3. **Revocation of a state agency's authorization to**
20 **sell passes.** The commissioner may revoke the authorization to
21 sell cross country ski passes of any state agency or subagent
22 found in violation of any provision of law or rule relating to
23 the sale and handling of passes or the required reporting.