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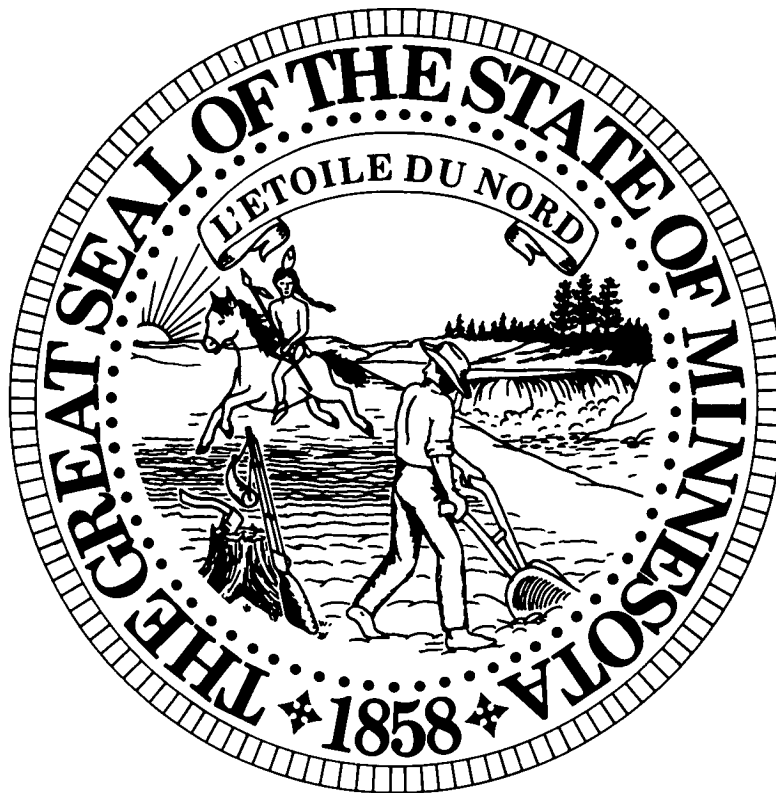
STATE REGISTER

Department of Administration - Print Communications Division

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Published every Monday

16 January 1989

Volume 13, Number 29

Pages 1755-1802

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, containing executive orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

Printing Schedule and Submission Deadlines

Vol. 13 Issue Number	*Submission deadline for Adopted and Proposed Rules**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
29	Friday 30 December	Monday 9 January	Tuesday 17 January
30	Monday 9 January	Friday 13 January	Monday 23 January
31	Tuesday 17 January	Monday 23 January	Monday 30 January
32	Monday 23 January	Monday 30 January	Monday 6 February

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the State Register editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to Minn. Stat. § 14.46. Publication is weekly, on Mondays, with an index issue in September. In accordance with expressed legislative intent that the *State Register* be self-supporting, the subscription rate has been established at \$130.00 per year, postpaid to points in the United States. Second class postage paid at St. Paul, Minnesota. Publication Number 326630. (ISSN 0146-7751) No refunds will be made in the event of subscription cancellation. Single issues may be obtained at \$3.50 per copy.

Subscribers who do not receive a copy of an issue should notify the *State Register* Circulation Manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

Rudy Perpich, Governor

**Sandra J. Hale, Commissioner
Department of Administration**

**Stephen A. Ordahl, Director
Print Communications Division**

Robin PanLener, Editor

Paul Hoffman, Assistant Editor

Debbie Kobold, Circulation Manager

Bonita Karels, Staff Assistant

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:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office
Room 231 State Capitol, St. Paul, MN 55155
(612) 296-0504

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
(612) 296-2146

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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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or 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 *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 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

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Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Board of Education

Proposed Permanent Rules Relating to Multischool District Organizations; Elementary, Secondary, and Vocational Computer Centers

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Education intends to adopt the above entitled rule without a public hearing following the procedures set forth in the *Administrative Procedure Act* for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is Section 121.931 Subds. 6, 7 and 8.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request *in writing*. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed, if a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Capitol Square Building
Room 850
550 Cedar Street
St. Paul, MN 55101
ATTENTION: Erv Chorn

The proposed rule may be modified if the modifications are supported by data and views *submitted to the agency* and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Erv Chorn upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Erv Chorn.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

Proposed Rules

The previous announcement in the *State Register* dated 13 June, 1988, to adopt the above captioned rules is withdrawn.

Ruth E. Randall
Commissioner

Rules as Proposed (all new material)

CHAPTER 3560 STATE BOARD OF EDUCATION MULTISCHOOL DISTRICT ORGANIZATIONS; ELEMENTARY, SECONDARY, AND VOCATIONAL COMPUTER CENTERS

3560.0010 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to this chapter.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of education or the commissioner's designee.

Subp. 3. **DARC.** "DARC" means the data acquisition review committee of the Department of Education.

Subp. 4. **Department.** "Department" means the Department of Education unless otherwise specifically identified.

Subp. 5. **District.** "District" has the meaning given in *Minnesota Statutes*, section 121.93, subdivision 2.

Subp. 6. **ESV computer council.** "ESV computer council" has the meaning given in *Minnesota Statutes*, section 121.93, subdivision 5.

Subp. 7. **ESV regional computer center.** "ESV regional computer center" means a governmental unit formed by a joint powers agreement entered into by school districts to provide computer and related services to its affiliated school districts.

ESV regional computer center, regional management information center, and regional computer center are synonymous terms.

Subp. 8. **ESV-IS.** "ESV-IS" has the meaning given in *Minnesota Statutes*, section 121.93, subdivision 3.

Subp. 9. **SDE-IS.** "SDE-IS" has the meaning given in *Minnesota Statutes*, section 121.93, subdivision 4.

Subp. 10. **State board.** "State board" means the State Board of Education or its designee.

3560.0020 DATA STANDARDS.

Subpart 1. **Criteria.** The data standards referred to in this part cover only data submitted to the commissioner or state board by a district or an ESV computer center on behalf of its affiliated districts or itself. The data must conform to the data standards established in the data element dictionary published by the department. To be included in the data element dictionary, a data element must meet one of the following criteria:

A. The data element is used in the ESV-IS or the SDE-IS data bases, or the list of essential data elements that the department maintains according to *Minnesota Statutes*, section 121.932, subdivision 5.

B. A financial or property data element is established through the Uniform Financial Accounting and Reporting Standards (UFARS).

C. A student, personnel/payroll, curriculum, and other data element is individually defined. The definition also includes the standard name, computer program name, system descriptors, values, and transaction methodology when appropriate.

Subp. 2. **Review criteria.** To be included in the Annual Data Acquisition Calendar (ADAC), data elements must be formatted into a form or another type of data collection instrument used to collect data from districts or regional computer centers. They must then be reviewed by DARC, which recommends approval or disapproval to the commissioner. The recommendation by DARC and the decision of the commissioner must be based on one of the following criteria:

- (1) the data element is required by federal or state law or state board rule;
- (2) the data element is required to calculate and distribute aids and levies or to distribute other funds;
- (3) the data element is used to make program decisions in the management of the department;
- (4) the data element is used to monitor compliance to statute or state board rule; or
- (5) the data element is used to conduct research or analyze policy as approved by the commissioner.

3560.0030 CREATION OF MANAGEMENT INFORMATION CENTERS.

Subpart 1. **District board resolutions.** Whenever two or more districts decide, by resolution of their respective boards, to establish

a regional management information center, the center will come into existence according to *Minnesota Statutes*, section 121.935, subdivision 1.

Subp. 2. **Approval criteria.** After review and recommendation by the ESV computer council, the state board must approve the creation of a new regional computer center and its effective date if:

A. the proposed regional center has submitted an annual and biennial plan and budget to the state board conforming to *Minnesota Statutes*, section 121.935, subdivision 4;

B. the proposed regional center has acquired, or will acquire subject to approval of the proposal by the state board, computer and related equipment that has demonstrated its capability to process the ESV-IS or an approved alternative management information system and has demonstrated it is able to assemble and transmit the essential data elements to the department as required in *Minnesota Statutes*, section 121.932, subdivision 5; if any of the districts include a technical institute, then the ESV-IS must include the fixed assets property management information systems for technical institutes;

C. the proposed regional center has developed a disaster recovery plan;

D. the proposed regional center has established a management plan that includes:

(1) the organizational structure of the board of directors;

(2) the administrative, technical operations, field service, office support, and district training staff necessary to operate the center; and

(3) the type, level, and amount of services provided directly to affiliated districts and provided by other organizations if the regional center does not provide the required ESV-IS service; and

E. the cost of computer systems and staff services received by the districts in the new region, in total, is not greater than the cost for the same or equivalent computer systems and staff services in the region of disaffiliation.

Subp. 3. **Notice.** Notice of intent to establish a new regional management information center must be served on the board of directors of regions with disaffiliating districts, the commissioner, the state board, and the ESV computer council at least one year before July 1 of the proposed effective year of establishment, unless the regions with disaffiliating districts and the state board agree to waive the July 1 date as provided by *Minnesota Statutes*, section 121.935, subdivision 1.

Subp. 4. **Delay.** The state board may delay the effective date of establishment up to two years beyond the intended effective date if the region of disaffiliation protests the disaffiliation and presents evidence that the disaffiliation will cause financial hardship on the remaining districts in the region so that adjustments in the cost of equipment, staff, and administration cannot be implemented before the intended effective date.

Subp. 5. **Allocation formula.** Regional reporting subsidies appropriated by the legislature must be allocated to the new regional computer center applying the same formula used with the other regions.

3560.0040 TRANSFER OF SCHOOL DISTRICT AFFILIATION.

Subpart 1. **Notice.** A notice of intention to disaffiliate from a regional computer center must be served on the boards of directors of both regional computer centers, the commissioner, state board, and the ESV computer council one year before the intended effective date.

Subp. 2. **Effective date.** Upon resolution of the district board to transfer its affiliation from one regional management information center to another, the transfer will become effective on the next July 1, or another date mutually agreed upon, following approval by the state board.

Subp. 3. **Delay.** The state board may delay the effective date of transfer up to two years beyond the intended effective date if the region of disaffiliation protests the disaffiliation and presents evidence that the disaffiliation will cause financial hardship on the remaining districts in the region so that adjustments in the cost of equipment, staff, and administration cannot be implemented before the intended effective date.

Subp. 4. **Funding transfer.** The transferring district's share of regional reporting subsidies authorized by the legislature shall be paid to the new region of affiliation as of the effective date of the transfer.

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Proposed Rules

3560.0050 ALTERNATIVE FINANCIAL MANAGEMENT INFORMATION SYSTEMS.

Subpart 1. **Council review.** An alternative financial management system proposed for use by a district must be reviewed by the ESV computer council and approved by the state board before purchase, lease, or use.

Subp. 2. **Approval criteria.** After review and recommendation by the ESV computer council, the state board must approve the use of an alternative financial management information system if:

A. The vendor of the alternative financial management information system has applied to the department, the UFARS council, and the ESV computer council, and has received approval from the state board to market the alternative financial management system to Minnesota districts. The decision to approve the alternative financial management information system must be given if the alternative system meets the following requirements:

(1) The system must provide an accounting function based on generally accepted accounting principles with a double entry (debit/credit), modified accrual accounting system. It must meet the requirements in Minnesota law and in the Uniform Financial Accounting and Reporting Standards (UFARS).

(2) The system must allow for multidimensional coding.

(3) The system must allow the use of encumbrances.

(4) The system must allow period-end and year-end processing.

(5) The system must allow users to configure the system to the individual district.

(6) The system must produce Government Accounting and Auditing Financial Reports (GAAFR).

B. The district has made application to the department, the ESV computer council, and the ESV regional computer center to use an alternative financial management information system. The application must contain the following information:

(1) vendor name, address, and system identification;

(2) a list of computer and related equipment and software that will be used to operate the system;

(3) purchase cost and annual operational costs of computer equipment, computer software, application software, district staff, and other cost items required to operate the system;

(4) a list of benefits, financial and other, that the district expects to realize as a result of using the alternative system;

(5) continuing cost to the district of services received from the ESV regional computer center to comply with state reporting requirements; and

(6) certification by the vendor that any changes made to the logic or structure of the software are consistent with item A.

C. The ESV computer council has reviewed the application submitted under subpart 2, item A or B, and recommends to the state board that the application conforms to the current "Long Range Plan for the Elementary, Secondary, and Vocational (ESV) Information System" adopted by the state board.

Subp. 3. **Annual report.** Any district using an alternative management information system must annually report to its regional computer center and to the ESV computer council the name of the system, the vendor, and any changes made to the structure or logic of the software.

3560.0060 REGIONAL MANAGEMENT INFORMATION CENTER PLANS AND BUDGETS.

Subpart 1. **Budget and plan.** By July 1 of each year, each regional management information center must submit for approval by the state board an annual plan and proposed budget for the next fiscal year. By July 1 of each even-numbered year, each regional management information center must submit a biennial budget and plan for the next biennium as defined in *Minnesota Statutes*, section 16A.011, subdivision 6, to the commissioner for review by the ESV computer council and approval by the state board.

Subp. 2. **No spending until approved.** A regional management information center must not spend money for administrative or computer center activities until the annual budget has been approved by the state board.

Subp. 3. **Minimum requirements of reports.** The annual plan and budget and the biennial budget must be in the form and format prescribed by the Uniform Financial Accounting and Reporting Standards (UFARS). The biennial plan must be in the form and format recommended by the ESV computer council and approved by the commissioner. At a minimum, the plan must report:

A. actual and projected usage of each ESV computer system and alternative management information system;

B. the actual and projected cost of computer equipment resources, staff support, and administrative overhead for each affiliated school district;

C. projected or planned changes in affiliation by any school district;

D. projected or planned changes in the amount or cost of computers and related equipment; and

E. projected or planned changes in the amount or cost of services to affiliated school districts.

Subp. 4. **State board criteria.** The criteria used by the state board for approval of the biennial plan and budget are:

A. the computer center complies with the current "Long Range Plan for the Elementary, Secondary, and Vocational (ESV) Information System" approved by the state board;

B. the computer center provides ESV-IS services to each of its affiliates or shows that the center has arranged for services to be provided by another center;

C. the computer center uses cost accounting procedures to account by district for resources consumed at the center for support of each ESV-IS system;

D. the ESV computer council has reviewed the budget, plan, and report and has made a recommendation to the state board; and

E. there is sufficient income and operating capital to pay the amount of expenses identified in the expenditure plan.

3560.0070 INCORPORATIONS BY REFERENCE.

The documents described in this part are incorporated by reference in chapter 3560 to the extent referred to in chapter 3560.

A. "Data Element Dictionary," published by the Department of Education, is frequently changed and is accessible by computer terminal through the Department of Education library. The publication is continuously updated.

B. Uniform Financial Accounting and Reporting Standards (UFARS), published by the Department of Education, is frequently changed and is available through the Minitex interlibrary loan system. The publication is continuously updated.

C. Reporting Requirements of the Department of Education is published annually in the Annual Data Acquisition Calendar and is available through the Minitex interlibrary loan system.

D. Government Accounting and Auditing Financial Reports (GAAFR) is a series of reports used in the audit of a district. A set of sample reports is available through the Minitex interlibrary loan system.

E. "Long Range Plan for the Elementary, Secondary, and Vocational (ESV) Information System" is published by the Department of Education. The publication is updated at least biennially. The current update is available through the Minitex interlibrary loan system.

Metropolitan Council

Proposed Permanent Rules Relating to Metropolitan Significance

Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer Than Twenty-five Persons Request a Hearing in Response to Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Metropolitan Council will hold a public hearing on the above-entitled matter in Conference Room 2A, Metropolitan Council, Mears Park Centre, 230 East Fifth Street, St. Paul, Minnesota, on February 16, 1989 commencing at 1:00 p.m. and continuing until all interested or affected persons have an opportunity to participate. These proposed metropolitan significance rules were the subject of a public hearing held at the Council offices on September 28, 1988 and have been found both needed and reasonable by Judge Phyllis A. Reha in a report dated November 18, 1988.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE METROPOLITAN COUNCIL. To verify whether a hearing will be held, please call the Metropolitan Council between February 7th and February 16, 1989 at 291-6419.

The Metropolitan Council proposes to repeal the current rules governing metropolitan significance reviews, *Minnesota Rules* parts 5700.0100 through 5700.4100, and to adopt proposed new rules, *Minnesota Rules* parts 5800.0010 through 5800.0150. The proposed new rules contain a number of changes from the current rules regarding the standards, guidelines and procedures for determining whether any proposed project is of metropolitan significance. Among the most important changes are those which do the following:

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Proposed Rules

modify the criteria for determining metropolitan significance by substituting the system impact standards in the plan amendment guidelines for the current physical system effects; expand the system impact criteria to include a consideration of solid waste; establish a new criterion regarding publicly subsidized projects; clarify that local governmental unit effects focus on physical effects; establish new requirements that the Chair of the Metropolitan Council make a preliminary finding of metropolitan significance and identify, at the outset of the review process, the issues which will be included in the review; provide for mediation as an alternative to the public hearing process; provide that the significance review report will no longer contain any Metropolitan Council staff analysis; further limit discovery; and replace the current procedures for hearings conducted by the significance review committee with those used by the Metropolitan Council when it adopts or amends its regional policy plans.

Additional days of hearing will be scheduled if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements, or arguments. Written data, statements or arguments may be submitted without appearing at the hearing.

The matter will be heard before Administrative Law Judge Phyllis A. Reha, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, (612) 341-7611. The rule hearing procedure is governed by *Minnesota Statutes*, Sec. 14.131 through 14.20 (1986) and by the rules of the Office of Administrative Hearings, *Minnesota Rules* parts 1400.0200 through 1400.1200 (1987). Questions concerning the rule hearing procedure should be directed to the Administrative Law Judge at the address and telephone number stated above.

The proposed rules are authorized by *Minnesota Statutes*, Sec. 473.173. The proposed rules are now available for review at the Metropolitan Council offices and at the Office of Administrative Hearings. One free copy of the rules is available on request by contacting:

Barbara Senness
Research and Long Range Planning Program
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101
(612) 291-6419

Notice is hereby given that a Statement of Need and Reasonableness entitled "Basis for the Changes to the Metropolitan Significance Rules" is now available for review at the Metropolitan Council offices and at the Office of Administrative Hearings. This Statement of Need and Reasonableness includes a summary of all the evidence and argument which the Metropolitan Council anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the Metropolitan Council offices or at the Office of Administrative Hearings, and copies may be obtained at the cost of reproduction by contacting Barbara Senness of the Metropolitan Council at the address or telephone number above or from the Office of Administrative Hearings.

Any person may present individual views on the proposed rules in one or more of the following ways: by submitting written data to the Administrative Law Judge at any time before the close of the hearing; by submitting oral or written data at the hearing; and by submitting written data to the Administrative Law Judge during the comment period following the hearing. The comment period will be five working days after the public hearing ends, but may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. The written material received during the comment period shall be available for review at the Office of Administrative Hearings. Within three business days after the expiration of the comment period, the Metropolitan Council and interested persons may respond in writing to any new information submitted during the comment period; however, no additional evidence may be submitted during this three-day period.

The Metropolitan Council requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment period also submit a copy of the written information to Barbara Senness, Metropolitan Council, Mears Park Centre, 230 East Fifth Street, St. Paul, Minnesota 55101.

The proposed rules may be modified if the data and views received during the hearing process warrant modification and the modification does not result in a substantial change in the proposed rules.

Any person may request notification of the date on which the Administrative Law Judge's report will be available, after which date the Metropolitan Council may not take any final action on the rules for a period of five working days. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day that the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the Metropolitan Council at any time prior to the filing of the rules with the Secretary of State.

Please be advised that *Minnesota Statutes* chapter 10A (1986) requires each lobbyist to register with the state Ethical Practices Board within five days after the individual commences lobbying. A lobbyist is defined in *Minnesota Statutes*, Sec. 10A.01, subd. 11 (1986) as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250, not including the individual's own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than \$250, not including the individual's own travel expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute contains certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101-2520, (612) 296-5615.

David Renz
Executive Director

Notice of Intent to Adopt a Rule Without a Public Hearing and Notice of Intent to Adopt a Rule With a Public Hearing If Twenty-Five or More Persons Request a Hearing

NOTICE IS HEREBY GIVEN that the Metropolitan Council proposes to adopt the above entitled rule without a public hearing following the procedures set forth in *Minnesota Statutes*, Section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, Sec. 473.173.

Persons interested in this rule shall have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. The rule was the subject of a public hearing held on September 29, 1988 and have been found both needed and reasonable by Judge Phyllis A. Reha in a report dated November 18, 1988.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the Council will proceed pursuant to *Minnesota Statutes*, Section 14.131 to 14.20. PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON February 16, 1989, UNLESS A SUFFICIENT NUMBER WITHDRAW THEIR REQUEST, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS *STATE REGISTER* AND MAILED TO PERSONS REGISTERED WITH THE METROPOLITAN COUNCIL. To verify whether a hearing will be held, please call the Metropolitan Council between February 7 and February 16 at 291-6419.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Barbara Senness
Research and Long Range Planning Program
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101
(612) 291-6419

Comments or requests for a public hearing must be received by the Council by 4:30 p.m. on February 7, 1989.

The proposed rule may be modified if the modifications are supported by data and views and do not result in a substantial change in the proposed rule as noticed.

A free copy of this rule is available on request for your review from Barbara Senness.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

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The proposed new rules contain a number of changes from the current rules regarding the standards, guidelines and procedures for determining whether any proposed project is of metropolitan significance. Among the most important changes are those which do the following: modify the criteria for determining metropolitan significance by substituting the system impact standards in the plan amendment guidelines for the current physical system effects; expand the system impact criteria to include a consideration of solid waste; establish a new criterion regarding publicly subsidized projects; clarify that local governmental unit effects focus on physical effects; establish new requirements that the Chair of the Metropolitan Council make a preliminary finding of metropolitan significance and identify, at the outset of the review process, the issues which will be included in the review; provide for mediation as an alternative to the public hearing process; provide that the significance review report will no longer contain any Metropolitan Council staff analysis; further limit discovery; and replace the current procedures for hearings conducted by the significance review committee with those used by the Metropolitan Council when it adopts or amends its regional policy plans.

A Statement of Need and Reasonableness entitled "Basis for the Changes to the Metropolitan Significance Rules" justifying the need for and reasonableness of the proposed rules has been prepared and is available from Barbara Senness on request.

If no hearing is required on adoption of the rule, the rule and required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. Any persons may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Barbara Senness.

David Renz
Executive Director

Rules as Proposed (all new material)

5800.0010 PURPOSE.

Minnesota Statutes, section 473.173, requires that the Metropolitan Council adopt and put into effect rules establishing standards, guidelines, and procedures for determining whether any proposed project is of metropolitan significance. This chapter will be used in the review of all such projects. The purpose of this chapter is to assure that the total effect of a proposed project alleged to be of metropolitan significance is considered and the orderly and economic development of the area is promoted. It is not the council's intent to use this chapter to stop development, but rather to work out differences among parties and arrive at consensus.

5800.0020 DEFINITIONS.

Subpart 1. **Scope.** As used in this chapter, the following terms have the meanings given them.

Subp. 2. **Adjacent governmental unit.** "Adjacent governmental unit" means all local governmental units and independent commissions whose jurisdiction includes or adjoins, in whole or in part, that of the governmental unit(s) in which the proposed project is located.

Subp. 3. **Affected governmental unit, state agency, or metropolitan agency.** "Affected governmental unit," "state agency," or "metropolitan agency" means all local governmental units, independent commissions, and state or metropolitan agencies whose legal rights, duties, or privileges may be substantially affected by a proposed project.

Subp. 4. **Bad faith.** "Bad faith" means a conscious and willful decision to act in a manner intending to mislead, deceive, or distort the truth, including but not limited to making a claim which one knows to be groundless or unfounded.

Subp. 5. **Chair.** "Chair" means the chair of the Metropolitan Council.

Subp. 6. **Commercial-agricultural area.** "Commercial-agricultural area" means those lands certified by local governments as eligible for agricultural preserves under the Agricultural Preserves Act, *Minnesota Statutes*, sections 473H.01 to 473H.18.

Subp. 7. **Comprehensive plan or local comprehensive plan.** "Comprehensive plan" or "local comprehensive plan" means a comprehensive plan of a local governmental unit as required by the Metropolitan Land Planning Act, *Minnesota Statutes*, sections 473.851 to 473.872.

Subp. 8. **Comprehensive sewer plan.** "Comprehensive sewer plan" means a plan required by the Metropolitan Waste Control Commission which describes the collection, treatment, and disposal of all sanitary sewage, including the installation, operation, and maintenance of on-site sewage disposal facilities.

Subp. 9. **Independent commission, board, or agency.** "Independent commission," "board," or "agency" means governmental entities with jurisdictions lying in whole or in part within the metropolitan area, including independent or special school districts whose administrative offices were located within the metropolitan area as of April 15, 1976, but not including the metropolitan agencies.

Subp. 10. **Land Use Advisory Committee or advisory committee.** "Land Use Advisory Committee" or "advisory committee" means an advisory committee established by the Metropolitan Council pursuant to *Minnesota Statutes*, section 473.853.

Subp. 11. **Local governmental unit or unit.** "Local governmental unit" or "unit" means any city, town, county, school district, special district, or other political subdivision or public corporation, other than a metropolitan agency, lying in whole or part within the metropolitan area.

Subp. 12. **Mainline.** "Mainline" means those lanes of a highway that carry through traffic.

Subp. 13. **Metropolitan agency.** "Metropolitan agency" means the Metropolitan Waste Control Commission, the Regional Transit Board, the Metropolitan Transit Commission, and other agencies as the legislature may designate.

Subp. 14. **Metropolitan area.** "Metropolitan area" means the area over which the Metropolitan Council has jurisdiction, including only the counties of Anoka, Carver, Dakota excluding the city of Northfield, Hennepin excluding the city of Hanover, Ramsey, Scott excluding the city of New Prague, and Washington.

Subp. 15. **Metropolitan Council or council.** "Metropolitan Council" or "council" means the Metropolitan Council established by *Minnesota Statutes*, section 473.123.

Subp. 16. **Metropolitan Development Guide.** "Metropolitan Development Guide" means the comprehensive development guide prepared by the council to achieve the orderly and economic development of the metropolitan area.

Subp. 17. **Metropolitan highway.** "Metropolitan highway" means those highways identified in the Transportation Guide/Policy Plan to serve the region. They include both interstate freeways and major arterials.

Subp. 18. **Metropolitan system.** "Metropolitan system" means the regional airport, transportation, sewer, recreation open space, and solid waste facilities and plans for facilities outlined in the Metropolitan Development Guide.

Subp. 19. **Metropolitan significance review or significance review.** "Metropolitan significance review" or "significance review" means a review conducted by the Metropolitan Council according to this chapter.

Subp. 20. **Party.** "Party" means the requester, sponsor, and local governmental unit(s) in which the proposed project is located and any person whose legal rights, duties, or privileges may be substantially affected by a significance review who is admitted as a party by the significance review committee, administrative law judge, or council. The council will not be a party to a significance review except when it initiates the review.

Subp. 21. **Person.** "Person" means any individual, association, trust, partnership, joint venture, public or private corporation, metropolitan agency, local governmental unit, independent commission, state agency, government or governmental subdivision, unit, or agency other than a court of law.

Subp. 22. **Petition.** "Petition" means a document containing signatures submitted to the council according to the procedures for initiation of a significance review, which contains, at the time that the signatures are added, a description of what the petition is for, a reference to the metropolitan significance rules, and a brief summary of the reason for the petition.

Subp. 23. **Phased proposed project.** "Phased proposed project" means a proposed project which is divided into separate stages or segments, one or more of which may be of metropolitan significance.

Subp. 24. **Policy plan or guide chapter.** "Policy plan" or "guide chapter" means the Metropolitan Development Guide chapter adopted pursuant to *Minnesota Statutes*, section 473.145, the policy plans for metropolitan agencies adopted pursuant to *Minnesota Statutes*, section 473.146, the Recreation Open Space Development Guide/Policy Plan, adopted pursuant to *Minnesota Statutes*, section 473.147, the Solid Waste Management Development Guide/Policy Plan, adopted pursuant to *Minnesota Statutes*, section 473.149, and amendments to any of these plans. These plans or chapters are incorporated by reference in this chapter. They are available through the Minitex interlibrary loan system and subject to frequent change. The policy plans or guide chapters referenced in any metropolitan significance review will be those in effect at the time the review is initiated.

Subp. 25. **Proposed project.** "Proposed project" means a project or action involving the construction, installation, establishment, siting, demolition, reconstruction, or improvement of any structure or facility, or the subdivision or drilling, extraction, clearing, excavation, or other alteration of any lands or waters, planned or proposed to be undertaken, in whole or in part within the metropolitan area, by any person.

Subp. 26. **Public agency.** "Public agency" means a local governmental unit, metropolitan agency, independent commission, state agency, or any government or governmental subdivision, unit, or agency other than a court of law.

Subp. 27. **Publicly subsidized.** "Publicly subsidized" means a direct expenditure or inkind contribution by a state, regional, or

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local governmental unit to a private project (one that is not publicly financed) for any purpose for which the governmental unit is not reimbursed; or a long-term loan by a state, regional, or local governmental unit to a private project. Public subsidy is determined by how the funds are used and not by the source of the revenues provided. Public subsidy includes, but is not limited to, the purposes in items A to E.

A. Construction of utility improvements without special assessment to the benefited properties of 20 percent or more of the total collective cost of the improvement.

B. Acquisition of property and site development, including demolition, clearance, and relocation together with transfer of title to the property to a private party at a price below the actual costs of acquisition and development.

C. Construction of private, on-site improvements including drainage facilities, site grading, parking, lighting, landscaping, and related improvements.

D. Construction or payment for construction of buildings to be used by one or more private parties for commercial or industrial purposes. Construction may include parking facilities, foundations, building construction, interior furnishings, equipment, and related costs.

E. Construction or reconstruction of a county state aid or state trunk highway improvement that is determined necessary to serve increased traffic from a major private project. Highway improvements may include roadway upgrading, bridges, overpasses, entrance and exit roadway improvements, and other improvements.

Public subsidy does not include land sold at market value but below the local governmental unit's cost of acquiring and preparing the land for sale.

Subp. 28. **Publicly financed facility.** "Publicly financed facility" means a facility where a governmental jurisdiction has an ongoing obligation to pay operating costs or debt service for the facility or the ultimate responsibility to pay off bonds should other revenue sources fail.

Subp. 29. **Requester.** "Requester" means any person requesting the initiation of a metropolitan significance review.

Subp. 30. **Review period.** "Review period" means the 90-day period for a metropolitan significance review which begins on the effective date of an order to commence a significance review and automatically terminates on the 90th day following unless a suspension or extension of the review period is authorized under part 5800.0100, subpart 1 or 5800.0140, subparts 4 and 6.

Subp. 31. **Service or serve.** "Service" or "serve" means personal service or service by first class United States mail, postage prepaid and addressed to the person or party at his or her last known address. Service by mail will be complete upon the placing of the item to be served in the mail.

Subp. 32. **Sewer policy plan.** "Sewer policy plan" means a component of the local comprehensive plan which describes the areas to be sewered with public facilities and a schedule for providing service to them, existing flows and flow projections for the public sewer system, standards and conditions for the installation of private systems, and areas not suitable for public or private systems.

Subp. 33. **Sponsor.** "Sponsor" means any person proposing to undertake or develop a proposed project.

Subp. 34. **State agency.** "State agency" means the state of Minnesota or any agency, board, commission, department, or educational institution of the state.

Subp. 35. **Substantial.** "Substantial" is a relative term. It imports a considerable amount or value in opposition to that which is inconsequential or small, something serious as opposed to trivial, something essential, material, or fundamental.

5800.0030 STANDARDS FOR REVIEW.

Unless a proposed project is exempt, the chair of the Metropolitan Council must issue a preliminary finding of metropolitan significance if a proposed project may cause any of the effects listed in part 5800.0040. The same criteria will be used by the council when it makes the final determination of metropolitan significance following the council review process. A proposed project may be found to be of metropolitan significance only if it meets one or more of these criteria.

5800.0040 CRITERIA FOR DETERMINING METROPOLITAN SIGNIFICANCE.

Subpart 1. **Generally.** For the purposes of parts 5800.0070 and 5800.0130, a proposed project listed in subparts 2 to 4 has metropolitan significance if the requirements of the applicable subpart are met.

Subp. 2. **Proposed project affecting a metropolitan system.** A proposed project affecting a metropolitan system has metropolitan significance if it:

A. May result in a substantial change in the timing, staging, and capacity or service area of local facilities in a council-approved local sewer policy plan or comprehensive sewer plan.

B. May result in a wastewater flow that substantially exceeds the flow projection for the local governmental unit as indicated in the Water Resources Management Development Guide/Policy Plan, Part 1. Sewage Treatment and Handling.

C. May require a new national pollution discharge elimination system permit or state disposal system permit or a substantial change to an existing permit.

D. May result in substantially less restrictive standards and conditions to be adopted for the installation or management of private on-site sewer facilities than those described in the comprehensive plan.

E. May have a substantial impact on the use of regional recreation and open space facilities or natural resources within the regional recreation open space system. Impacts on the use of recreation and open space facilities include but are not limited to traffic, safety, noise, visual obstructions (for example, to scenic overlooks), impaired use of the facilities, or interference with the operation or maintenance of the facilities. Impacts on natural resources include but are not limited to the impact on the level, flow, or quality of a facility's water resources (lakes, streams, wetlands) and impact on a facility's wildlife populations or habitats (migration routes, breeding sites, plant communities).

F. May preclude or substantially limit the future acquisition of land in an area identified in the capital improvement program of the council's Recreation Open Space Development Guide/Policy Plan.

G. May substantially affect either the function of a metropolitan airport identified in the council's Aviation Development Guide/Policy Plan or the land use within an airport search area.

H. Is substantially inconsistent with the "Guidelines for Land Use Compatibility with Aircraft Noise" contained in the Aviation Development Guide/Policy Plan.

I. May result in a substantial change to existing or proposed metropolitan highways, highway interchanges, or intersections with metropolitan highways, or to local roadways that have interchanges with metropolitan highways. Substantial changes to the mainline, interchanges, and intersections include an increase in volume that will overload the facility, or a difference in timing, design, or location from that indicated in the Transportation Guide/Policy Plan. Changes to local roadways include changes in timing, staging, volume, capacity, design, location, or functional classification.

J. May result in a substantial change in transit service or facilities inconsistent with the Transportation Guide/Policy Plan.

K. May have a substantial impact on the use of solid waste facilities identified in the Solid Waste Management Development Guide/Policy Plan. Impacts on the use of these facilities include, but are not limited to, disruption of planned facility staging, facility access, or other interference with the operation and maintenance of the facilities.

Subp. 3. **Proposed publicly subsidized project.** A proposed publicly subsidized project has metropolitan significance if it may threaten a publicly financed facility.

Subp. 4. **Proposed project affecting a local governmental unit.** A proposed project affecting a local governmental unit has metropolitan significance if it:

A. May have a substantial physical effect on a local governmental unit other than the local unit in which the proposed project is located. More specifically, a proposed project may be of metropolitan significance if it adversely affects existing or proposed land use or development in another local government with respect to traffic, stormwater runoff, groundwater pollution, air or noise pollution, increased security needs (police, fire) or other similar impacts.

B. May result in the substantial disruption of agricultural use in the commercial-agricultural area of a local governmental unit other than the local unit in which the proposed project is located.

5800.0050 EXEMPT PROJECTS.

Subpart 1. **Generally.** The chair will not commence a metropolitan significance review if a proposed project falls in one or more of the exempt categories in subparts 2 to 5.

Subp. 2. **Local comprehensive plan exemption.** A proposed project that is consistent with a council-approved local comprehensive plan is exempt from review for metropolitan system effects. The council shall determine whether a proposed project is consistent for system effects with the local plan.

Subp. 3. **Previous approval.** Any proposed project of a metropolitan agency or the Metropolitan Airports Commission which is within an area of that agency's operational authority or which has been or will be subject to approval by the council as part of a

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regional policy plan; any proposed project which has been previously approved by the council in accordance with *Minnesota Statutes*, section 473.167; or any proposed project for which a final determination has been made in a metropolitan significance review is exempt from review unless the proposed project has been materially altered subsequent to the final determination.

Subp. 4. **Emergency project.** Any proposed project which must be immediately undertaken to prevent or mitigate an emergency is exempt from review. The following standards will form the basis for determining if an emergency exists:

- (1) the degree to which the alleged emergency circumstances were foreseeable;
- (2) whether alternate means can alleviate the emergency; and
- (3) the probable effect of the proposed project in mitigating the emergency circumstances.

Subp. 5. **Minor alterations.** Any proposed project consisting exclusively of administrative or maintenance activity or a negligible improvement, expansion, or change of use or use intensity is exempt from review.

Subp. 6. **Vested rights.** Any proposed project for which 30 days have elapsed since a negative declaration on an Environmental Assessment Worksheet as described in part 4410.1700, or a determination of adequacy on an Environmental Impact Statement as described in part 4400.2800, or in the event no environmental review is required, any proposed project for which 30 days have elapsed since a local governmental unit has approved a plan amendment or rezoning to accommodate the proposed project is exempt from review. A metropolitan significance review cannot be initiated on any proposed project where a sponsor has vested rights.

5800.0060 INITIATION OF REVIEW.

Subpart 1. **By requesters.** A metropolitan significance review may be requested by:

- A. a resolution from the unit of government in which the proposed project is located;
- B. a resolution from an affected local governmental unit, school district, or other independent commission;
- C. a petition signed by the smaller of the following: at least 5,000 residents of the metropolitan area 18 years of age or older, or that number of residents 18 years of age or older of an affected local governmental unit which equals or exceeds 50 percent of the number of persons who voted in that affected governmental unit during the most recently held state general election. The petition must designate at least one and no more than three persons to act as requesters on behalf of the petitioner;
- D. a resolution or letter from a duly authorized executive officer or governing body of state agency;
- E. a resolution or letter from a duly authorized executive officer or governing body of a sponsor; or
- F. a resolution from an affected metropolitan agency.

Subp. 2. **By council.** The council may review proposed projects of metropolitan significance regardless of whether the council has received a request to initiate a review.

Subp. 3. **Information submission.** A request for review under subpart 1 must be accompanied by an information submission. The purpose of the information submission is to demonstrate an arguable claim of metropolitan significance. An information submission must contain the following:

- A. the names and addresses of the requester, the sponsor, and the governmental unit(s) in which the proposed project is located;
- B. a description of the proposed project including its planned character, location, function, use, and size;
- C. a statement of the criteria contained in the appropriate subpart of part 5800.0040 which cause the proposed project to be of metropolitan significance, and a discussion of why it is not exempt; and
- D. a statement of the effect the proposed project will have on metropolitan systems or existing or planned land use or development, or if publicly subsidized, the effects on a publicly financed facility, including the facts and opinion upon which the statement is based.

5800.0070 PRELIMINARY FINDING OF METROPOLITAN SIGNIFICANCE.

Subpart 1. **Review of information submission.** Upon receipt of a request accompanied by an information submission, the chair must within ten working days examine the materials and make a preliminary finding of metropolitan significance based on the following requirements:

- A. the request complies with and satisfies the requirements of part 5800.0060;
- B. the significance review has not been requested in bad faith;
- C. the information submission arguably demonstrates that a metropolitan system or existing or planned land use or development will be affected by the proposed project or that a publicly subsidized project has an effect on a publicly financed facility; and

D. the proposed project is not exempt.

After receiving a request to commence a metropolitan significance review, but before making a preliminary finding of metropolitan significance, the chair may meet with any of the parties and may request additional information.

Subp. 2. **Scoping of issues.** In the preliminary finding, the chair will identify which of the issues raised in the information submission are legitimate for significance review and specify any other issues which should be included in the significance review. Only these issues will be included in the scope of review at the public hearing, unless the significance review committee gives at least seven days notice before the public hearing to all parties that additional issues will be added to the scope of review. A description of the issues will be included with the notice.

5800.0080 COMMENCEMENT AND DETERMINATION NOT TO COMMENCE.

Subpart 1. **Council initiation.** A significance review initiated by the council will commence on the day the council adopts an order to commence a significance review.

Subp. 2. **Initiation by requesters.** If the chair determines that the request complies with and satisfies the requirements of part 5800.0060, the chair will commence the significance review by issuing an order for commencement effective as of the date of the order. The order will include the chair's preliminary finding of metropolitan significance. If the chair decides not to commence a significance review, the chair must immediately inform the parties of the determination and basis for it.

Subp. 3. **Appeal.** Person(s) requesting a review, the governmental unit(s) in which the proposed project is located, and the sponsor may appeal the chair's decision not to commence the significance review to the council by submitting a written request within seven days following notification of the chair's determination. The council must review this request at a public hearing and either direct the issuance of an order for commencement or affirm the chair's decision.

Subp. 4. **Notice of commencement of significance review.** The council must serve notice of the commencement of a significance review on all parties, adjacent governmental units, metropolitan agencies, and the Land Use Advisory Committee within five days following the determination to commence a review. The notice will contain the order for commencement, the information submission or a summary of the submission, an order to the sponsor to suspend action on the proposed project, and a schedule for the metropolitan significance review. Notice that the significance review has been commenced will be published in the next following issue of the council bulletin, as described in *Minnesota Statutes*, section 473.247.

Subp. 5. **Review period.** The council will complete a metropolitan significance review within 90 days following commencement unless suspended or extended under part 5800.0100, subpart 1, or 5800.0140, subparts 4 and 6.

Subp. 6. **Implementation hold during review period.** Upon commencement of a metropolitan significance review, no person will commence site alteration on a proposed project until the council's issuance of a final determination concerning the proposed project or the expiration of the significance review period, whichever occurs first.

5800.0090 SIGNIFICANCE REVIEW COMMITTEE.

Immediately following the commencement of a significance review, the chair will appoint a significance review committee composed of no more than seven or fewer than three individuals all of whom are members of the council or the Land Use Advisory Committee. The chair will appoint at least one council member and one Land Use Advisory Committee member to all significance review committees and will designate one of the review committee members to be the chair of the committee.

5800.0100 REVIEW ALTERNATIVES

Subpart 1. **Mediation.** The chair may determine that the proposed project under review is more suited to mediation than to a formal public hearing process and may suspend the metropolitan significance review for up to 30 days to bring the parties together to resolve differences. The resolution of these differences will be outlined in a written agreement. The agreement must be signed by all parties and must be accepted by the council. If the parties do not reach agreement within the suspension period, the significance review will resume. Any party may appeal the chair's decision to use mediation by submitting a written request to the council within seven days following the chair's decision. The council must review this request and either direct use of the public hearing process or affirm the chair's decision.

Subp. 2. **Public hearing process.** Unless mediation resolves the differences among the parties, the significance review will include a formal public hearing.

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Proposed Rules

Subp. 3. **Use of an administrative law judge.** At any time before beginning the public hearing, the significance review committee may decide to use an administrative law judge appointed by the Office of Administrative Hearings for conducting the public hearing. A hearing held by an administrative law judge will be conducted in accordance with the rules of the Office of Administrative Hearings for contested cases, parts 1400.5200 to 1400.8500, to the extent those rules are not inconsistent with the time periods and procedures specified in this chapter. The report of the administrative law judge appointed by the significance review committee will be transmitted to the review committee. The committee will review the report and may use it as a basis for developing committee findings and recommendations. Any party may make a request for delegation of responsibility to an administrative law judge.

Subp. 4. **Phased proposed project.** When undertaking a significance review of a phased proposed project, the council may consider the total project or any separate independently viable stage. In determining independent viability, the council will consider whether a particular stage is viable without subsequent development, the interrelationship between the stage and subsequent development and whether the stage would foreclose the option of making modifications to mitigate metropolitan system effects. Any significance review of a separate stage will not preclude subsequent significance review of other stages.

5800.0110 STEPS IN HEARING PROCESS.

Subpart 1. **Preliminary statement.** Within 30 days after the review is commenced, the sponsor, the requester, and the governmental unit in which the proposed project is located must submit to the significance review committee or administrative law judge a preliminary statement containing information, facts, and opinions regarding the following:

- A. the applicability to the proposed project of part 5800.0030;
- B. the significance and effect of the proposed project on metropolitan systems or on local governments or, if publicly subsidized, the effects on a publicly financed facility; and
- C. the appropriate remedy.

In addition, the sponsor must indicate all other governmental reviews and approvals required in connection with the proposed project, and their current status.

Subp. 2. **Submissions.** The sponsor and the local governmental unit within which the proposed project is located must submit the following to the significance review committee or administrative law judge:

- A. copies of any information given by the sponsor to any local governmental unit required to approve the proposed project; and
- B. a copy of the findings, report, or determination made by the local government on the proposed project.

Subp. 3. **Participation by nonparties.** The significance review committee will decide the manner and extent of participation by persons other than the parties.

Subp. 4. **Significance review report.** At least ten days before the public hearing conducted by the significance review committee or the administrative law judge, council staff will prepare a written report on the proposed project. This report will not contain any findings or recommendations about the metropolitan significance of the proposed project. The report will be sent to all parties and made available to the public. Parties may submit statements about the report to the significance review committee at any time before the close of the record of the public hearing. The report will contain:

- A. a listing, including sources, of all information submitted to the committee or to the administrative law judge;
- B. a description of the proposed project;
- C. the criteria listed in part 5800.0040 that apply to the proposed project; and
- D. a summary of the issues presented in each of the preliminary statements, including any disagreements regarding facts of the proposed project.

Subp. 5. **Council information.** The council may enter information related to the review of the proposed project into the record of the public hearing. This material and its authors will be subject to examination at the public hearing.

Subp. 6. **Additional information.** On its own initiative or at the request of a party, the significance review committee may request additional information from any party before the close of the public hearing. If a party does not reasonably comply with a request, the significance review committee may order that the subject matter of the information to be produced be considered established for purposes of the significance review in accordance with the claims of the party requesting the information or refuse to allow the party failing to produce the information to support or oppose designated claims or prohibit the party from introducing the designated information into the hearing record.

Subp. 7. **Public hearing.** The significance review committee or an administrative law judge appointed by the committee must hold at least one public hearing on the proposed project. Notice of this public hearing must be published in the council bulletin and served on all parties at least 15 days prior to the hearing. The public hearing must be conducted in a manner designed to protect the

rights of all persons and parties and to ensure fundamental fairness. Public hearings conducted by an administrative law judge will be governed by parts 1400.5200 to 1400.8500. Public hearings conducted by the significance review committee will be conducted according to the council's hearing procedures as contained in Procedures for Adopting or Amending a Chapter of the Metropolitan Development Guide. This publication is incorporated by reference in this chapter. It is available through the Minitex interlibrary loan system and subject to frequent change.

5800.0120 COMMITTEE REPORT TO COUNCIL.

Following the public hearing and the receipt of the report of the administrative law judge, if any, the significance review committee must adopt a committee report with findings of fact, conclusions, and recommendations to the Metropolitan Council.

The committee's report will be based on information submitted before the close of the record of the public hearing. Committee members may use their experience, technical competence, and specialized knowledge in the evaluation of this information. In addition, the report may include comments on the consistency of the proposed project with council plans and policies.

The findings of fact, conclusions, and recommendations of the significance review committee will be served on all parties and immediately transmitted to the council. All information and material considered by the significance review committee will be made available to council members.

5800.0130 COUNCIL DETERMINATION.

Subpart 1. **Consideration of findings of fact, conclusions, and recommendations.** The council will consider the committee report and all information submitted before the close of the record of the public hearing in making a final determination on the proposed project. The council may hold additional meetings to consider the proposed project or direct the significance review committee to conduct further specific significance review activity.

Subp. 2. **Metropolitan council final determination.** The council, after review and consideration of the metropolitan significance review committee's report, must adopt a final determination including findings of fact, conclusions, and recommendations with regard to the metropolitan significance of the proposed project. The council must find that the proposed project is or is not of metropolitan significance, based on the conclusion that it does or does not cause one or more of the effects contained in the appropriate subpart in part 5800.0040. The council may also comment on the consistency of the proposed project with other council plans and policies. Lack of consistency with council plans and policies other than those listed in part 5800.0040 will not constitute a basis for a determination of metropolitan significance.

Subp. 3. **Proposed projects of metropolitan significance.** Upon a determination of metropolitan significance, the final determination also must indicate:

A. whether an amendment to a regional policy plan would eliminate the determination of metropolitan significance and further, whether the council intends to initiate an amendment to the affected policy plan to achieve consistency between its plan and the proposed project; or

B. whether the proposed project should be suspended for up to one year from the date of final determination. If the council orders a suspension, the order may contain conditions or modifications to the proposed project which, if complied with, would cause the council to eliminate the suspension; or

C. without ordering a suspension, how the proposed project could be modified to eliminate the determination of metropolitan significance.

Subp. 4. **Notice to parties.** Copies of the council determination will be served on all parties within seven days following its adoption.

Subp. 5. **Elimination of suspension.** The sponsor of any proposed project suspended by the council with conditions or modifications may request removal of the suspension based on meeting the conditions of the suspension. Upon receipt of a request for removal of the suspension, the council will hold a public hearing to consider the request. Parties to the significance review will be notified at least 15 days before the public hearing on the removal and given an opportunity to speak at the hearing concerning compliance with the conditions of suspension.

5800.0140 TERMINATION, SUSPENSION, EXTENSION, AND COORDINATION.

Subpart 1. **Bad faith.** The council may dismiss with prejudice any significance review which it finds has been initiated in bad faith. This determination will not be made without allowing the parties to hear, rebut, and present evidence regarding the dismissal.

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Proposed Rules

Subp. 2. **Withdrawal of review.** At any time during the conduct of a significance review, the requester or sponsor may request that the council withdraw the proposed project from significance review, setting forth the reasons for the request. If all the parties agree, the council may grant the request and allow a proposed project to be withdrawn from review.

Subp. 3. **Settlement.** The parties to a significance review may execute a settlement agreement with regard to the proposed project at any time before the issuance of a final determination. The agreement must be in writing, signed by all parties, and will be subject to acceptance or rejection by the council.

Subp. 4. **Suspension.** The council may suspend a significance review for not more than 90 days to allow the council to review a plan amendment for the proposed project under the provisions of the Metropolitan Land Planning Act. The council also may suspend a significance review for not more than 90 days to await the decision of a public agency whose authorization is required for the proposed project to proceed. In the event that the agency denies authorization for the proposed project, the council may dismiss the metropolitan significance review.

The sponsor and the requester may agree to suspend any of the time periods specified for a significance review. The agreement must be approved by the significance review committee. If the council initiates a significance review, the council and the sponsor may agree to suspend any of the time periods.

The council may suspend a significance review to await the submission of adequate supporting information.

Subp. 5. **Review coordination.** When appropriate, the council will coordinate the significance review with other reviews, such as the environmental review process.

Subp. 6. **Extension.** At any time before the council determination, the significance review committee and the parties may agree to extend the review period in order to collect more information. The time extension must be specified in a written agreement between the committee and the parties. The council, acting on its own initiative, also may extend the time period of a significance review to await the submission of adequate supporting information.

5800.0150 JUDICIAL REVIEW.

A final determination adopted by the council and a determination by the council not to commence a significance review constitute final decisions by the council for purposes of judicial review.

REPEALER. *Minnesota Rules*, parts 5700.0100; 5700.0200; 5700.0300; 5700.0400; 5700.0500; 5700.0600; 5700.0700; 5700.0800; 5700.0900; 5700.1000; 5700.1100; 5700.1200; 5700.1300; 5700.1400; 5700.1500; 5700.1600; 5700.1700; 5700.1800; 5700.1900; 5700.2000; 5700.2100; 5700.2200; 5700.2300; 5700.2400; 5700.2500; 5700.2600; 5700.2700; 5700.2800; 5700.2900; 5700.3000; 5700.3100; 5700.3200; 5700.3300; 5700.3400; 5700.3500; 5700.3600; 5700.3700; 5700.3800; 5700.3900; 5700.4000; and 5700.4100, are repealed.

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

Department of Commerce

Adopted Permanent Rules Relating to Liquor Liability Assigned Risk Plan Rates

The rule proposed and published at *State Register*, Volume 12, Number 47, pages 2546-2547, May 23, 1988 (12 S.R. 2546) is adopted as proposed.

Board of Pharmacy

Adopted Permanent Rules Relating to License Renewal and Reciprocity Fees

The rules proposed and published at *State Register*, Volume 13, Number 13, pages 738-739, September 26, 1988 (13 S.R. 738) are adopted as proposed.

Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

Board of Architecture, Engineering, Land Surveying and Landscape Architecture

Meeting Notice

The Board of Architecture, Engineering, Land Surveying and Landscape Architecture will hold its regular quarterly meeting at 9:00 A.M., Monday, January 23, 1989 in 408 Metro Square, 121 East 7th Place, Saint Paul. Future meetings will be held April 17, July 17 and October 16, 1989.

Attorney General's Office

Consumer Division

Public Meeting on Legal Rights and Obligations of Owners and Tenants of Rental Dwelling Units

The Minnesota Attorney General's Office, Consumer Division, will hold a public meeting on January 30, 1989, at 10:00 a.m., on the Fifth Floor of the Veterans Administration Building, 20 West 12th Street, St. Paul, Minnesota.

The purpose of the public meeting is to receive comments on the content of the statement it has prepared in compliance with *Minnesota Statutes* § 504.22. Section 504.22, subd. 2a, requires the Attorney General to "prepare and make available to the public a statement which summarizes the significant legal rights and obligations of owners and tenants of rental dwelling units." This statement is in the form of a pamphlet entitled, "Landlords and Tenants: Rights and Responsibilities." A free copy of the pamphlet may be obtained by calling or writing the:

Minnesota Attorney General's Office

St Paul: 117 University Avenue
St. Paul, MN 55155
(612) 296-3353

Duluth: 7th Floor, Government Service Center
320 West 2nd Street
Duluth, MN 55802
(218) 723-4891

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Official Notices

Minnesota Board on Aging

Notice of Public Review and Comment Period on Program Development and Coordination Funding

NOTICE IS HEREBY GIVEN that written comments will be accepted until February 7, 1989, on Program Development and Coordination Funding proposals to the Minnesota Board on Aging from Area Agencies on Aging. In accordance with Federal Regulations (45CFR1321.17(f)14) the Board on Aging may allow for transfer of Title III-B Older Americans Act (supportive services) dollars into the Area Plan Administrative account to be used for Program Development and Coordination Activities that will have a direct and positive impact on the enhancement of services for older persons. The state is required to submit the details of proposals to pay for Program Development and Coordination as a cost of supportive services to the general public for review and comment.

The chart below indicates the amount and percentage of III-B funds reserved for use in funding Program Development and Coordination Activities for the 14 Planning and Service Areas. Copies of each individual proposal are available by calling the Minnesota Board on Aging at 296-2770.

Region	III-B Supportive Services		
	Allocation	Program Development (Reserved)	
		\$ Amount	%
1	148,221	29,460	19.88%
2	118,871	48,537	40.83%
3	328,680	108,502	33.32%
4	244,698	24,275	9.92%
5	195,152	7,789	3.99%
6E	146,768	27,631	18.83%
6W	116,255	24,000	20.64%
7E	133,982	19,372	14.46%
7W	183,237	41,563	22.68%
8	186,579	24,142	12.94%
9	235,254	63,744	27.10%
10	354,833	20,672	5.83%
11	1,163,411	134,913	11.60%
12	69,995	4,268	6.10%
Totals	3,625,936	579,868	15.99%

Written comments are to be submitted to:

Minnesota Board on Aging
4th Floor Human Services Bldg.
444 Lafayette Road
St. Paul, MN 55155-3843

Final action by the Board on Aging will take place on February 17, 1989.

Metropolitan Council

Notice of Public Meetings of the Governor's Metropolitan Council Nominations Committee

On Jan. 1, 1989 the terms of Metropolitan Council members in Districts 1, 3, 5, 7, 9, 11, 13 and 15 will expire. In accordance with the Metropolitan Governance law passed in 1986, Governor Perpich has appointed a Nominations Committee that will conduct

an "open appointments" process designed to include input from local officials. The Committee will hold four public meetings in January to hear statements from candidates for the Metropolitan Council and those speaking on their behalf. All of the meetings will begin at 7 p.m. The dates and locations are as follows:

Dist. 9	Jan. 18	Anoka County Boardroom Anoka County Courthouse 325 East Main St. Anoka, MN
Dist. 5, 11, 13	Jan. 19	St. Louis Park Recreation Center 5005 W. 36th St. St. Louis Park, MN
Dist. 1, 3, 7	Jan. 25	White Bear Lake Municipal Bldg. 4700 Miller Av. White Bear Lake, MN
Dist. 15	Jan. 26	West St. Paul City Hall 1616 Humboldt Av. West St. Paul, MN

Department of Public Safety

Bureau of Criminal Apprehension

Narcotics Enforcement Coordinating Committee Meeting

The Narcotics Enforcement Coordinating Committee will meet January 20, 1989 at 9:30 at the Bureau of Criminal Apprehension, 1246 University Avenue, St. Paul. The 1989 State Strategy for Addressing Drug Law Enforcement will be reviewed. For more information, call (612) 642-0668.

Revisor of Statutes

Notice of Publication of *Minnesota Rules Supplement*

Minnesota Rules 1988 Supplement Number 2 is now available. This publication contains updates to *Minnesota Rules 1987* adopted between March 31, 1987 and August 8, 1988. If you purchased *Minnesota Rules 1987*, you will automatically receive *Minnesota Rules 1988 Supplement Number 2*. *Minnesota Rules 1987* and its 1988 supplements may be purchased from the Print Communications Division, Department of Administration, 117 University Avenue, St. Paul, MN 55155. The cost of the 11 volume set and its supplements is \$160. Orders must be prepaid. *Minnesota Rules 1989* is scheduled for September 1989 publication.

Minnesota Department of Trade and Economic Development

Community Development Division

Notice of Availability of Tax Exempt Financing Authority

Pursuant to *Minnesota Laws 1987*, ch. 268, article 16

The department gives notice that the amounts of tax exempt financing authority available to qualified issuers as of January 3, 1989, is as follows:

Manufacturing Pool (Small Issue Bonds)	\$76,435,000
Multifamily Housing Pool	\$21,352,000
Public Facilities Pool	\$ 7,715,000

The issuance authority in the pools shown above is available to qualified issuers submitting applications, the required deposit and supporting documents by any Monday through the second to the last Monday in October.

Official Notices

The issuance authority shown below is available to issuers submitting applications during the period beginning with the week ending on the last Monday in October through the second last Monday in December.

Unified Pool

\$ N/A

Application forms are available from the Department upon request.

Department of Transportation

Suspension Order to: FM. Asphalt, Inc., Box 697, Moorhead, Minnesota 56560

Pursuant to *Laws 1984*, Chapter 654, Article 2, Section 8, *Minnesota Rule* 1230.4200 and *Minnesota Statutes*, Section 161.315, you are suspended and disqualified from entering into or receiving a Minnesota Department of Transportation (MN/Dot) contract and from serving as a subcontractor or supplier of materials or services under such a contract for a period of 60 days from the date of this order.

Minnesota Rule 1230.3100, Subpart 9, states:

Subp. 9 MN/DOT contract. "MN/DOT contract" means a written instrument:

A. containing the elements of offer, acceptance, and consideration to which the Minnesota Department of Transportation is a party, or acts as an agent for a party under *Minnesota Statutes*, section 161.36, subdivisions 2 and 3, 360.016, subdivisions 2 and 3, or 360.039, subdivisions 2 and 3;

B. for which competitive bids are required or taken; and

C. which is subject to the approval of the commissioner.

Minnesota Rules 1230.4200, Subpart 1, states:

Order of suspension. The commissioner of transportation shall suspend a person or business by order upon receiving notice or learning of a conviction for conduct described in part 1230.3200 or upon receiving evidence of an affiliation described in part 1230.3600, subpart 2.

You are suspended because you plead guilty on December 21, 1987 in the United States District Court, District of North Dakota, Eastern Division, to knowingly and intentionally engaging in a conspiracy in unreasonable restraint of interstate trade involving municipal street improvement projects in North Dakota and in Minnesota in violation of Section 1 of the Sherman Act, 15 U.S.C. Section 1.

Debarment proceedings against you will begin within 10 days.

Dated: 6 January 1989

Douglas H. Differt
Deputy Commissioner

Notice of Proposed Debarment and Notice of Opportunity for Hearing

In the Matter of the Proposed Debarment of FM. Asphalt, Inc.

Pursuant to *Laws 1984*, Chapter 654, Article 2, Section 8 and *Minnesota Rule* 1230.3200, the Commissioner of Transportation proposes to disqualify you from receiving Minnesota Department of Transportation contracts and from serving as a subcontractor or material supplier under a MN/Dot contract.

The debarment is proposed because you pled guilty on December 21, 1987 in the United States District Court, District of North Dakota, Eastern Division, to knowingly and intentionally engaging in a conspiracy in unreasonable restraint of interstate trade involving municipal street improvement projects in North Dakota and in Minnesota in violation of Section 1 of the Sherman Act, 15 U.S.C. Section 1. Violation of a federal antitrust law is a contract crime as defined in *Minnesota Rule* 1230.3100, Subpart 5.

Rule 1230.3200, Ground For Debarment states:

Subpart 1. Contract crime. A business must be debarred upon conviction in any jurisdiction, of the business or a principal of the business, for commission of a contract crime or when a conviction is imputed to the business under part 1230.3300.

You may request a hearing under *Minnesota Statutes*, Chapter 14, by submitting a written request for a hearing to Leo A. Korth, Minnesota Department of Transportation, Transportation Building, Room 413, John Ireland Boulevard, St. Paul, Minnesota 55155,

by January 26, 1989. If you request a hearing, an Administrative Law Judge will be appointed by the Chief Administrative Law Judge of the Office of Administrative Hearings to recommend to the Commissioner of Transportation whether there are grounds for debarment and the period of the debarment.

If you do not request a hearing within 20 days from the date of this notice, the allegations in this notice will be considered true and you will be debarred for a period from January 6, 1989 to August 1, 1989.

Dated: 6 January 1989

Douglas H. Differt
Deputy Commissioner

Department of Transportation

Suspension Order to: Southern Minnesota Construction Company, Inc., 1905 Third Avenue, P.O. Box 3069, Mankato, Minnesota 56002-3069

Pursuant to *Laws 1984*, Chapter 654, Article 2, Section 8, *Minnesota Rule 1230.4200* and *Minnesota Statutes*, Section 161.315 and *Minnesota Statutes*, Section 302A.641, you are suspended and disqualified from entering into or receiving a Minnesota Department of Transportation (MN/Dot) contract and from serving as a subcontractor or supplier of materials or services under such a contract for a period of 60 days from the date of this order.

Minnesota Rule 1230.3100, Subpart 9, states:

Subp. 9. MN/DOT contract. "MN/DOT contract" means a written instrument:

A. containing the elements of offer, acceptance, and consideration to which the Minnesota Department of Transportation is a party, or acts as an agent for a party under *Minnesota Statutes*, section 161.36, subdivisions 2 and 3, 360.016, subdivisions 2 and 3, or 360.039, subdivisions 2 and 3;

B. for which competitive bids are required or taken; and

C. which is subject to the approval of the commissioner.

Minnesota Rule 1230.4200, Subpart 1, states:

Order of suspension. The commissioner of transportation shall suspend a person or business by order upon receiving notice or learning of a conviction for conduct described in part 1230.3200 or upon receiving evidence of an affiliation described in part 1230.3600, subpart 2.

You are suspended because Southern Minnesota Construction Company, Inc., pursuant to a merger, is the successor corporation to Lundin Construction Company, Inc., a debarred contractor whose debarment period extends from March 8, 1988 through March 8, 1990, and that Southern Minnesota Construction Company, Inc. is wholly liable and responsible for the debarment restrictions and limitations of Lundin Construction Company, Inc.

Debarment proceedings against you will begin within 10 days.

Dated: 6 January 1989

Douglas H. Differt
Deputy Commissioner

Notice of Proposed Debarment and Notice of Opportunity for Hearing In the Matter of the Proposed Debarment of Southern Minnesota Construction Company, Inc., 1905 Third Avenue, P.O. Box 3069, Mankato, Minnesota 56002-3069

Pursuant to *Laws 1984*, Chapter 654, Article 2, Section 8 and *Minnesota Rule 1230.3200*, and *Minnesota Statutes*, Section 161.315 and *Minnesota Statutes*, Section 302A.641, the Commissioner of Transportation proposes to disqualify you from receiving Minnesota Department of Transportation contracts and from serving as a subcontractor or material supplier under a MN/Dot contract.

The debarment is proposed because Southern Minnesota Construction Company, Inc., is the successor corporation, pursuant to a merger, to Lundin Construction Company, Inc., which was debarred by the Commissioner of Transportation until March 8, 1990, pursuant to a Debarment Order dated April 7, 1988.

You may request a hearing under *Minnesota Statutes*, Chapter 14, by submitting a written request for a hearing to Leo A. Korth, Minnesota Department of Transportation, Transportation Building, Room 413, John Ireland Boulevard, St. Paul, Minnesota 55155,

Official Notices

by January 26, 1989. If you request a hearing, an Administrative Law Judge will be appointed by the Chief Administrative Law Judge of the Office of Administrative Hearings to recommend to the Commissioner of Transportation whether there are grounds for debarment and the period of the debarment.

If you do not request a hearing within 20 days from the date of this notice, the allegations in this notice will be considered true and you will be debarred until April 1, 1990, effective at the termination of the period of suspension.

Dated: 6 January 1989

Douglas H. Differt
Deputy Commissioner

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

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.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

Commodity: Soil sterilant
Contact: Pam Anderson 612-296-1053
Bid due date at 2pm: January 18
Agency: Natural Resources
Deliver to: Various
Requisition #: 29003 05043

Commodity: Radio
Contact: Pam Anderson 612-296-1053
Bid due date at 2pm: January 19
Agency: Public Safety—Crime Bureau
Deliver to: St. Paul
Requisition #: 07300 54993

Commodity: Handling, food storage & delivery service of federally donated food
Contact: Jim Johnson 612-296-3779
Bid due date at 2pm: January 19
Agency: Department of Education
Deliver to: Various
Requisition #: Price Contract

Commodity: Meat & meat products for February 1989
Contact: Joyce Dehn 612-296-2621
Bid due date at 2pm: January 20
Agency: Various
Deliver to: Various
Requisition #: 78620 00270

Commodity: Audio dosimeter
Contact: Joe Gibbs 612-296-3750
Bid due date at 2pm: January 20
Agency: Employee Relations Department
Deliver to: St. Paul
Requisition #: 24000 90675

Commodity: Light poles
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: January 20
Agency: MN/Dot Electric Service
Deliver to: St. Paul
Requisition #: 79000 92896

Commodity: Laerdal Resusci Annies & related repair
Contact: Donnalee Kutchera 612-296-3776
Bid due date at 2pm: January 20
Agency: Price Contract
Deliver to: Various
Requisition #: Price Contract

Commodity: Varian, ESR system (used)
Contact: Joe Gibbs 612-296-3750
Bid due date at 2pm: January 20
Agency: Moorhead State University
Deliver to: Moorhead
Requisition #: 26072 01673

Commodity: Compaq 386
Contact: Bernadette Vogel 612-296-3778
Bid due date at 2pm: January 20
Agency: Jobs and Training
Deliver to: St. Paul
Requisition #: 21200 20061

State Contracts and Advertised Bids

Commodity: Skid steer loader Melroe bobcat 642B-MN/Dot Oakdale
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: January 23
Agency: Minnesota Department of Transportation
Deliver to: Oakdale
Requisition #: 79382 01574

Commodity: Skid loader Case 1835-c MN/Dot various
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: January 23
Agency: Minnesota Department of Transportation
Deliver to: Various
Requisition #: 79382 01575

Commodity: Skid loader Gehl 5625-MN/Dot Crookston
Contact: Mary Jo Bruski 612-296-3772
Bid due date at 2pm: January 23
Agency: Minnesota Department of Transportation
Deliver to: Crookston
Requisition #: 79382 01577

Commodity: Security service
Contact: Juanita Steffen 612-297-3830
Bid due date at 2pm: January 25
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Cardboard boxes
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: January 24
Agency: DNR
Deliver to: Various
Requisition #: 29003 05020

Commodity: Software program
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: January 24
Agency: Lakewood Community College
Deliver to: White Bear Lake
Requisition #: 27154 50848

Commodity: Data General system upgrade
Contact: Bernadette Vogel 612-296-3778
Bid due date at 2pm: January 24
Agency: MN Dept. of Health
Deliver to: St. Paul
Requisition #: 11016 08396

Contract Awards—Materials Management Division

Item: General construction (remodeling)
Req.#: 02310 16530 01
Awarded to: Floor to Ceiling Store, Brainerd, MN
Awarded amount: \$10,365.68
Awarded date: January 4, 1989
Expir/deliv date: January 20, 1989
Shipped to: Brainerd Regional Human Services

Item: Computer equipment
Req.#: 02410 90133 01
Awarded to: Applied Communications, Spring Park, MN
Awarded amount: \$8,065.00
Awarded date: January 4, 1989
Expir/deliv date: March 14, 1989
Shipped to: Intertechnologies Group

Item: Auto's, trucks, vans for clients only
Req.#: 21607 75864 01
Awarded to: Tousley Ford Subaru, White Bear Lake, MN
Awarded amount: \$8,745.00
Awarded date: January 4, 1989
Shipped to: Various Locations

Item: Computer equipment
Req.#: 21200 20014 02
Awarded to: IBM Corporation, Minneapolis, MN
Awarded amount: \$47,600.00
Awarded date: January 4, 1989
Expir/deliv date: March 10, 1989
Shipped to: Various Locations

Item: Services, other purchased
Req.#: 21200 19792 01
Awarded to: Benson Paul Assoc., Inc., Long Lake, MN
Awarded amount: \$20,993.00
Awarded date: January 4, 1989
Expir/deliv date: February 28, 1989
Shipped to: Various Locations

Item: Computer equipment
Req.#: 26137 04630 01
Awarded to: Unisys, St. Paul, MN
Awarded amount: \$192,000.00
Awarded date: January 4, 1989
Expir/deliv date: February 9, 1989
Shipped to: St. Cloud State University

State Contracts and Advertised Bids

Item: Computer equipment
Req.#: 26070 14002 01
Awarded to: Wizards Work, Plymouth, MN
Awarded amount: \$14,690.00
Awarded date: January 4, 1989
Expir/deliv date: January 19, 1989
Shipped to: Bemidji State University

Item: Computer equipment
Req.#: 26072 01684 01
Awarded to: Telesensory Systems Inc., Mt. View, CA
Awarded amount: \$7,680.00
Awarded date: January 4, 1989
Expir/deliv date: February 23, 1989
Shipped to: Moorhead State University

Item: Automobile, medium compact
Req.#: 26074 12342 03
Awarded to: Southdale Ford, Bloomington, MN
Awarded amount: \$25,836.00
Awarded date: January 4, 1989
Expir/deliv date: February 1, 1989
Shipped to: Winona State University

Item: Van, compact
Req.#: 26074 12342 02
Awarded to: Superior Ford, Minneapolis, MN
Awarded amount: \$12,443.00
Awarded date: January 4, 1989
Expir/deliv date: March 15, 1989
Shipped to: Winona State University

Item: Sound reproduction equipment
Req.#: 26074 12348 01
Awarded to: Sound Accoustics Inc., Edina, MN
Awarded amount: \$28,995.00
Awarded date: January 4, 1989
Shipped to: Winona State University

Item: Video equipment & systems
Req.#: 27153 20166 01
Awarded to: Best Buy Co., Minnetonka, MN
Awarded amount: \$6,551.97
Awarded date: January 4, 1989
Expir/deliv date: January 10, 1989
Shipped to: North Hennepin Community College

Item: Compressor & vacuum pump
Req.#: 79000 92483 01
Awarded to: Clayhill Inc., Minneapolis, MN
Awarded amount: \$11,592.00
Awarded date: January 4, 1989
Expir/deliv date: January 30, 1989
Shipped to: Various Locations

Item: Road clearing & cleaning equipment
Req.#: 79382 01569 01
Awarded to: MN State Correctional, Stillwater, MN
Awarded amount: \$5,820.00
Awarded date: January 4, 1989
Expir/deliv date: February 15, 1989
Shipped to: MN/Dot, Central Shop

Item: Roofing, siding material & supplies
Req.#: 79050 21118 01
Awarded to: Two Harbors Lumber Co., Two Harbors, MN
Awarded amount: \$8,429.34
Awarded date: January 4, 1989
Expir/deliv date: January 20, 1989
Shipped to: Various Locations

Item: Repair alteration to bldg. &
Req.#: 02310 16527 01
Awarded to: Floor to Ceiling Store, Brainerd, MN
Awarded amount: \$5,962.07
Awarded date: January 5, 1989
Expir/deliv date: January 25, 1989
Shipped to: Brainerd Regional Human Services

Item: Computer equipment
Req.#: 61000 49474 01
Awarded to: Boffin Ltd., Burnsville, MN
Awarded amount: \$17,892.00
Awarded date: January 5, 1989
Expir/deliv date: January 18, 1989
Shipped to: Office of the State Auditor

Item: Pole standard & hardware metal
Req.#: 79000 92800 01
Awarded to: Graybar Electric Co., Minneapolis, MN
Awarded amount: \$70,454.50
Awarded date: January 5, 1989
Expir/deliv date: January 17, 1989
Shipped to: MN/Dot, Electrical Services

Item: Ballast lampholder starter
Req.#: 79000 92798 01
Awarded to: Northland Electric Supply, Minneapolis, MN
Awarded amount: \$12,315.00
Awarded date: January 5, 1989
Expir/deliv date: February 17, 1989
Shipped to: MN/Dot, Electrical Services

Item: Cable cord & wire electronic
Req.#: 02410 90166 01
Awarded to: IBM Corp., Minneapolis, MN
Awarded amount: \$33,590.00
Awarded date: January 6, 1989
Expir/deliv date: January 6, 1989
Shipped to: Intertechnologies Group

Item: Service, other purchased
Req.#: 32400 19018 01
Awarded to: Carbon Services Inc., Hopkins, MN
Awarded amount: \$46,200.00
Awarded date: January 6, 1989
Expir/deliv date: January 10, 1989
Shipped to: Minnesota Pollution Control Agency

Item: Janitorial & refuse disposal service
Req.#: 55106 07033 01
Awarded to: West Central Sanitation, Willmar, MN
Awarded amount: \$6,000.00
Awarded date: January 6, 1989
Shipped to: Willmar Regional Treatment Center

Item: Fixture—outdoor electric lighting
Req.#: 79000 92799 01
Awarded to: Northland Electric Supply, Minneapolis, MN
Awarded amount: \$16,455.00
Awarded date: January 6, 1989
Expir/deliv date: February 15, 1989
Shipped to: MN/Dot, Electrical Services

State Contracts and Advertised Bids

Item: Surveying supplies
Req.#: 79000 92682 01
Awarded to: Geodimeter Inc., Novato, CA
Awarded amount: \$6,642.00
Awarded date: January 6, 1989
Expir/deliv date: February 6, 1989
Shipped to: Minnesota Department of Transportation

Item: Road clearing & cleaning equipment
Req.#: 79382 01532 01
Awarded to: MacQueen Equipment Inc., St. Paul, MN
Awarded amount: \$66,307.00
Awarded date: January 6, 1989
Expir/deliv date: April 1, 1989
Shipped to: Minnesota Department of Transportation

Item: Road clearing & cleaning equipment
Req.#: 79382 01533 01
Awarded to: MacQueen Equipment Inc., St. Paul, MN
Awarded amount: \$63,307.00
Awarded date: January 6, 1989
Expir/deliv date: April 1, 1989
Shipped to: Minnesota Department of Transportation

Item: Automobile, medium compact
Req.#: 02514 90352 01
Awarded to: Southdale Ford, Bloomington, MN
Awarded amount: \$734,182.00
Awarded date: January 9, 1989
Expir/deliv date: February 28, 1989
Shipped to: Central Motor Pool

Item: Mass spectrographs
Req.#: 04661 92210 01
Awarded to: Extrel Corporation, Pittsburgh, PA
Awarded amount: \$263,253.00
Awarded date: January 9, 1989
Shipped to: Minnesota Department of Agriculture

Item: Balances, readable to .01mg
Req.#: 07300 54524 01
Awarded to: Beckman Instruments Inc., Edina, MN
Awarded amount: \$7,240.00
Awarded date: January 9, 1989
Expir/deliv date: February 10, 1989
Shipped to: Department of Public Safety

Item: Computer equipment
Req.#: 21200 20006 01
Awarded to: Compar Inc., Eden Prairie, MN
Awarded amount: \$13,620.00
Awarded date: January 9, 1989
Expir/deliv date: February 13, 1989
Shipped to: Minnesota Department of Jobs and Training

Item: Computer equipment
Req.#: 27157 48068 01
Awarded to: PC Express, Burnsville, MN
Awarded amount: \$49,040.00
Awarded date: January 9, 1989
Expir/deliv date: January 18, 1989
Shipped to: Inver Hills Community College

Item: Electronic component parts & accessories
Req.#: 79000 92795 01
Awarded to: Verta Corporation, Eden Prairie, MN
Awarded amount: \$11,900.00
Awarded date: January 9, 1989
Expir/deliv date: April 20, 1989
Shipped to: MN/Dot, Electrical Services

Item: Construction & highway maintenance equipment
Req.#: 79382 01559 01
Awarded to: Boyum Equipment Inc., Lakeville, MN
Awarded amount: \$33,807.00
Awarded date: January 9, 1989
Expir/deliv date: April 30, 1989
Shipped to: MN/Dot, Central Shop

Item: Asbestos removal
Req.#: 02307 91353 01
Awarded to: Safe Air Systems Inc., Minneapolis, MN
Awarded amount: \$14,836.00
Awarded date: January 10, 1989
Expir/deliv date: January 22, 1989
Shipped to: Various Locations

Item: Repair alteration to bldg. &
Req.#: 02307 91307 01
Awarded to: American Midwest Power, Hamel, MN
Awarded amount: \$39,500.00
Awarded date: January 10, 1989
Expir/deliv date: March 1, 1989
Shipped to: Various Locations

Item: Air conditioner and refrigeration supplies
Req.#: 02410 90113 01
Awarded to: Equipment Supply Inc., St. Paul, MN
Awarded amount: \$6,911.00
Awarded date: January 10, 1989
Expir/deliv date: January 17, 1989
Shipped to: Intertechnologies Group

Item: Van, panel
Req.#: 26073 20814 01
Awarded to: Haugen Brown Ford, Farmington, MN
Awarded amount: \$12,642.00
Awarded date: January 10, 1989
Expir/deliv date: March 15, 1989
Shipped to: St. Cloud State University

Item: Maintenance contract, equipment only
Req.#: 26074 12324 01
Awarded to: Schumacher Elevation Inc., Denver, IA
Awarded amount: \$27,900.00
Awarded date: January 10, 1989
Shipped to: Winona State University

Item: General construction (remodeling)
Req.#: 27000 43133 01
Awarded to: Range Concrete & Underground, Hibbing, MN
Awarded amount: \$17,864.00
Awarded date: January 10, 1989
Shipped to: Hibbing Community College

State Contracts and Advertised Bids

Item: Snowmobile half-track & attachments
Req.#: 29000 51453 01
Awarded to: Road Machinery & Supplies, Savage, MN
Awarded amount: \$44,859.00
Awarded date: January 10, 1989
Expir/deliv date: March 1, 1989
Shipped to: DNR—Northern Service Center

Item: Snowmobile half-track & attachments
Req.#: 29005 12267 01
Awarded to: Anoka Ramsey Sports, Ramsey, MN
Awarded amount: \$6,200.00
Awarded date: January 10, 1989
Expir/deliv date: January 13, 1989
Shipped to: DNR Regional Headquarters

Item: Computer equipment
Req.#: 34000 05817 02
Awarded to: Memorex Telex Computer, St. Paul, MN
Awarded amount: \$14,364.00
Awarded date: January 10, 1989
Expir/deliv date: February 15, 1989
Shipped to: Minnesota Housing Finance Agency

Item: Janitorial & refuse disposal service
Req.#: 55520 04198 01
Awarded to: Perkins Landscape, Minnetonka, MN
Awarded amount: \$8,000.00
Awarded date: January 10, 1989
Shipped to: Oak Terrace Nursing Home

Item: Maintenance contract, equipment only
Req.#: 55520 04263 01
Awarded to: Lagerquist Corp., Minneapolis, MN
Awarded amount: \$5,940.00
Awarded date: January 10, 1989
Shipped to: Oak Terrace Nursing Home

Item: Power plant equipment (furnish &)
Req.#: 78830 09597 01
Awarded to: Combustion Heat & Power, St. Paul, MN
Awarded amount: \$5,463.00
Awarded date: January 10, 1989
Expir/deliv date: February 28, 1989
Shipped to: Minnesota Correctional Facility

Item: Auto hd truck & van
Req.#: 78890 02166 01
Awarded to: Central Chevrolet, North Branch, MN
Awarded amount: \$8,000.00
Awarded date: January 10, 1989
Expir/deliv date: January 20, 1989
Shipped to: Willow River Camp

Item: Computer equipment
Req.#: 79000 92695 01
Awarded to: Solid State Devices, Tempe, AZ
Awarded amount: \$5,810.00
Awarded date: January 10, 1989
Expir/deliv date: February 15, 1989
Shipped to: MN/Dot, Electrical Services

Item: Telephone & telegraph equipment
Req.#: 99908 00038 01
Awarded to: Norstan Business, Maple Grove, MN
Awarded amount: \$95,830.91
Awarded date: January 10, 1989
Expir/deliv date: February 1, 1989
Shipped to: Various Locations

Department of Administration: Print Communications Division

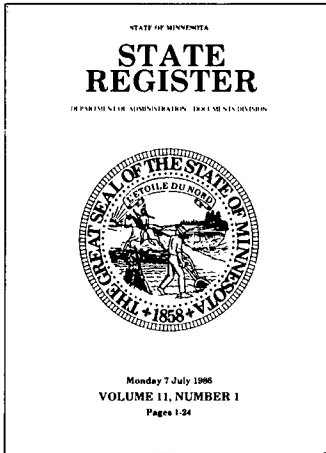
Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

Commodity: Notice of unemployment claim, 400M 5-part sets, 10¾" x 5½" finished size, type to set
Contact: Printing Buyer's Office
Bid due date at 2pm: January 23
Agency: Jobs & Training Department
Deliver to: St. Paul
Requisition #: 4230

Commodity: 1989 bear hunt application, 100M 4-page books, 11"x17" folded to 8½"x11" 2-sided, type to set
Contact: Printing Buyer's Office
Bids are due: January 20
Agency: DNR License Center
Deliver to: St. Paul
Requisition #: 4137

Commodity: Invoice, 3,500 4-part continuous forms, 9½"x11" overall, negs available, crimp both sides, 3-hole punch
Contact: Printing Buyer's Office
Bids are due: January 20
Agency: Administrative Hearings Office
Deliver to: Minneapolis
Requisition #: 4299

Commodity: German Brochure, 10M 7⅞"x8¼", camera ready, 2-sided, 5-color, 12 pages self cover
Contact: Printing Buyer's Office
Bids are due: January 20
Agency: Tourism Office of DTED
Deliver to: St. Paul
Requisition #: 4322



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Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Contract Awards—Print Communications Division

Item: Annual summary report forms
Req.#: 3542
Awarded to: Royal Business Forms, Brooklyn Center
Amount: \$417.90
Date: December 29
Deliver to: Teachers Retirement Assn., St. Paul
Delivery date: 30 days

Item: Directions for Natural Resources book
Req.#: 4080
Awarded to: Shakopee Valley Printing, Shakopee
Amount: \$4,575.00
Date: January 9
Deliver to: DNR, St. Paul
Delivery date: As requested

Item: Culture for Acid Fast Bacilli
Req.#: 3623
Awarded to: Pauly Business Forms
Amount: \$528.71
Date: December 29
Deliver to: Minnesota Department of Health, Minneapolis
Delivery date: 28 days

Item: Minnesota's Forest Treasures & Arbor Month poster
Req.#: 3648
Awarded to: The John Roberts Company, Minneapolis
Amount: \$3,650.00
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: As requested

Item: 1988 deer hunter survey
Req.#: 3673
Awarded to: Acme Tag Company, Minneapolis
Amount: \$1,335.25
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 21 days

Item: Motorcycle Training transtop posters
Req.#: 3911
Awarded to: Wipson Posters Inc., Minneapolis
Amount: \$2,619.00
Date: January 9
Deliver to: Transtop, Minneapolis
Delivery date: As requested

Item: Motorcycle Training wall posters
Req.#: 3912
Awarded to: Wipson Posters Inc., Minneapolis
Amount: \$3,040.00
Date: January 9
Deliver to: Public Safety Department, St. Paul
Delivery date: As requested

Item: Motorcycle Training bus back posters
Req.#: 3913
Awarded to: Wipson Posters Inc., Minneapolis
Amount: \$977.00
Date: January 9
Deliver to: Bus transit firms TC and Duluth
Delivery date: As requested

Item: Motorcycle Training outdoor boards
Req.#: 3914
Awarded to: Wipson Posters Inc., Minneapolis
Amount: \$2,688.00
Date: January 9
Deliver to: Outdoor Advertising Companies, Minnesota & North Dakota
Delivery date: As requested

State Contracts and Advertised Bids

Item: Approved label
Req.#: 3934
Awarded to: Applied Power Products,
St. Paul
Amount: \$3,230.00
Date: January 10
Deliver to: Public Service Department,
St. Paul
Delivery date: 21 days

Item: Envelope
Req.#: 3983
Awarded to: MacKay Envelope Corp.,
Minneapolis
Amount: \$1,987.00
Date: January 11
Deliver to: Jobs & Training Department,
St. Paul
Delivery date: 25 working days

Item: Follow-up card
Req.#: 4000
Awarded to: Hawkensen Printing Co.,
St. Paul
Amount: \$700.00
Date: January 11
Deliver to: Jobs & Training Department,
St. Paul
Delivery date: As requested

Item: Certificate of Death
Req.#: 3578
Awarded to: Printing Solutions,
Bloomington
Amount: \$2,712.00
Date: December 29
Deliver to: MN Health Department,
Minneapolis
Delivery date: 10 days

Item: Return envelope, board election
Req.#: 3543
Awarded to: Quality Park Products, St.
Paul
Amount: \$1,001.00
Date: December 29
Deliver to: Central Mail, Transportation
Bldg., St. Paul
Delivery date: As requested

Item: Envelopes, pink & yellow
Req.#: 3544
Awarded to: Quality Park Products, St.
Paul
Amount: \$994.18
Date: December 29
Deliver to: Central Mail, Transportation
Bldg., St. Paul
Delivery date: As requested

Item: 1988 small game deer hunter
survey
Req.#: 3674
Awarded to: Pauly Business Forms,
Plymouth
Amount: \$916.21
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 28 days

Item: 1988 trapper survey
Req.#: 3675
Awarded to: Pauly Business Forms,
Plymouth
Amount: \$327.24
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 28 days

Item: Timber wolf poster
Req.#: 3645
Awarded to: Twin City Litho, Roseville
Amount: \$2,690.00
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 15 working days

Item: Timber wolf brochure
Req.#: 3646
Awarded to: Twin City Litho, Roseville
Amount: \$492.00
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 15 working days

Item: Fire warden "service" certificates
Req.#: 3647
Awarded to: Ramaley Printing, St. Paul
Amount: \$6,231.00
Date: December 29
Deliver to: DNR, St. Paul
Delivery date: 25 days

Item: Explore Minnesota B&B/Historic
Inns 1989
Req.#: 3692
Awarded to: The John Roberts
Company, Minneapolis
Amount: \$4,590.00
Date: December 29
Deliver to: Tourism Office, St. Paul
Delivery date: As requested

Item: Explore Minnesota Outfitters 1989
Req.#: 3693
Awarded to: The John Roberts
Company, Minneapolis
Amount: \$2,190.00
Date: December 29
Deliver to: Tourism Office, St. Paul
Delivery date: As requested

Item: Permission to administer
medication form
Req.#: 3695
Awarded to: Pauly Business Forms,
Plymouth
Amount: \$480.00
Date: December 29
Deliver to: Human Services Dept., St.
Paul
Delivery date: 28 days

Item: Substitute care/adoption
turnaround form
Req.#: 3696
Awarded to: Pauly Business Forms,
Plymouth
Amount: \$676.25
Date: December 29
Deliver to: Human Services Dept., St.
Paul
Delivery date: 28 days

Item: Summer scholarship brochure
Req.#: 3739
Awarded to: The John Roberts
Company, Minneapolis
Amount: \$3,140.00
Date: December 29
Deliver to: Higher Education
Coordinating Bd., St. Paul
Delivery date: As requested

State Contracts and Advertised Bids

Item: Summer scholarship poster
Req.#: 3740
Awarded to: The John Roberts Company, Minneapolis
Amount: \$5,525.00
Date: December 29
Deliver to: Higher Education Coordinating Bd., St. Paul
Delivery date: As requested

Item: Provider envelope - CD fund
Req.#: 3746
Awarded to: MacKay Envelope, Minneapolis
Amount: \$601.60
Date: December 29
Deliver to: Human Services Dept., St. Paul
Delivery date: 30 working days

Item: Dental prior authorization form
Req.#: 3759
Awarded to: Custom Business Forms, Minneapolis
Amount: \$1,846.00
Date: December 29
Deliver to: Human Services Dept., St. Paul
Delivery date: 15 days

Item: Title application
Req.#: 3763
Awarded to: Moore Business Forms, Bloomington
Amount: \$23,445.00
Date: December 29
Deliver to: Public Safety Dept., St. Paul
Delivery date: 62 days

Item: Prescription label
Req.#: 3770
Awarded to: Applied Power Products, St. Paul
Amount: \$287.50
Date: December 29
Deliver to: Minn. Vets. Home, Minneapolis
Delivery date: 21 days

Item: Preprinted envelopes
Req.#: 3884
Awarded to: MacKay Envelopes, Minneapolis
Amount: \$2,833.20
Date: December 29
Deliver to: Human Services Dept., St. Paul
Delivery date: 25-30 working days

Item: Preprinted envelopes
Req.#: 3885
Awarded to: MacKay Envelopes, Minneapolis
Amount: \$2,617.20
Date: December 29
Deliver to: Human Services Dept., St. Paul
Delivery date: 25-30 working days

Item: Authorization/invoice
Req.#: 3904
Awarded to: Pauly Business Forms, Plymouth
Amount: \$519.40
Date: December 30
Deliver to: Jobs & Training Dept., St. Paul
Delivery date: As requested

Item: SELF brochure
Req.#: 3742
Awarded to: The John Roberts Company, Minneapolis
Amount: \$9,850.00
Date: December 30
Deliver to: Higher Education Coordinating Bd., St. Paul
Delivery date: As requested

Department of Commerce

Notice of Request for Proposals for Insurers and/or Vendors of Risk Management Services

NOTICE OF REQUEST FOR PROPOSALS for services to be provided to the Minnesota Liquor Liability Assigned Risk Plan on behalf of the Minnesota Department of Commerce by insurers and/or vendors of risk management services qualified to underwrite and issue policies, administer and adjust claims, provide accounting and billing functions and investment of funds.

The Department of Commerce intends to contract with one or more organizations to provide the services according to the specifications issued. The contract period will begin on April 29, 1989 and continue through April 29, 1992.

Interested parties should call (612) 297-2669 to obtain the formal Request for Proposals (RFP).

Any questions relating to the RFP, or the services to be provided, should be directed to:

Mr. Hollice Allen, Jr.
Department of Commerce
500 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2449

Proposals must be submitted by 4:30 p.m., April 1, 1989.

State Contracts and Advertised Bids

State Designer Selection Board

Request for Proposal for a Project at the Department of Jobs and Training

To Registered Professional in Minnesota:

The State Designer Selection Board has been requested to select designer for a project at the Department of Jobs and Training. Design firms who wish to be considered for this project should submit proposals on or before 4:00 p.m., February 7, 1989, to George Iwan, Executive Secretary, State Designer Selection Board, Room G-10, Administration Building, St. Paul, Minnesota 55155-1495.

The proposal must conform to the following:

- 1) Six copies of the proposal will be required.
- 2) All data must be on 8½" × 11" sheets, soft bound.
- 3) The cover sheet of the proposal must be clearly labeled with the project number, as listed in number 8 below, together with the designer's firm name, address, telephone number and the name of the contact person.

4) *Mandatory Proposal contents in sequence:*

a) Identity of firm and an indication of its legal status, i.e. corporation, partnership, etc. If the response is from a joint venture, this information must be provided for firms comprising the joint venture.

b) Names of the persons who would be directly responsible for the major elements of the work, including consultants, together with brief descriptions of their qualifications. If desired, identify roles that such persons played in projects which are relevant to the project at hand.

c) A commitment to enter the work promptly, if selected, by engaging the consultants, and assigning the persons named 4b above along with adequate staff to meet the requirements of work.

d) A list of State and University of Minnesota current and past commissions under contract or awarded to the prime firm(s) submitting this proposal during the three (3) years immediately preceding the date of this request for proposal. The prime firm(s) shall **list and total** all fees associated with these projects whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects listed pursuant to the above.

e) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualification for the work. The graphic material must be identified. It must be work in which the personnel listed in "c" have had significant participation and their roles must be clearly described. It must be noted if the personnel named were, at the time of the work, employed by other than their present firms.

The proposal shall consist of no more than twenty (20) faces. Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further examination.

5) *Statutory Proposal Requirements:*

In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted.

The proposal will not be accepted unless it includes one of the following:

- a) A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
 - b) A statement certifying that firm has a current certificate of compliance issued by the Commissioner of Human Rights;
- or
- c) A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months; or
 - d) A statement certifying that the firm has an application pending for a certificate of compliance.
- 6) In accordance with the provisions of *Minnesota Statutes* 16B.19, Subdivision 6, at least 10% of the amount of any contract in excess of \$200,000.00 must be subcontracted to certified small businesses owned and operated by S/E/D persons as defined by *Minnesota Statutes* 645.445. Alternatively, the requirement may be met by purchasing materials or supplies from S/E/D businesses. Any combination of subcontracting and purchasing that meets the 10% requirements is acceptable. If there are no S/E/D persons able to perform subcontracting or provide supplies and materials, other small businesses as defined are to be utilized instead of small businesses owned and operated by S/E/D persons.

State Contracts and Advertised Bids

7) Design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:

a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or

b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statute, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures or their schedule for the project herein described may be referred to George Iwan at (612) 296-4656.

8) **PROJECT—1-89**

Space Utilization Plan
Department of Jobs & Training

PURPOSE OF PROJECT

The purpose of this project is to analyze current space use and develop a plan that identifies future space needs of a large state department.

RESPONSIBILITIES OF CONSULTANT

The designer must develop future space needs for three time lines: February 1990, February 1991, and February 1992. Some of the deliverables that must be produced for the designer are:

1. Develop, from existing blue line construction prints, detail floor plans of the current space in two downtown St. Paul buildings.
2. Develop and present a proposed space standard by specific work function to be used in reallocating space.
3. Develop the total space needs if all administrative functions were to be located in one building.
4. Develop an option analysis and recommendations regarding the use of various types of office furniture.
5. Develop detail floor plans for any relocation decided on.
6. Develop an ongoing space management system that could be used to make periodic adjustments.

CONTRACT COMPLETION

It is anticipated that the designer will enter into a contract and begin work immediately after selection. The target completion date is March 3, 1990.

PROJECT COSTS

The Department has budgeted \$70,000.00 for all costs associated with the project.

Questions concerning this project may be referred to Fred Wilkinson at (612) 296-1878.

Bernard Jacob, Chairman
State Designer Selection Board

Department of Health

Health Resources Division

Notice of Request for Proposals for Development of Nursing Assistant Competency Evaluation System

The Minnesota Department of Health is seeking proposals from qualified consultants to develop a competency evaluation system for persons functioning as nursing assistants in federally certified nursing facilities in Minnesota.

The selected bidder is expected to begin work immediately after the contract has been signed and administratively processed. The contract will be for a maximum of twelve months. Proposals must be submitted by February 1, 1989.

All requests for further information or copies of the complete Request for Proposals can be obtained by contacting Marlene Deschler at 612-643-2543.

Department of Human Services

Chemical Dependency Division

Request for Proposals to Conduct an Assessment of the Federal Medicaid Waiver for the Minnesota Chemical Dependency Treatment Fund

I. INTRODUCTION

The Minnesota Department of Human Services, Chemical Dependency Program Division (CDPD), is soliciting proposals from qualified consultants to conduct an assessment of the federal Medicaid waiver for the Minnesota Consolidated Chemical Dependency Treatment Fund.

The Health Care Financing Administration (HCFA) of the U.S. Department of Health and Human Services has waived certain limitations concerning requirements for Medicaid recipients in Minnesota so that those recipients can participate in the State's Consolidated Chemical Dependency Treatment Fund (CCDTF). The CCDTF pays for chemical dependency (CD) treatment and receives some reimbursement from Medicaid.

The Medicaid waiver requires that the State of Minnesota arrange for an independent assessment of the cost-effectiveness of the waiver and its impact on recipient access to care of adequate quality. The purpose of this request for proposals is to accomplish this independent assessment. A copy of the full Request for Proposals may be obtained by contacting the CDPD.

II. QUALIFICATIONS OF RESPONDENTS

Respondents must be able to demonstrate experience and expertise in secondary data analysis, computer processing and programming, and preparation of professional reports of a publishable quality. Experience in fiscal analysis and knowledge of chemical dependency programs is desirable.

III. SCOPE OF THE PROJECT

The project will be initiated upon selection of a proposal and finalizing a contract. The project must be completed and a report submitted by June 1, 1989.

The proposed study will be based primarily on secondary data analysis. The Department of Human Services operates several automated information systems which can be used to evaluate the impact of the HCFA waiver. These systems include a reimbursement system for Minnesota counties, Indian reservations, and CD service providers which allows the State to make payments to providers and monitor client placements. Data from the CDPD's Drug and Alcohol Abuse Normative Evaluation System (DAANES) will also be available.

The secondary analysis will address the issues of whether there have been cost savings due to the waiver, whether Medical Assistance (MA) clients have had the same access to care as other clients, and whether the quality of the care received has been comparable to that of non-MA clients.

IV. PROPOSAL CONTENTS

- A. A description of the respondent's background and experience in performing this type of project;
- B. A description of the methodology to be used and tasks to be performed in meeting the objectives of the project;
- C. A timetable for the project;
- D. A description of the respondent's computing resources, including statistical packages with which the respondent is familiar;
- E. A budget for the project.

Proposals are to be submitted on the CDPD's Grant Application Form, which will be sent to those requesting a copy of the full RFP. All proposals must be received by February 10, 1989.

V. SELECTION CRITERIA

- A. Understanding of the project objectives;
- B. Qualifications and experience;
- C. Proposed methodology and documentation of all resources and expertise to be used;
- D. Cost of proposed project;
- E. Proposed timetable.

FOR A COPY OF THE FULL REQUEST FOR PROPOSALS AND APPLICATION FORM CONTACT:

Dorrie Hennagir
Chemical Dependency Program Division
444 Lafayette Road
St. Paul, MN 55155-3823
612/296-4617

Department of Human Services

Long Term Care Management Division

Request for Proposals to Evaluate the Home and Community Based Waiver for Individuals Who Are Technology Dependent (Community Alternative Care Program—CAC); and/or the Home and Community Based Waiver for Disabled Individuals (Community Alternatives for Disabled Individuals—CADI)

This is a request for proposals (RFP) to do an independent assessment of two of Minnesota's Title XIX home and community based waivers as required by federal regulations (42 *CFR* 441.303 (g)), and to make recommendations to the Department of Human Services to improve program effectiveness. The assessment must evaluate the quality of care provided, access to care, and cost effectiveness of the waiver. Although this RFP is for the independent assessment of two waiver programs, the Department will consider proposals that involve the assessment of only one of the programs. The Department's preference, however, is to enter into a contract with one provider who will perform an assessment of both programs.

The cost of the assessment of the CAC Program may not exceed \$16,000. The cost of the assessment of the CADI Program may not exceed \$20,000. The assessments must evaluate at least the first 48 months of the CAC Program (April 1, 1988 through March 31, 1992) and at least the first 24 months of the CADI Program (October 1, 1987 through September 30, 1989).

Proposals must be submitted to Catherine Griffin, Long Term Care Management Division at the address below. Three copies of the proposal must be submitted and sealed in a mailing envelope or package with the responder's name and address clearly marked on the outside and postmarked no later than March 17, 1989.

Each copy of the proposal must be signed by an authorized member of the contracting firm. Prices and terms of the proposal as stated by the respondent must be valid for the length of the project.

For a copy of a more detailed explanation of this request for proposals, contact:

Carol A. Benson
Long Term Care Management Division
Minnesota Department of Human Services
5th Floor, Space Center
444 Lafayette Road
St. Paul, Minnesota 55101-3844
612/297-4669

Department of Jobs and Training

Notice of Cancellation of Request for Proposals for Consultants to Develop a Space Utilization Plan

The Minnesota Department of Jobs and Training is cancelling its Request for Proposals for qualified consultants to develop a space use plan for its administrative components which was published in the *State Register* Monday, December 19, 1988. (13S.R.1463)

Interested consultants should note the State Designer Selection Board will publish the availability of Request for Proposals for this project.

State Contracts and Advertised Bids

State Planning Agency

Governor's Planning Council on Developmental Disabilities

Developmental Disabilities Program

Request for Proposals for Increased Accountability to Individuals With Developmental Disabilities of all Ages to Increase Independence, Productivity, and Integration into the Community

The Governor's Council announces that it is seeking proposals from eligible public or private nonprofit organizations to undertake projects related to increasing accountability to individuals with developmental disabilities of all ages to increase independence, productivity, and integration into the community. Approximately \$400,000 will be available for projects. The successful contractors must be able to provide at least 25 percent of the total cost of the project. Eligible applicants include nonprofit organizations, units of government, joint powers organizations, institutions of higher education, and school districts. Over 1,300 copies of the Request for Proposals have been mailed to potential contractors. Applications are due before 4:30 p.m. on Friday, April 21, 1989. For additional information contact:

Ronald E. Kaliszewski
Developmental Disabilities Program
300 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
Phone (612) 297-3207
TDD (612) 296-9962

Non-State Public Contracts

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.

Stearns County

Correction and Addendum to Notice to Bidders on Computer Equipment

The dates in the original bid schedule, published in *State Register*, Vol. 13, #28, page 1748, January 9, 1989, for the bid award, and purchase order assignment are incorrect. Please note the correct schedule as follows:

Bid Award: Tuesday, February 7, 1989
Purchase Order Assign: Wednesday, February 8, 1989

In addition to the correction of the dates noted above, please add the following as item number three to the specifications for computer equipment:

III. ITEM: DELIVERY AND INSTALLATION

- A. All prices shall be FOB Stearns County Social Services, 700 Mall Germain, St. Cloud, Minnesota.
- B. All prices shall include installation at Stearns County Social Services.
- C. All bid submissions shall include the time needed for delivery and installation from the order date.

If you should have any questions regarding this addendum, please do not hesitate to call me at (612) 259-3607.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Joint Legislative Committee on Agricultural Land Preservation and Soil and Water Conservation

Request for Proposal to Locate, Collect, Index, and Organize Materials on Soil and Water Stewardship for Use in Primary and Secondary School Curricula

The Joint Legislative Committee on Agricultural Land Preservation and Soil and Water Conservation is taking grant applications for an organization to develop curricula on soil and water stewardship for dissemination to primary and secondary schools pursuant to *Minnesota Laws 1988*, Chapter 688, Article 21, Section 17.

The amount of the grant will not exceed \$80,000.

Organizations interested in applying for such funds should submit proposals to:

Patricia Becker, Administrative Assistant
Joint Legislative Committee on Agricultural
Land Preservation and Soil and Water Conservation
Room G-24, State Capitol
St. Paul, MN 55155

Applications will be accepted until March 31, 1989.

Senator Charles R. Davis
Chairman

Supreme Court Decisions

Decisions Filed 13 January 1989

C0-88-954 State of Minnesota v. Uche Matthew Aligah, Appellant. Court of Appeals.

Any possible error in admission of defendant's statement to police in violation of his right to counsel was harmless beyond a reasonable doubt.

Affirmed. Amdahl, C.J.

C0-87-2192 Anthony Rambaum v. Susan Lynn Swisher, Hrvatski Dom, an Association, petitioner, Appellant. Court of Appeals.

A fraternal club's sale of liquor to a person not a member nor a guest is an illegal sale under the Civil Damages Act.

The payment made in a *Pierringer* settlement is not credited against plaintiff's entire award, only against the settling defendant's share.

This court will not consider an issue not raised by a petition for further review.

Affirmed. Simonett, J.

Took no part, Popovich, J.

C6-88-277 Joon Kyu Kim, petitioner, Appellant v. State of Minnesota. Court of Appeals.

Under *Minn. R. Crim. P.* 15.05, subd. 2, a criminal defendant does not have an absolute right to withdraw his guilty plea before sentence has been imposed; rather, the defendant, in the discretion of the trial court, may be allowed to withdraw the plea "if it is fair to do so." *Held*, trial court did not abuse discretion in refusing to permit defendant to withdraw guilty plea because of claimed mistaken belief of defendant concerning collateral consequences of plea.

Reversed and judgment of conviction and order denying post-conviction relief reinstated. Coyne, J.

Announcements

Environmental Quality Board (EQB): A public scoping meeting for the Dakota County Resource Recovery Facility will be held on Wednesday, Feb. 1, at 7 pm at the Rosemount Senior High School, 3335 W. 142nd St., Rosemount. The scoping period will end Feb. 8. If you plan to speak at the meeting, please notify Jane Larson at the Metropolitan Council (612) 291-6500. Copies of the scoping environmental assessment worksheet are at the following locations: Dakota County Libraries, Inver Hills Community College Library, Dakota County Technical Institute Library and the Metropolitan Council Library. • Environmental Assessment Worksheets are due Feb. 8 on the North Park Residential Development in the City of Rochester (507) 285-8232. • Final environmental impact statement comments are due Jan. 24 for the Winger Dam (Sand Hill River Watershed District Project #4) to the DNR (612) 296-4796. For more information on any of the above, contact EQB Monitor editor Gregg Downing (612) 296-8253.

Twin Cities Unemployment Rate: The unemployment rate for the Mpls-St. Paul metropolitan area rose 0.5% between Oct. and Nov. 1988, moving up to 3.9%. The jobless rate has risen between these two months every year since 1978 and reflects a normal seasonal change. The comparable national unemployment rate for Nov. was 5.2% while the statewide rate for the month was 4.5%. Compared with Nov. a year ago, the size of the Twin Cities metro area civilian labor force increased by 1.7%; the number of people employed increased by 2.2%; and the number of unemployed workers decreased by 7.7%. The metro area labor force in Nov. was 1,399,200, up 11,900 from Oct. and up 23,900 from Nov. of last year. The number of people employed in Nov. was 1,344,000, up 3,900 from Oct. and up 28,500 from Nov. a year ago. The number of unemployed people in the TC area in Nov. was 55,200, up 8,000 from Oct. and down 4,600 from Nov. a year ago.

Stricter Affirmative Action Requirements: A 1988 Minnesota law amendment has made Affirmative Action Plan (AAP) requirements stricter for municipalities doing business with the state government. (See 1988 *Minnesota Statutes* chapter 660, section 8.) These requirements apply to state independent grant recipients. Now, any grantee employing more than 20 full-time employees and receiving a state award greater than \$50,000 must have an AAP approved by the commissioner of the Minnesota Dept. of Human Rights (MDHR). This plan establishes equal opportunity employment policies and procedures for minorities, women, and disabled persons. State grants and amendments can not be awarded until affirmative action compliance has been verified. For state grants and grant amendments exceeding \$50,000 the number of people employed by a grantee plays a key role in determining compliance conditions. The number of employees is determined during the 12 months preceding the award of a grant. To expedite the grant award process, a grantee must comply with the requirements that correspond to its employment category and provide compliance verification as listed below: **IF EMPLOYING MORE THAN 20 FULL-TIME PEOPLE:** A grantee with more than 20 full-time (or equivalent) employees must be listed on the current MDHR approval list. This list contains the names of Contract Compliance Certificate recipients. If a grantee in this employment category is not on this list, a copy of a Contract Compliance Certificate must be submitted to the MPCA (Minn. Pollution Control Agency). **IF EMPLOYING 20 OR FEWER FULL-TIME PEOPLE:** A grantee with 20 or fewer full-time (or equivalent) employees must submit to the MPCA a copy of the letter originally sent to the MDHR explaining the low employment status. **EXEMPTIONS:** A grantee having a state grant award less than \$50,000 or implementing a state grant decrease amendment is exempt from the AAP requirement. For further information on the requirements for AAPs and compliance, contact Wendy Robinson, MDHR, (612) 296-5683.

FmHA Deadline Reminder for Farmers: Minnesota farmers who recently received restructuring notices from the Farmers Home Administration are warned by Attorney General Humphrey that the deadline is quickly approaching and that it is vital that a good faith effort be made to complete the forms on time. Roughly 3,300 Minnesota FmHA borrowers received notices. Farmers having trouble meeting the deadline are urged to contact their local FmHA office, explain the situation *and then confirm the conversation in writing*. Farmers may also call the Attorney General's Farm and Home Preservation Hotline, 1-800-652-9747, if they would like to be put in touch with farm advocates and others who are offering assistance with the debt restructuring process.

Experimental Trout Season Set by DNR: To determine whether or not additional trout angling opportunities can be provided to the public, the Department of Natural Resources (DNR) has set an experimental winter trout season in southeastern Minnesota. For the second year of a two-year program, the project will be run on designated sections of the Middle and South Branches of the Whitewater River from Jan. 1 through March 30, 1989. Areas open to fishing are the same as in 1988: • Middle Branch of the Whitewater River from State Highway 74 bridge in section 9 south of Ely, to the confluence with Trout Run in Whitewater State Park; and • South Branch of the Whitewater River from the confluence with the main Whitewater River in section 3 to Winona County Highway 37 bridge in section 14, just downstream of the Crystal Springs Hatchery. Project evaluation is being conducted by monitoring the trout populations and conducting a creel census. A recommendation to continue, modify or discontinue the winter trout season will be made this summer. The DNR reminds anglers that regulations in effect permit only artificial lures and flies, and all trout caught must be immediately returned to the water. In addition to a regular fishing license, anglers must possess a Minnesota trout stamp. For more information, contact: Mike Hayes, Lake City Fisheries Station (612) 345-3365.

Sentencing Guidelines Commission: The commission will meet Thursday 19 January at 6:30 pm in the Holiday Inn-Capitol, Sibley Rooms A & B, 161 St. Anthony Blvd., St. Paul. On the agenda is discussion of the February, 1989 Report to the Legislature, a legislative update and other business.

Resolve Bargaining Disputes and Grievances

Public Employment Labor Relations Act 1987. The collective bargaining rights and responsibilities of public employers and public employees. Details employees' right to organize and the legislature's authority. Code #2-90, \$5.00 plus tax.

Public Sector Labor Relations in Minnesota. A practical resource and training guide analyzing public sector labor relations in Minnesota. A special emphasis on contract administration, grievance handling and the arbitration process. 286 pages, paperbound. Code #10-51, \$12.50.

Minnesota Guidebook to State Agency Services 1987-1990. A treasure of helpful, useful, and interesting information about Minnesota state government. This important resource guides you through applications, fees, licenses, reports, history and travel highlights. Describes agencies in detail, giving addresses, phones and contact people. Code #1-4, \$15.00 plus tax.



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The Rules of the Game—a Wise Investment

Securities Laws, 1987. Governs the activities of broker/dealers, agents and investment advisors. *Minnesota Statutes* Chapter 80A. Code #2-12, \$6.00 plus tax.

Securities Rules, 1987. Rules implementing the legislative mandate. Subjects include equity securities and investment companies. *Minnesota Rules* Chapter 2875. Code #3-5, \$13.00 plus tax.

Minnesota Guidebook to State Agency Services, 1987-1990. Packed with information to help you, this 640-page resource guides you through license requirements, forms, fees, reports, services, grants, and more. Its listing of addresses, phones, and agency descriptions cut red tape for easy and fast service from state agencies. Code #1-4, \$15.00 plus tax.



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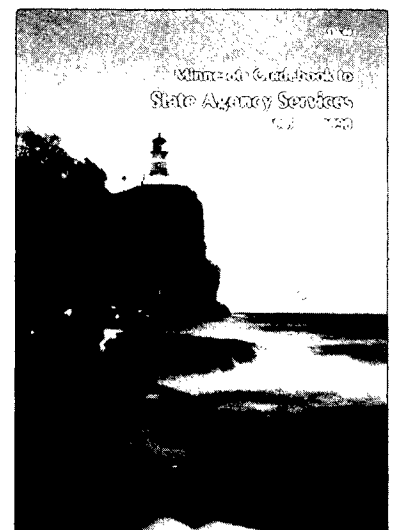
A Beacon to Guide You—Minnesota's Owners Manual

You'll enjoy smooth sailing through your business with state government with the ***Minnesota Guidebook to State Agency Services 1987-1990.***

Considered one of the finest resources to Minnesota's state agencies, this valuable and useful book is a treasure awaiting your discovery.

Packed with information to help you, its 640 pages guide you through license requirements, forms, fees, reports, services, grants, hotlines, maps, history, travel highlights and more. Its listing of addresses, phones, and agency descriptions cuts red tape so you get easy and fast service.

Copies cost \$15.00 (+90¢ tax, MN residents only). Make checks out to the "State of Minnesota" and send to the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. MasterCard and VISA orders can be taken over the phone by calling (612) 297-3000 or toll-free in Minnesota 1-800-652-9747.



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Welcome wildlife to your property

Landscaping for Wildlife. Attract wildlife to your land and gardens, farms and woodlots by spreading nature's welcome mat. Songbirds, butterflies, hummingbirds, pheasants, deer and other wildlife are drawn through these gardening tips and landscaping techniques that add natural beauty to your property and habitat for wildlife. Over 70 color photos and 144 pages give you simple, enjoyable, and inexpensive methods for adding the right touches for a "wildlife party" on your grounds, whether urban or rural. Stock #9-15, \$6.95 plus tax.

Woodworking for Wildlife. Songbirds, owls, ducks, geese, loons and other wildlife will show appreciation for your skills by adding a "wild" dimension to your property. Carefully illustrated with a variety of game bird and mammal box designs, this booklet provides important tips on the placement of nest in proper habitat areas and maintenance requirements. Construction diagrams included. 47 pp. Stock #9-14, \$3.95 plus tax.

Wildlife Set. Order both books above as a set and save 10%. Stock #9-20, \$9.95 plus tax.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

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Getaway in Style

Room at the Inn Wisconsin. Includes hard-to-find lodgings in out-of-the-way places, as well as in Wisconsin's major metropolitan areas and most popular vacation destinations. 224pp. Stock #19-3, \$9.95 plus tax.

Room at the Inn Minnesota. Looking for a weekday or weekend get-away? For a business meeting or simply pleasure? This is the only guide to more than 50 historic "Bed & Breakfast" homes, hotels, and country inns and all are within a day's drive of the Twin Cities. 127pp. Stock #19-72, \$7.95 plus tax.

Roughing It Elegantly. A guide for the canoe camper visiting the BWCA, Voyageurs Park and Quetico Provincial Park. Full of practical tips and information: planning, organizing, packing, site location, and camp set-up. Simple, creative, enjoyable meals are a major feature. 159pp. Stock #9-3, \$9.95 plus tax.

Guide to Wilderness Canoeing. A unique blend of practical information and personal philosophy. Subjects covered include: spring and fall canoeing, traditional versus modern canoe design, and different paddling techniques. 143pp. Stock #19-81, \$6.95 plus tax.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



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Geological Adventures in Minnesota



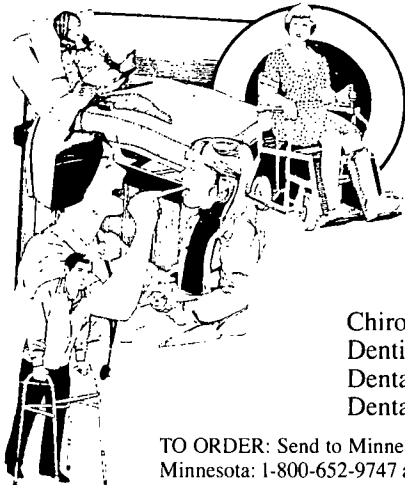
Our Minnesota. More than 100 full-color photos by Les and Craig Blacklock portray Minnesota in her seasonal beauty, with text from the personal journal of Fran Blacklock's thirty years of traveling the state. Stock #9-23, \$12.95 plus tax.

Minnesota's Geology. The fascinating story of Minnesota's geologic development, from early Precambrian to Quaternary Periods and the state's mineral resources. Stock #19-80, \$18.95 plus tax.

Historic Sites and Place Names of Minnesota's North Shore. John Fritzen, long time employee of the Minnesota DNR draws upon his almost 40 years as a forester, mostly spent on Minnesota's colorful and legendary North Shore, to regale readers with tales of timbermen, pioneer settlers, miners, commercial fishermen and others. Black and white photos. Stock #9-11, \$3.50 plus tax.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

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Reach Minnesota's health care field decision makers

Health Care Facilities Directory 1988

A list of hospitals and related institutions licensed and/or certified to deliver various levels of care. The list is alphabetical by county, town and facility name. Stock No. 1-89. \$16.00.

Mailing Lists of Health Care Professionals Licensed by the State of Minnesota Now Available

Call 297-2552 for more information or write to the address below for your free mailing list catalog.

Chiropractors	Medical Corporations (Clinics)	Pharmacists
Dentists	Registered Nurses	Physical Therapists
Dental Assistants	Licensed Practical Nurses	Physicians
Dental Hygienists	Pharmacies	Veterinarians

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

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Minnesota's North Shore

Historic Sites and Place Names of Minnesota North Shore. Stories recounted by a retired DNR Forester about the North Shore's timbermen, pioneer settlers, commercial fishermen, and others who knew the area first hand. Stock #9-11. 35pp. \$3.50 + tax.

Up North. A memorable collection of essays and stories that capture the mystic moods, seasonal subtleties and colorful characters that fill the landscape up north. Stock #19-16. \$14.95 + tax.

A Family Guide to Minnesota's North Shore. The 150 miles from Duluth to the Canadian border offer travelers wilderness experiences, places of historic significance, and visions of astonishing beauty. Stock #19-84. \$3.95 + tax.

Boundary Waters. Almost 100 pages of beautiful color photographs of Minnesota's canoe country, by Jerry Stebbins with rich text by Greg Breining. Stock #19-69. \$24.99 + tax.

Minnesota II. Colorful photographs showing the lyrical balance between country and city, land and water, inhabited by 4.2 million people across 84,000 square miles. A delight for the eyes, with photos by Richard Hamilton Smith and text by Richard A. Coffey. Stock #19-30. \$32.50 + tax.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

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Guides for Small Businesses

These helpful guides have been published to answer needs that have been expressed by graduates of the U.S. Small Business Administration's courses in business management. The books are designed to achieve a practical balance between basic theory and day-to-day business practices. Continuing self-education is important for small business owners in an ever changing business world, and these do just that in "shirt sleeves" fashion and in language that the chief executive of the small company can use to translate the ideas presented into decisions and actions.

Starting and Managing a Small Business of Your Own. Stock #16-40. \$4.75 + tax.

Guides for Profit Planning. Stock #16-41. \$4.50 + tax.

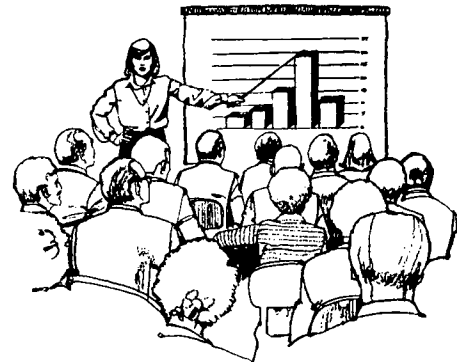
A Handbook of Small Business Finance. Stock #16-42. \$2.00 + tax.

Starting and Managing a Small Service Business. Stock #16-48. \$2.00 + tax.

Insurance and Risk Management for Small Business. Stock #16-50. \$3.00 + tax.

Business Basics. Stock #16-48. \$4.75 + tax.

Managing for Profits. Stock #16-68. \$5.50 + tax.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

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River Stories That Warm Your Heart

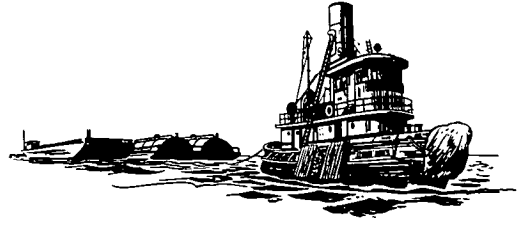
A Stretch on the River. 1950 novel about the son of a wealthy family who goes to work on a Mississippi River towboat to avoid being drafted. With power, gusto and humor, author Richard Bissel creates an energetic, rowdy, and delightful account of a typical trip up the river, accurately re-creating a colorful era of towboating on America's major waterway. Stock #17-6, \$8.95 plus tax.

High Water. During the worst flood on the Mississippi River anyone can remember, the mate of a towboat has his hands full on a perilous trip, working with an unhappy crew, an angry captain, and too many barges to push against too much river. A 1954 Richard Bissel novel reveals the drama, humor and charm of working on the river. Stock #17-8. \$8.95 plus tax.

Old Times on the Mississippi River. George Merrick's lively, loving, and humorous reminiscences of his steamboat life from the bottom up, as a pantry boy, apprentice engineer, second clerk, and "cub" pilot. First published in 1909, he describes steamboat operations—from machinery and personnel to the economics of the business—with vivid examples and rich detail. 323 pp. includes appendices and index. Stock #17-45. \$8.95 plus tax.

Canoeing with the Cree. Minnesota's distinguished newsman, Eric Sevareid, wrote his first book in 1935 about a canoe journey he and a classmate made to Hudson Bay. The classic recounts their trip on the Mississippi, Minnesota and Red River of the North Rivers into Lake Winnipeg, and then God's River to Hudson Bay. 209 pp. includes index, maps and photos. Stock #17-14. \$6.95 plus tax.

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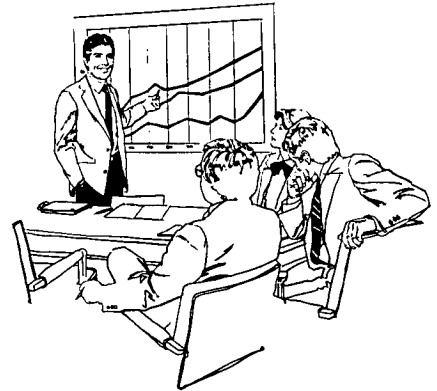
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Looking at Market Expansion?

A Basic Guide to Exporting. Step-by-step look at developing a profitable international trade, this book reveals export strategy and advice, market research, channels of distribution, making contacts, selling overseas, pricing and terms, financing the sale, export regulations, customs benefits, tax incentives, shipping and documentation, after sales service, and getting paid. Includes 10 appendices and an index. 148pp. Stock #16-69. \$8.50 + tax.

Minnesota: State Statistical and Economic Abstract. This helpful fact book by the U.S. Dept. of Commerce catalogs statistical data on population and households, labor market and human resources, economic overview, construction, manufacturing, international trade, personal income, government, high technology, state rankings in the U.S., telecommunication, information resources, travel and tourism, climate overview and geodetic service. 119pp. Stock #16-8. \$12.00 + tax.

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Minnesota: national leader in education

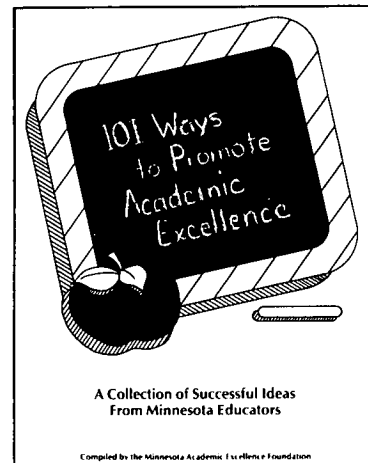
101 Ways to Promote Academic Excellence

A collection of nuts-and-bolts methods educators have successfully used to foster academic achievement. These are techniques that directly help students, can be replicated easily, are cost-effective, and that work in meeting public education's great challenge: helping every single child learn. Code #5-1, \$4.50.

Education Directory, 1987-88

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers, and enrollment. 128 pages, paperbound. Code #1-93, \$6.00.

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Successful business means successful sales

The Minnesota Documents Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

Types of lists available are: registered nurses, real estate agents, physicians, insurance agents, boatowners, hunters, cosmetologists, teachers, and many more! And you can get them on printouts, cheshire/pressure sensitive labels, as well as 9-track magnetic tapes.

What's more, you can choose from several selection capabilities. You will find our selections most helpful and beneficial to your business when you learn that you can acquire names and addresses of individuals in the areas you need to target most.

Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 297-2552 for more information. Requests can be sent to: Minnesota Documents Division, Mailing List Operation, 117 University Avenue, St. Paul, MN 55155.

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Minnesota Manufacturer's Directory 1987-88

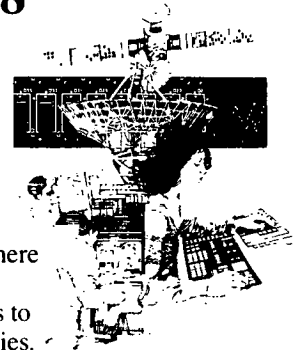


UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$73.00.

NEW: In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



REVISED: There are more than 7,000 changes to the 7,068 entries.



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Voices of the Loon

Its voice severs the bonds to the world of cities, traffic, crowds, lights and noise. The lyrical magic of the loon, sometimes hauntingly eerie, makes the skin tingle, and the hair on the back of the neck stand on edge, awakening a primitive response. Its solitary wail turns the shadowy wilderness into a mysterious path into eternity.

Voices of the Loon, cassette tape, includes introduction and loon call identification, chorus from a distant lake, tremolo duet, wail duet, border confrontation, wails with morning songbird chorus, tremolos while running, wails during a thunderstorm, and coyotes calling with loons. Code #19-73, \$12.00.

The Loon: Voice of the Wilderness, hardbound with color plates and illustrations, 143 pages. Code #19-54, \$15.95.

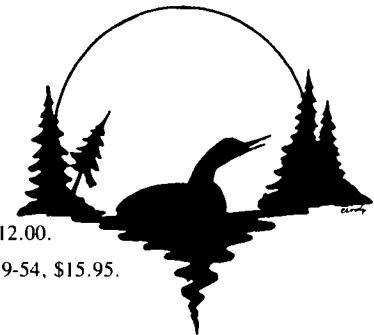
Loon Calendar 1988, beautiful photographs and scenes. Code #15-40, \$6.95.

Loon Lapel Pin. Code #15-30, \$2.49.

Loon Windsock, 56 inches long in full color. Code #15-29, \$19.95.

Loon Nature Print, full-color poster 16" x 22". Code #15-18, \$3.00.

Loon with baby-poster, 16" x 20". Code #15-48d, \$3.00.



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Minnesota's future environment

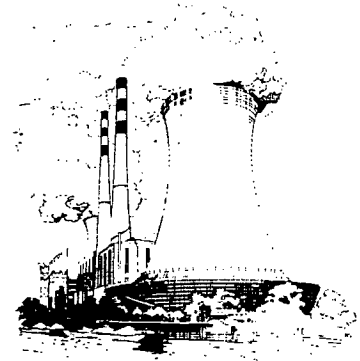
The issue of environmental protection is of continuing interest to both Minnesota business and the general public. Stay abreast of changes in state government regulations with these publications.

1987 Pollution Control Laws

Laws dealing with water pollution, disposal facilities, solid waste management, the MN Environmental Rights Act, recycling, and more. Code No. 2-21. \$15.00.

1987 Hazardous Waste Rules

Governs the production, storage, transportation and disposal of hazardous waste. MN Rules Chapter 7045 and 7046. Code No. 3-71. \$15.00.



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SUBSCRIPTION	COST	CODE NO.	SUBSCRIPTION	COST	CODE NO.
Career Opportunity Bulletin, 1 year	\$ 25.00	90-3	State Register, 1 year	\$130.00	90-1
Career Opportunity Bulletin, 6 mos.	\$ 20.00	90-4	State Register, 3 mos. trial can be converted to a full subscription for \$90 at end of trial	\$ 40.00	90-2
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PERB (Public Employee Relations Board) Awards	\$285.00	90-9	Workers Compensation Decisions Vol. 38 (limited quantity)	\$ 89.50	
PERB (Public Employee Relations Board) Decisions	\$ 60.00	90-10	Vol. 40	\$105.00	
Minnesota Statutes Subscription Includes the complete 10-volume set of Minnesota Statutes 1986 and the 1987 Supplement	[Out of Stock]	18-8			

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Chapters 2800, 2805, and 2810 from the Minnesota Rules. *Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code No. 3-99. \$8.00

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Human Services Rules, 1988. Covers Human Services Department assistance programs, eligibility standards, grant amounts, AFDC and residence requirements and lots more. Stock #3-95. \$29.95 + \$1.80 sales tax.

Bilingual Resource Directory, 1988-1990. Spanish/English guide to services for Hispanic people including agencies providing bilingual services in Minnesota, local latino groups and organizations, national Hispanic organizations, Latin American and Spanish embassies in the U.S., religious centers that hold bilingual services, Hispanic media—newspapers, magazines, radio and TV, and Greater Minnesota and Metro area Hispanic yellow pages. 184 pp. Stock #1-3. \$6.50 + 39¢ tax.

1988-89 State of Minnesota Telephone Directory. A compilation of state legislative, judicial and executive offices, and agency addresses, phone numbers, and employees. Sections include alphabetical employee listing, agency classified listing, Greater Minnesota and index listings. Over 250 pages. Stock #1-87. \$10.95 plus tax.

Health Care Facilities Directory 1988. A list of hospitals and related institutions licensed and/or certified to deliver various levels of care. The list is alphabetical by county, town and facility name. Stock #1-89. \$16.00.

Landscaping for Wildlife. Attract songbirds, deer, butterflies, hummingbirds, pheasants, and other wildlife to your property by using the tips in this 144-page, 4-color book. Stock #9-15, \$6.95 plus tax. See "Special Set Offer" below.

Woodworking for Wildlife. Carefully illustrated with a variety of game bird and mammal box designs, including maintenance requirements and important tips on placement of nests in proper habitat areas. 47 pages with diagrams. Stock #9-14, \$3.95 plus tax. See "Special Set Offer" below.

"Special Set Offer:" Save 10% by purchasing the two books together on wildlife mentioned above. Stock #9-20, \$9.95 plus tax.

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Historic Sites and Place Names of Minnesota's North Shore. John Fritzen, long time employee of the Minnesota DNR draws upon his almost 40 years as a forester, mostly spent on Minnesota's colorful and legendary North Shore, to regale readers with tales of timbermen, pioneer settlers, miners, commercial fishermen and others. Black and white photos. Stock #9-11. \$3.50 plus tax.

1987 Minnesota Rules: Rules of the 75 state agencies authorized to establish rules of conduct and procedure. Code 18-300. \$160 plus \$9.60 sales tax per 11-volume set.

Minnesota Rules 1988 Supplement Number 1. Updates *Minnesota Rules 1987* and is part of the subscription service for that 11-volume set of administrative rules. A second supplement will be available in December 1988.

"Seat Belts Fastened?" *Sign.* Safety reminder for work, church, club or home, this 12"x18" aluminum sign with black letters on white background features a seat belt "buckle-up" graphic. Stock #19-21, \$16.00.

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