

## CHAPTER 557—H. F. No. 105

*An act relating to the powers and duties of the commissioner of administration; providing for an emergency first aid station in the capitol; amending Minnesota Statutes 1957, Section 16.02.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1957, Section 16.02, is amended to read:

16.02 **Powers, duties.** *Subdivision 1.* Subject to other applicable provisions of Laws 1939, Chapter 431, as amended, and to other laws not inconsistent therewith, the commissioner shall have the following powers and duties respecting all agencies of the state; *as set forth in this section.*

(1) *Subd. 2.* To purchase, rent, or otherwise provide for the furnishing of all supplies, materials, equipment, printing, and utility services, prescribe standard specifications therefor, to provide for inspecting and testing the same, and otherwise to enforce compliance with such specifications; to prescribe and designate classes of state printing;

(2) *Subd. 3.* To prescribe time, manner authentication, and form of making requisitions for supplies, materials, equipment, printing, and utility services and the manner and form in which claims therefor shall be submitted, allowed, and paid;

(3) *Subd. 4.* To supervise and control the making of all contracts for building, highways, and other improvements, and to prescribe the amount of certified checks, deposits, or bonds to be submitted in connection with bids and contracts, when not otherwise provided for by law;

(4) *Subd. 5.* To cause to be prepared plans and specification for the construction, alteration, or enlargement of all state buildings, structures, and other improvements except highways and bridges; to approve such plans and specifications; to advertise for bids and award all contracts in connection with such improvements; to supervise and inspect all work relating thereto; after any contract for such an improvement is let, to approve all lawful changes in plans and specifications; to approve estimates for payment; and to accept such improvements when completed according to such plans and specifications;

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~~(5)~~ *Subd. 6.* To maintain and operate the state capitol building, state office building, historical society building, and the grounds appertaining thereto, also, where deemed advisable and practicable by the commissioner, any other building or premises owned or rented by the state for the use of any state department or other administrative agency; provided, that this shall not apply to state hospitals or to educational, penal, correctional, or other institutions the control of which is vested by law in some other agency.

~~(6)~~ *Subd. 7.* To provide for the periodical inspection and appraisal of all state property, real and personal, and for keeping current and perpetual inventories thereof, and to require all departments and agencies to make reports of the real and personal property in their custody at such intervals and in such form as he may deem necessary.

~~(7)~~ *Subd. 8.* To inspect all state power, heating, and lighting plants, and to make such rules regulating the operation thereof and to recommend such improvements therein as will promote economical and efficient operation.

~~(8)~~ *Subd. 9.* To supervise and control the making of necessary repairs to all state buildings and structures, except structures, other than buildings, under the control of the state highway department.

~~(9)~~ *Subd. 10.* To rent land and other premises when necessary for state purposes; provided, that no such land or premises shall be rented for a term exceeding two years at a time; except that, with the approval of the legislative advisory committee, the commissioner may lease land or premises for a term not exceeding five years, subject to cancellation upon 30 days written notice by the state for any reason except rental of other land or premises for the same use.

~~(10)~~ *Subd. 11.* To prepare a biennial budget, under the supervision of the governor-elect.

~~(11)~~ *Subd. 12.* To operate the allotment system.

~~(12)~~ *Subd. 13.* To provide for the printing and distribution of the session laws, the capitol guide book, official reports, and other publications of all kinds, and to supervise and control the form of such reports and publications so as to coordinate them, avoid duplications, and make them useful and informative to the public.

~~(13)~~ *Subd. 14.* To rent out, with the approval of the

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governor, any state property, real or personal, not needed for public use, the rental of which is not otherwise provided for or prohibited by law; this shall not apply to state trust fund lands, or other state lands under the jurisdiction of the department of conservation, or to property under the jurisdiction of the conservator of rural credit, or to lands forfeited for delinquent taxes; no such property shall be rented out for a term exceeding two years at a time excepting property acquired under Minnesota Statutes, Section 298.22. Any rentals of property heretofore made under Minnesota Statutes, Section 298.22 for more than two years are hereby validated.

~~(14)~~ *Subd. 15.* To have charge of all central store rooms and supply rooms serving more than one department now or hereafter established and operated by the state.

~~(15)~~ *Subd. 16.* To maintain and operate for state departments and agencies a central mailing service, and a duplicating division in which all duplication shall be done; to require that all equipment now or hereafter owned by the state be turned into the central duplicating division for use therein with the following exceptions:

(a) duplicating machines may be used in any department, institution, or state agency not located in St. Paul or Minneapolis, or in the state department of civil defense, or by the attorney general;

(b) the motor vehicle department may continue to fill the necessary data on motor vehicle license registration cards on duplicating machines or by duplicating process;

(c) the civil service department may continue to produce work of confidential nature on their own duplicating machines;

(d) the railroad and warehouse commission may utilize a duplicating machine for the purpose of issuing its orders and other work which is confidential until the time of its release.

The duplicating work to be done by the duplicating division shall be restricted to producing any form, booklet, or pamphlet as follows:

(a) four pages or less, not to exceed 5,000 copies;

(b) over four pages and not to exceed 24 pages, not to exceed 1,000 copies;

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(c) over 24 pages and not to exceed 50 pages, not to exceed 750 copies;

(d) over 50 pages, not to exceed 500 copies.

~~(16)~~ *Subd. 17.* To sell all public books and documents which are subject to sale.

~~(17)~~ *Subd. 18.* To transfer to or between state departments and agencies or to sell supplies, materials, and equipment which are surplus, obsolete, or unused, making proper adjustments in the accounts and appropriations of the departments or agencies concerned.

~~(18)~~ *Subd. 19.* To purchase from the state penal institutions and other state institutions all articles manufactured by them which are usable by the state.

~~(19)~~ *Subd. 20.* To make rules and regulations relative to travel of state officers and employees on state business and the expenses incurred thereon.

~~(20)~~ *Subd. 21.* To enter into a contract with any airline company regularly engaged in carrying passengers on schedule flights in interstate commerce for the establishment of an air travel account for the state of Minnesota, subject to such terms and conditions as may be necessary and proper to facilitate air travel by officers and employees of the state, and to deposit with the airline company not more than \$500 to the credit of such account. The sum of \$500 or so much thereof as may be necessary is hereby appropriated to the commissioner of administration out of the general revenue fund in the state treasury for the purposes of this *clause subdivision*.

~~(21)~~ *Subd. 22.* To make rules and regulations relative to the expense of moving state officers and employees to new stations, subsistence, and such other expenses as may be necessary and incident to assignments to such stations, and to provide for the payment thereof by reimbursement of actual expenses or payment therefor at a daily flat rate.

*Subd. 23.* To establish and operate an emergency first aid station with a registered nurse on its staff, to be located in the centennial building, for the state capitol group of buildings.

Approved April 20, 1961.

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