

State of Minnesota

# State Register

Rules and Official Notices Edition



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Department of Administration – Communications Media Division

**Monday 23 August 1999**  
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**Pages 253-268**

# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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## Printing Schedule and Submission Deadlines

Vol. 24 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#8	Monday 23 August	Noon Wednesday 11 August	Noon Tuesday 17 August
#9	Monday 30 August	Noon Wednesday 18 August	Noon Tuesday 24 August
#10	Tuesday 7 September	Noon Wednesday 25 August	Noon Tuesday 31 August
#11	Monday 13 September	Noon Wednesday 1 September	Noon Tuesday 7 September

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
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- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.

**PUBLISHING NOTICES IN THE *State Register*:** Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

The *State Register* is published by Communications Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

### FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

Contact: Senate Public Information Office (651) 296-0504 Room 231 State Capitol, St. Paul, MN 55155	Contact: House Information Office (651) 296-2146 Room 175 State Office Building, St. Paul, MN 55155
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## NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1997 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (651) 297-3000, or toll-free 1-800-657-3757.

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## Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C, for Purchase of Approximately 72 Acres of Bareland in Fairview Township, Lyon County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on September 10, 1999, at 9 A.M. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 72 acres of bareland located in Section 26, Fairview Township, Lyon County, Minnesota on behalf of Michael and Catherine Louwagie, a married couple (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$108,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 4 August 1999

Jim Boerboom  
RFA Director

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C, for Purchase of Approximately 10 Acres of Land with Buildings in Vesta Township, Redwood County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on September 10, 1999, at 9 A.M. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 10 acres of land with buildings located in Section 9-112-38, Vesta Township, Redwood County, Minnesota on behalf of Tom and Michelle Marotzke, a married couple (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$104,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 4 August 1999

Jim Boerboom  
RFA Director

## Board of Electricity

### REQUEST FOR COMMENTS on Planned Rules Governing Approval of Post High School Technical Courses for Experience Credit, Minnesota Rules, Chapter 3800

**Subject of Rules.** The Minnesota Board of Electricity requests comments on its planned rules governing approval of post high school technical courses for experience credit for applicants for license examination. The Board is considering rules that will establish criteria for approval of post high school technical programs.

**Persons Affected.** The adoption of the rules would likely affect post high school technical course providers, individuals that enroll in and complete post high school technical courses, employers, employees, and employer and employee organizations.

**Statutory Authority.** *Minnesota Statutes*, section 326.242, authorizes the Board to adopt rules for the approval of a post high school electrical course for the allowance of experience credit as a condition of license examination.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing until further notice is published in the *State Register* that the Board intends to adopt or to withdraw the rules. The Board contemplates appointing an advisory committee to comment on the planned rules. Persons interested in serving on the Advisory Task Force may contact the agency contact person identified below. The Board requests that persons interested in serving on the Advisory Task Force respond by October 1, 1999.

**Rules Drafts.** The Board has not yet prepared a draft of the planned rules.

**Agency Contact Person.** Written comments, questions, and requests for more information on these planned rules should be directed to:

John A. Schultz  
State Board of Electricity  
1821 University Avenue Suite S-128  
Saint Paul, MN 55104-2993  
651-642-0800 FAX 651-642-0441  
e-mail [john.schultz@state.mn.us](mailto:john.schultz@state.mn.us)  
TTY users may call the Board at TTY/MRS 800-627-3529

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Note:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 23 August 1999

John A. Schultz, Executive Secretary  
Minnesota Board of Electricity

## Department of Human Services

### Division of Children's Mental Health

#### REQUEST FOR COMMENTS on Planned Amendment to Rules Governing Family Community Support Services , *Minnesota Rules*, parts 9505.0323; 9505.9324; 9505.0326; and 9505.0327

**Subject of Rules.** The Minnesota Department of Human Services ("the Department") requests comments on its planned amendments to rules governing medical assistance (MA) payments for family community support services. Family community support services are designed to help children under age 18 who have severe emotional disturbance or young adults ages 18 to 21 who have serious and persistent mental illness remain with their families in the communities.

*Minnesota Rules*, parts 9505.0323, 9505.9324, 9505.0326, and 9505.0327 specify the conditions under which a provider can be reimbursed by MA for providing family community support services. Legislation enacted in 1999 changes some of the conditions for MA reimbursement. Rule amendments are therefore necessary to make the rules consistent with the statutory change. Specifically, *Laws of Minnesota 1999*, Chapter 245, Article 4, Section 49, amends *Minnesota Statutes*, section 256B.0625, subdivision 35 by adding the following family community support services to those currently covered by MA:

- (1) services identified in an individual treatment plan when provided by a trained mental health behavioral aide under the direction of a mental health practitioner or mental health professional;
- (2) mental health crisis intervention and crisis stabilization services provided outside of hospital inpatient settings; and
- (3) the therapeutic components of preschool and therapeutic camp programs.

**Persons Affected.** The amendment to the rules would likely affect family/consumers and providers of family community support services, such as a collaborative, county, school, and mental health professional.

**Statutory Authority.** *Laws of Minnesota 1999*, Chapter 245, Article 4, Section 111 authorizes that, by January 1, 2001, the Department shall amend *Minnesota Rules*, parts 9505.0323; 9505.0324; 9505.0326; and 9505.0327, as necessary to implement the changes outlined in *Minnesota Statutes*, section 256B.0625, subdivision 35.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing or orally until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the amendments. The Department will appoint an advisory committee to comment on the planned rules. The committee will represent consumer and advocate groups, service providers and associations with an interest in children's mental health services. The committee plans to convene sometime in September 1999.

**Rules Drafts.** The Department has not yet prepared a draft of the planned rules amendments but anticipates that a draft of the rules amendments will be available by December 31, 1999.

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules when it is prepared, and requests for more information on these planned rules should be directed to:

Caryn Ye  
Appeals & Regulations Division  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, MN 55155  
651-282-9850  
651-297-3173 (FAX)  
TTY users may call the Department at 651-297-5353 or 800-627-3529.

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Note:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Michael O'Keefe  
Commissioner

## Pollution Control Agency

### Metro District

#### Public Notice of Intent to Issue National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) Permit MN G580000

**Public Comment Period Begins:** August 23, 1999

**Public Comment Period Ends:** September 9, 1999

**Name and Address of Permittee:** Identified in the General Permit's attached cover letter

**Facility Name and Location:** Stabilization Pond Facilities throughout the State of Minnesota

**Receiving Waters:** Any surface water in state with the exception of any waters designated as an Outstanding Resource Value Water (ORVW) or Trout Waters as defined in *Minnesota Rules* ch. 7050.

This permit will authorize any discharge that meets the terms and conditions of the general permit to discharge stabilization pond effluent to surface waters of state. The general permit will provide timely issuance without the delay of individual permit issuance procedures.

This permit regulates the surface water discharge resulting from operation of a wastewater stabilization pond. A general permit will be issued in cases where:

- 1) The discharge consists of treated wastewater stabilization pond effluent;
- 2) The discharge is less than an annual average flow of 1,000,000 gallons per day;
- 3) The discharge is not to an ORVW or designated trout waters;
- 4) The discharge will not have a significant impact on water quality; or
- 5) The discharge will not violate water quality standards contained in *Minnesota Rules* ch. 7050.

#### Description of Permitted Facility

The draft permit was previously placed in public notice of November 10, 1997. This is a second public notice of the proposal to issue a general permit due to the need to modify the permit to include the facilities that meet the terms and conditions of the general permit. To be eligible for this general permit, the facility must meet the following criteria:

- A. The receiving water is NOT directly to an Outstanding Resource Value Water (ORVW) or designated trout water as defined in *Minnesota Rules* ch. 7050; or a tributary of an ORVW or designated trout water if, as determined by the MPCA, the discharge has the potential to impact these protected waters.
- B. The average annual design flow of the facility is less than one million gallons per day (mgd).
- C. The stabilization pond dikes have adequate erosion protection.
- D. The stabilization pond liner does not exceed the allowable seepage rate of 500 gallons per acre per day if the pond was built after May 16, 1975, and 3,500 gallons per acre per day if the pond was built before May 16, 1975, as determined by the Report on Evaluation of Minnesota Water Balance Test.
- E. The stabilization pond system has 180 days storage if located south of the 46° 25' north latitude (approximately the latitude of Brainerd). For facilities north of this line, the facility shall have 210 days of storage. If design capacity is less than 180 days and 210 days respectively, the Permittee may show that actual flows allow for 180 days and 210 days respectively.
- F. Wastewater flows do not exceed the capacity of either the collection system or the wastewater treatment facility. Bypassing and/or excessive discharge frequencies are indicators that the flows exceed the collection system's or treatment system's capacities and may be interpreted as such by the MPCA.
- G. The Permittee measures flows accurately, within plus or minus ten percent of the true flow values.
- H. The Permittee is not subject to an MPCA requirement to meet a phosphorus effluent limit, in accordance with *Minnesota Rules* 7050.0211, subp.1.
- I. The Facility is only a stabilization pond system with controlled surface discharge (not land disposal).

As with other general permits, other facilities may be added under the general permit without an individual public notice if the MPCA determines they meet the above listed criteria. The MPCA has made a preliminary determination that these facilities meet this criteria and are eligible for the general permit at this time:

Adrian, Albany, Alberta, Balaton, Belle Plaine, Belview, Borup, Ceylon, Clarissa, Clarkfield, Cleveland, Cottonwood, Elizabeth, Elkton, Ellendale, Ellsworth, Flensburg, Foreston, Freeborn, Freeport, Gem Sanitary District, Gibbon, Gilman, Goodridge, Granada, Hartland, Janesville, Jasper, Kellogg, Kennedy, Lake Bronson, Leroy, Longville, Lonsdale, Lucan, Lynd, McIntosh, Menahga, Milaca, Minneota, Moose Lake, Morris, Mountain Lake, New Germany, Nicollet, Oklee, Onamia, Roseau, Royalton, Shafer, Sleepy Eye, Twin Lakes, Vesta, Wheaton, Winger.

### **Preliminary Determination on the Draft Permit**

The MPCA Commissioner has made a preliminary determination to issue this NPDES/SDS permit for a term of approximately five (5) years. A draft permit and fact sheet are available for review at the MPCA Central Office located in St. Paul and the MPCA Regional Offices located at:

1. MPCA Rochester Regional Office, 2116 Campus Drive Southeast, Rochester, Minnesota, 55904 507-285-7343
2. MPCA Marshall Regional Office, 700 North 7th Street, Marshall, Minnesota, 56258 507-537-7146
3. MPCA Detroit Lakes Regional Office, Lake Avenue Plaza, 714 Lake Avenue, Suite 220, Detroit Lakes, 56501 218-847-1519
4. MPCA Regional Office, Duluth Government Services Center, Room 704, 320 West 2nd Street, Duluth, 55802 218-723-4660
5. MPCA Brainerd Regional Office, 1601 Minnesota Drive, Brainerd, 56401 218-828-2492
6. MPCA Central Office, 520 Lafayette Road North, St. Paul, Minnesota 55155 651-296-6300

**To request a copy of the draft permit and fact sheet, please contact Brenda Tischler at 651-296-7225.**

### **Written Comments**

You may submit written comments on the conditions of the draft permit or on the Commissioner's preliminary determination.

Written comments must include the following:

1. A statement of your interest in the permit application or the draft permit;
2. A statement of the action you wish the MPCA to take, including specific references to sections of the draft permit that you believe should be changed; and
3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

### **Petition for Public Informational Meeting**

You also may request that the MPCA Commissioner hold a public informational meeting. A public informational meeting is an informal meeting that the MPCA may hold to solicit public comment and statements on matters before the MPCA, and to help clarify and resolve issues.

A petition requesting a public informational meeting must include the following information:

1. A statement identifying the matter of concern;
2. The information required under items 1 through 3 of "Written Comments," identified above;
3. A statement of the reasons the MPCA should hold a public informational meeting; and
4. The issues that you would like the MPCA to address at the public informational meeting.

### **Petition for Contested Case Hearing**

You also may submit a petition for a contested case hearing. A contested case hearing is a formal evidentiary hearing before an administrative law judge. In accordance with *Minnesota Rules 7000.1900*, the MPCA will grant a petition to hold a contested case hearing if it finds that: (1) there is a material issue of fact in dispute concerning the application or draft permit; (2) the MPCA has the jurisdiction to make a determination on the disputed material issue of fact; and (3) there is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft permit. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision.

A petition for a contested case hearing must include the following information:

1. A statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in *Minnesota Rules 7000.1900*, as discussed above; and
2. A statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter.

## Official Notices

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In addition and to the extent known, a petition for a contested case hearing should also include the following information:

1. A proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing;
2. A proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing; and
3. An estimate of time required for you to present the matter at a contested case hearing.

### MPCA Decision

You may submit a petition to the Commissioner requesting that the MPCA Citizens' Board consider the permit issuance. To be considered timely, the petition must be received by the MPCA by 4:30 p.m. on the date the public comment period ends, identified on page 1 of this notice. Under the provisions of *Minnesota Statutes* §. 116.02, subd. 6(4), the decision whether to issue the permit and, if so, under what terms will be presented to the MPCA Citizens' Board for decision if: (1) the Commissioner grants the petition requesting the matter be presented to the MPCA Citizens' Board; (2) one or more MPCA Citizens' Board members request to hear the matter before the time the commissioner makes a final decision on the permit; or (3) a timely request for a contested case hearing is pending. You may participate in the activities of the MPCA Citizens' Board as provided in *Minnesota Rules* 7000.0650.

The written comments, requests, and petitions submitted on or before the last day of the public comment period will be considered in the final decision on this permit. If the MPCA does not receive written comments, requests, or petitions during the public comment period, the Commissioner, or other MPCA staff as authorized by the Commissioner, will make the final decision on the draft permit.

**Comments, petitions, and/or requests must be submitted in writing on or before the end date of the public comment period identified on page 1 of this notice to:**

Jennifer Anthony-Powell  
Minnesota Pollution Control Agency  
Policy and Planning Division  
Regular Facilities/Site Remediation Section  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194

## Teachers Retirement Association

### Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, September 16, 1999 at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

## USDA Natural Resources Conservation Service

### Requests for Comments on Conservation Practice Standards

The USDA Natural Resources Conservation Service (NRCS) is requesting comments on the proposed revision and development of the following conservation practice standards:

1. Upland Wildlife Habitat Management
2. Restoration and Management of Declining Habitats.
3. Early Successional Habitat Development and Management.

Please direct comments, questions, or requests to receive drafts of the practice standards, and requests for more information should be addressed to: Mark Oja, Biologist, USDA-NRCS, 375 Jackson Street, Suite 600, St. Paul, MN 55101, by calling 651-602-7868, or by e-mail: [mark.oja@mn.usda.gov](mailto:mark.oja@mn.usda.gov)

Interested individuals or groups may submit comments or information on these practice standards in writing or e-mail until 4:30 p.m. on August 31, 1999.

William Hunt  
State Conservationist

## USDA Natural Resources Conservation Service

### Revisions of Conservation Practice Standard 327 (Conservation Cover)

**NOTICE IS HEREBY GIVEN** that the Natural Resources Conservation Service (NRCS) of the United States Department of Agriculture (USDA) is revising its Minnesota Conservation Practice Standard (327) Conservation Cover.

The NRCS is now seeking comments on the proposed revisions. The standard may be modified according to the comments submitted.

Please direct comments, questions, or requests for copies of the proposed revisions to:

Roger Mussetter, Assistant State Conservationist  
USDA-Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, Minnesota 55101-1854  
Telephone: 651-602-7858; FAX 651-602-7914

Comments will be accepted until September 7, 1999.

William Hunt  
State Conservationist

## State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

## Department of Human Services

### Request for Proposals: Statewide Mental Health Public Information Campaign Development and Administration

The State of Minnesota, Department of Human Services is requesting proposals to develop and administer a statewide mental health public information campaign designed to reduce the rate of suicide and suicide attempts among vulnerable populations. Detailed specifications for proposals are stated below.

The Department has designated up to \$280,000 for the Statewide Mental Health Public Information Campaign. It is anticipated that one grant of up to \$280,000 will be awarded. The source of funding is the federal community mental health block grant.

The time period for the grant is seventeen months, November 1, 1999 through March 31, 2001. The state reserves the right to extend the grant period for up to one additional year, based on satisfactory performance and the availability of funds.

A pre-application conference for prospective bidders will be held on Monday, September 13, 1999 in Room 1C, 444 Lafayette Road, St. Paul. All proposals must be received by the State no later than 4 p.m., Thursday, September 30, 1999. Late proposals will not be accepted. It is anticipated that selection and notification of the grant award will occur by October 15, 1999.

Proposals in response to this RFP must be submitted in accordance with the RFP application instructions. To obtain a copy of the full RFP, contact

Michael Stetzler  
Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3828  
Phone: 651-582-1822; FAX: 651-582-1831

Questions may be directed to Michael Stetzler. Michael Stetzler is the only employee authorized to answer questions regarding the RFP.

Upon request, information about the RFP will be made available in an alternative format such as Braille, large print or audio-tape. For TTY, contact Minnesota Relay Services at 1-800-627-3529 or 651-297-5353.

## Professional, Technical & Consulting Contracts

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This request for proposal does not obligate the state to complete the proposed project. The state reserves the right to reject any and all proposals submitted and to reallocate funds contemplated for the purpose of this RFP to another purpose. The State of Minnesota shall not be held responsible for any costs incurred in the preparation or submission of proposals or for project activities performed by any applicant or grantee prior to the encumbrance of funds by the state pursuant to a written grant agreement, and can cancel the solicitation if it is considered to be in its best interests.

### Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

## Colleges and Universities, Minnesota State (MnSCU)

### St. Cloud Technical College

#### Request for Proposal (RFP) for Data Video Projectors and Miscellaneous Audio Visual Equipment

##### Introduction:

St. Cloud Technical College is soliciting bids for Data Video Projectors and Audio Visual Equipment, beginning August 23, 1999.

##### Requests for Proposals are available from:

St. Cloud Technical College  
Melinda Begin  
1540 Northway Dr.  
St. Cloud, MN 56303  
320-202-6471

##### Proposals Due Date:

Vendor proposals are due no later than 2:00 p.m., September 6, 1999.

## Department of Natural Resources

### Division of Fish and Wildlife

#### Notice of Request for Proposals for the Development of a Fee Schedule and Model for Lifetime Hunting and Fishing Licenses

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources (DNR), through its Division of Fish and Wildlife, requests proposals for the development of a fee schedule and model for lifetime hunting and fishing licenses that will provide revenue to a trust fund to be used for fish and wildlife management programs.

The contractor will develop a fee structure for four age groups for each of six hunting and fishing license types which permits a single payment to purchase a lifetime license that will support a trust fund of lifetime license fee investments with no net loss of revenue when compared to an annual license purchase during the span of use by the license buyer. The contractor will develop an analysis and schedule for each age group and license type for each year. This analysis and schedule should be used to determine the breakeven point for the cost of the license under the investment and use strategies.

The DNR has estimated that the cost of this contract should not exceed \$25,000. This proposal does not obligate the agency to spend the estimated dollar amount.

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## Professional, Technical & Consulting Contracts

It is anticipated that the contract will begin September 15, 1999, and will be completed December 15, 1999.

Call or write for the full Request for Proposal which will be sent free of charge to interested vendors. Please contact:

Richard Hassinger  
Minnesota Department of Natural Resources  
500 Lafayette Road, Box 20  
St Paul, MN 55155 - 4012  
Phone: 651-297-1308  
FAX: 651-297-7272

Other personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, certified targeted group businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 612-296-2600 TTY 612-282-5799.

All proposals must be received or post-marked not later than 4:00 PM on September 14, 1999.

## Department of Revenue

### Request for Proposal (RFP) for Instructional/Consultation Services for Employee Development and Performance Management

The Minnesota Department of Revenue is requesting proposals from qualified parties to provide various employee development and performance management services to agency staff. This request for proposals is for instructional design/delivery and consultation services that the agency may need during the next two fiscal years (2000, 2001). Services will be provided on an "as needed/work order" basis to meet the requirements of our Resource Management Division.

#### Scope of services.

Services are to be provided in the areas of employee development, management development and organizational development.

Prospective responders who have questions regarding this request for proposal may call or write to obtain a complete copy of the RFP:

Sherri McMurray, Director  
Human Resource Management Division  
Minnesota Department of Revenue  
600 North Robert Street  
St. Paul, Minnesota 55146-7116  
651-296-1714 (phone)  
651- 297-1754 (FAX)

Ms. McMurray is the only employee authorized to answer questions regarding this RFP

All proposals must be received not later than September 23, 1999, by 4:00 p.m., at the Minnesota Department of Revenue, 600 North Robert Street, St. Paul, Minnesota 55146.

# Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

## City of Saint Paul

### Notice of Request for Proposals to Interested Proposers in the Human Resource Area

The City of Saint Paul is soliciting proposals from qualified businesses and agencies for Civil Service Employment Testing Services. The City's Office of Human Resources is issuing this proposal to explore the option of outsourcing the testing function. The contract is expected to commence on or about July 1, 2000 and will be for a period of two years.

#### Timeline:

Written questions: Monday, September 13, 1999.

Proposals due: Wednesday, November 2, 1999 on or before 2:00 p.m.

Copies of the RFP are available by faxing a written request for RFP-20900-1 to:

Contract and Analysis Services  
Room 280 City Hall/Court House  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102  
Phone: 651-266-8900  
FAX: 651-266-8919

## Metropolitan Council

### Notice of Request for Proposals (RFP) for Metro Transit Bus Driver Uniforms

The Metropolitan Council is requesting proposals for a Bus Driver Uniform vendor to supply driver uniforms.

A tentative schedule for consultant selection is:

Receive letters of interest:	August 1999
Issue Request for Proposals:	September 1999
Receive Proposals:	September 1999
Evaluate and Rank Proposals	October 1999
Metropolitan Council authorization:	November 1999
Contract negotiated, executed, NTP:	November 1999

All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council Environmental Services  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101

Inquiries regarding this project should be directed to Rick Biddle at 651-602-1812.

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

## Metropolitan Council

### Notice of Request for Proposals (RFP) for Planning Analyst for the Metropolitan Housing Opportunity Program

The Metropolitan Council is requesting proposals for a Planning Analyst to assist the Council in staffing a long term temporary position to plan, coordinate and implement Metropolitan Council public housing development activities through the Metropolitan Housing Opportunity Program.

A tentative schedule for consultant selection is:

Issue Request for Proposals:	August 1999
Receive Proposals:	September 1999
Evaluate and Rank Proposals:	September 1999

All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council Environmental Services  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101

Inquiries regarding this project should be directed to Gordon Backlund at 651-602-1801.

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

## University of Minnesota

### Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at 612-625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

