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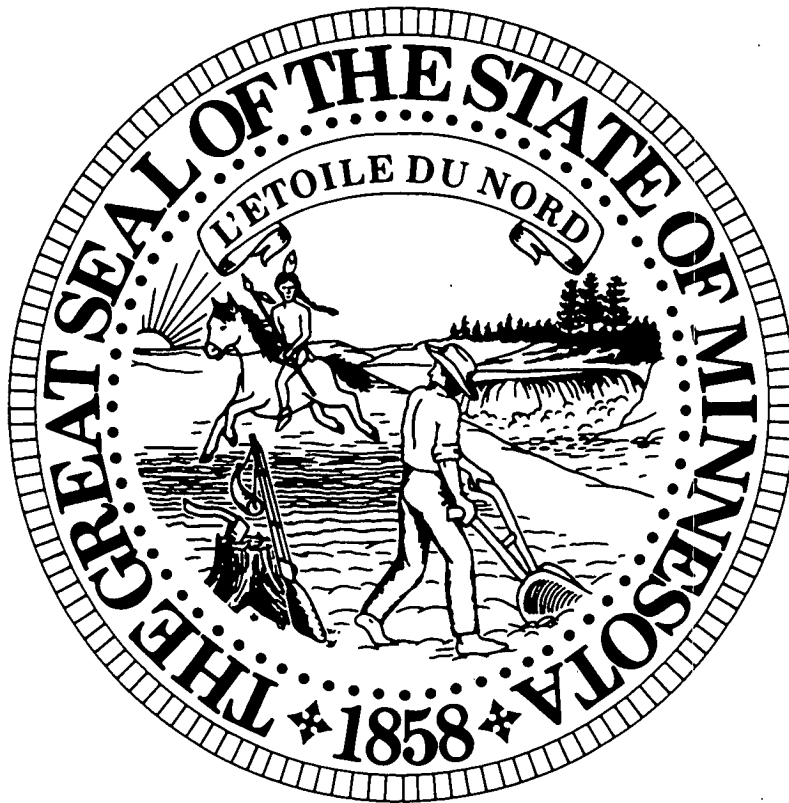
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The Minnesota
**State
Register**

Department of Administration—Print Communications Division

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Monday 10 October 1994
Volume 19, Number 15
Pages 761-780

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 and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

Printing Schedule and Submission Deadlines

Vol. 19 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
15	Monday 10 October	Monday 26 September	Monday 3 October
16	Monday 17 October	Monday 3 October	Monday 10 October
17	Monday 24 October	Monday 10 October	Monday 17 October
18	Monday 31 October	Monday 17 October	Monday 24 October

Arne H. Carlson, Governor

Debra Rae Anderson, Commissioner
Department of Administration

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Print Communications Division

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An "Affidavit of Publication" can be obtained at a cost of \$5.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

SUBSCRIPTION SERVICES:

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, MN 55155, pursuant to *Minnesota Statutes* § 14.46. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. Telecommunication Device for the Deaf Metro area: 282-5077 Toll free 800-657-3706. **NO REFUNDS.** Both editions are delivered postpaid to points in the United States, second class postage paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. Publication Number 326630 (ISSN 0146-7751). 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.

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$125.00 via first class mail, \$140.00 via fax or through our On-Line Service via your computer modem. For a free sample demo of the On-Line Service call via your modem: 612/821-4096. Access item "S": *State Register* Modem parameters 8-N-1 1200/2400. By purchasing the On-Line access you are agreeing to not redistribute without authorization.
- 13-week trial subscription which includes both the *State Register* and *Contracts Supplement*. \$60.00
- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "Commodity Contract Awards Reports," – lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" – published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00 – a savings of about \$38.00 over the cost of purchasing them individually. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "Professional-Technical-Consulting Award Reports," – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$7.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$50.00, a savings of about \$15.00 over the cost of purchasing them individually. Appears monthly. Order stock number 90-15. Available in hard copy format only.

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 (612) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

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

Minnesota Rules: Amendments & Additions

Volume 19 - issues # 14-15 764

Adopted Rules

Medical Practice Board

Fees 765

Trade and Economic Development Department

Contaminated cleanup grant program 765 ✓

Revenue Notices

Revenue Department

Notice # 94-23: Sales and use tax - residential electricity ... 766

Official Notices

Animal Health Board

Meeting of the Board Dec. 8, 1994 767

Attorney General's Office

Meeting on revisions to brochure: "Landlords and Tenants: Rights and Responsibilities" 767

Ethical Practices Board

General guidelines for requests for advisory opinions 767

Request for advisory opinion on lobbyist principal 767

Human Services Department

Board on Aging meetings during 1995 768

Labor and Industry Department

Prevailing wage certifications for commercial construction projects 768

Pollution Control Agency

Opinion sought on amendments to rules for asphalt concrete plants 769 ✓

Revenue Department

Presumed legal cigarette prices 770

Public Utilities Commission

Additional public forums scheduled in Northeastern Minnesota for local calling scope investigation 771

University of Minnesota Board of Regents

Nominations open for four positions on the Board of Regents 772

State Grants

Human Services Department

Proposals sought to develop and provide training to serve persons with dual diagnosis of mental illness and chemical dependency 772

Proposals sought for regional ombudsman offices for older Minnesotans 772

State Loans

Office of Environmental Assistance

Proposals sought for projects that meet the objectives under the office's Capital Loan Program 774

Professional, Technical & Consulting Contracts

Agriculture Department

Proposals sought to research and write a supplemental technical manual on alternative manure management technologies and systems 775

Commerce Department

Proposals sought from individuals and organizations to administer the real estate salesperson and broker's examinations 775

Human Services Department

Proposals sought for evaluation of the seniors agenda for independent living 776

Minnesota State Lottery

Proposals sought for the design and production of instant (scratch) tickets 776

Public Employees Retirement Association

Proposals sought for the design and production of the defined contribution plan semi-annual statement 777

Spanish Speaking Affairs Council

Proposals sought to conduct a strategic plan to position the council for the future 777

Transportation Department

Proposals sought for developing a generic emergency response plan for general aviation airports, and an effective method for displaying that information to airport users 778

State Contracts, RFPs & Advertised Bids:

Commodities and requisitions are advertised in the *State Register Contracts Supplement*, published every Tuesday, Wednesday and Friday.

For subscription information call 612/296-0931.

"Commodity Contract Awards Reports" are published every two weeks, and "Professional-Technical-Consulting Contract Awards Reports" are published monthly. Both are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

Individual awards can be obtained from the **Materials Management Helpline** 612/296-2600.

Minnesota Rules: Amendments and Additions

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 Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

Volume 19-Issues #14 - 15 Inclusive

Chiropractic Examiners Board	
2500.0500; .0510; .0550; .0700; .0730; .0750; .1150; .1420; .2050; .2100; .2110; .2500; .2530 (adopted).....	734
Trade & Economic Development Department	
4309.1000 (adopted)	765
Medical Practice Board	
5600.2500 (adopted)	765

Optometry Board	
6500.2000 (adopted)	734
Human Services Department	
9505.2160; .2165; .2180; .2185; .2190; .2195; .2200; .2205; .2210; .2215; .2220; .2225; .2230; .2235; .2236; .2240; .2245 (proposed)	721
9505.2165 s.6a,6b (proposed repealer)	721

Information for Health Care Services

Health Care Facilities Directory

Lists of all Minnesota licensed and certified health care facilities. Statistical data tables and listings organized alphabetically by county, town and facility. Features hospitals, nursing homes, boarding homes, outpatient care, hospice and more. 213 pp. plus index. **1-89 SR \$18.95**

Minnesota Health Statistics -- 1990

Minnesota Center for Health Statistics, published August 1992. Tables, diagrams outlining vital statistics for live births, induced abortions, fertility, infant and general mortality, marriage, divorce and population. 142 pp. **10-16SR \$15.00**

Available through Minnesota's Bookstore. Use the handy order form on the back of the *State Register* to order. Visit Minnesota's Bookstore to view a variety of health care publications.

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.

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 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.

Board of Medical Practice

Adopted Permanent Rules Relating to Fees

The rules proposed and published at *State Register*, Volume 18, Number 50, pages 2582-2583 June 13, 1994 (18 SR 2582), are adopted as proposed.

Department of Trade and Economic Development

Adopted Permanent Rules Relating to Contaminated Cleanup Grant Program

The rules proposed and published at *State Register*, Volume 19, Number 2, pages 114-115, July 11, 1994 (19 SR 114), are adopted as proposed.

Minnesota's Bookstore Subscription Services

Minnesota's Bookstore offers several subscription services of activities, awards, decisions and special bulletins of various Minnesota agencies. Use the handy order form on the back of the *State Register* to order.

<i>Career Opportunity Bulletin</i> -- one year	90-3	\$ 30.00	<i>Workers Compensation Decisions</i> ,	90-12	\$400.00
<i>Career Opportunity Bulletin</i> -- six months	90-4	\$ 24.00	unpublished subs run Jan-Dec 1993; can be prorated		
<i>Gaming News</i> -- one year	90-8	\$ 40.00	<i>State Register</i> -- one year (via mail)	90-1	\$150.00
<i>Human Services Informational and Instructional Bulletin</i>	90-6	\$120.00	<i>Contracts Supplement</i> (one year)		
<i>Minnesota Statutes</i> set + supplement	18-2	\$165.00	-- via First Class Mail	90-5	\$125.00
<i>Minnesota Rules</i> 1991 set + supplement	18-100	\$200.00	-- via FAX	90-7-fax	\$140.00
<i>Tax Court/Property Decisions</i>	90-11	\$350.00	-- via ONLINE Service	90-7-online	\$140.00
<i>Workers Compensation Decisions</i> Vol. 48	90-13	\$195.00	Trial Subscription (13 weeks) of both <i>State Register</i> and <i>Contracts Supplement</i>	90-2	\$ 60.00

TO ORDER: Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call 612/296-0931, or toll-free nationwide; 1-800-857-3757. Prepayment is required. Please include daytime phone. Prices are subject to change. FAX: 612-296-2265.

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.

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

Department of Revenue

Revenue Notice #94-23: Sales and Use Tax - Residential Electricity

General Rule: The sale of either natural gas or electricity sold for residential use to customers who are metered and billed as residential users and who use the natural gas or electricity for their primary source of residential heat for the billing months of November, December, January, February, March, and April is exempt from Minnesota sales and use tax.

In order to administer this exemption the department has taken the position that when gas or electricity is exempt as residential heating fuel, then all other gas or electricity used through the same meter is also exempt during the six-month heating season.

Issue: What portion of residential heating fuel is exempt if the customer has one overall meter that measures total fuel usage along with a second meter that measures the portion of the total fuel that goes to the furnace?

Department Position: The meters are considered separate meters and only the portion of the fuel that is used by the furnace is exempt.

Dated: 10 October 1994

Patricia A. Lien
Assistant Commissioner for Tax Policy

— Volunteer Services of Minnesota Publications —

NEW!

The Power & Potential of Youth in Service to Communities

Outlines learner outcomes for leaders in developing service and mentoring programs. 10-48SR \$16.00

Trainer's Manual: Part I

Effective step-by-step training methods. 10-33SR \$30.00

Trainer's Manual: Part II

Training volunteer leaders. 10-34SR \$30.00

Community Handbook, Part I:

Developing Public/Private Partnerships

Partnership issues: leadership, research 10-31SR \$5.00

Community Handbook, Part II:

Basic Volunteer Program Management

Guidelines: recruitment, orientation... 10-32SR \$5.00

Planning it Safe: How to Control Liability & Risk in Volunteer Programs

Legal risk and liability concerns. 10-45SR \$17.95

Available through Minnesota's Bookstore. Use the handy order form on the back of the *State Register* to order. Visit Minnesota's Bookstore to view a variety of Volunteer Services publications.

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.

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 Animal Health

Notice of Meeting of the Board

The Board of Animal Health meeting will be held on December 8, 1994 starting at 9:30 a.m. It will be held in conference room 3 in the Department of Agriculture building, 90 W. Plato Blvd., St. Paul, MN 55107.

Office of the Attorney General

Meeting Notice on Revisions to Brochure "Landlords and Tenants: Rights and Responsibilities"

Pursuant to *Minnesota Statute* 504.22, subdivision 4a, the Attorney General's Office will hold a public meeting regarding proposed revisions to the brochure, "Landlords and Tenants: Rights and Responsibilities." The meeting will be held on Tuesday, October 13, at 10:30 AM, at 1400 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101.

Ethical Practices Board

Notice of General Guidelines: Requests for Advisory Opinions

NOTICE IS HEREBY GIVEN that, because of the volume of requests for advisory opinions, the Ethical Practices Board on September 30, 1994, adopted general guidelines for processing advisory opinion requests: a request for an advisory opinion received in the Board office three weeks or more before the Board's next monthly meeting will be referred for consideration at that meeting; a request received less than three weeks before the Board's next monthly meeting will be referred for consideration at the following monthly meeting; however, a request received less than three weeks before a monthly Board meeting will be reviewed by the chair and executive director, jointly, to determine whether departure from the general guidelines is warranted. For information, please call Mary Ann McCoy, Executive Director, (612) 296-1720.

Ethical Practices Board

Request for Advisory Opinion Re: Lobbyist Principal

The Ethical Practices Board solicits comments regarding the following request for an advisory opinion received from Lynn Schoonmaker, who filed Consent for Release of Information forms under *Minnesota Statutes* §§ 10A.02, subd. 12, and 13.03. Written comments should arrive at the Board office, 1st Floor South, Centennial Building, 658 Cedar Street, St. Paul, MN 55155-1603, prior to October 17, 1994, for consideration at the Board's meeting of October 26, 1994.

September 30, 1994 - This letter is a request for an advisory opinion from the Ethical Practices Board concerning the status and work of the Minnesota Coalition of Family Organizations (MN COFO), which is comprised of six state affiliates of national family organizations and two local organizations. The following organizations are represented: Minnesota Council of Family Relations; Family Resources Coalition; Family Service America, including both Family Service of Greater St. Paul and Family and Children's Service of the Minneapolis Metro Area; Ramsey Action Programs, Head Start; Minnesota Home Economics Association; Upper Midwest Association of Marriage and Family Therapy; Amherst H. Wilder Foundation; and Minnesota Extension Service, University of Minnesota. We have three questions for the Board to answer: Is MN COFO a [lobbyist] principal organization? Are services or educational programs presented by MN COFO and funded by outside funding considered a gift to policy makers, therefore making attendance illegal for them? What would MN COFO need to do to fall within the ethical practices act? Thank you for your help and clarification of these questions.

Official Notices

Department of Human Services

Board on Aging

Notice of Meetings of the Minnesota Board on Aging

NOTICE IS HEREBY GIVEN that the 1995 meetings of the Minnesota Board on Aging will be held at 9:00 a.m., at 444 Lafayette Road, Human Services Building, St. Paul, Minnesota on the following dates:

February 17, 1995

March 17, 1995

April 21, 1995

May 19, 1995

June 16, 1995

July 21, 1995

September 15, 1995

October 20, 1995

December 15, 1995

For additional information, please call 612-296-2770 or 1-800-882-6262.

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective October 10, 1994 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Hennepin: County ADA Exterior Corrections Packages 1 & 2; U of M Health Science Plaza Replacement, JOML Complex Sprinkler Retrofit Asbestos Abatement-Minneapolis.

St. Louis: U of M Library & Marshal Performing Arts Center Asbestos Abatement Water Piping Replacement-Duluth.

Stearns: MN Correctional Facility License Plate Warehouse Form Storage Room-St. Cloud.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr
Commissioner

Minnesota Pollution Control Agency

Air Quality Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendments to *Minnesota Rules Ch. 7011 Governing Asphalt Concrete Plants*

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) is seeking information or opinions from sources outside the MPCA in preparing to propose amendments to rules governing asphalt concrete plants, *Minnesota Rules* pts. 7011.0900 thru 7011.0920. The MPCA is considering amendments to the following parts of the rule:

1. Recordkeeping and monitoring requirements for asphalt concrete plants.
2. Performance test requirements for asphalt concrete plants.
3. Performance standards for asphalt concrete plants.
4. Materials processed by asphalt plants.

The intent of this rulemaking is to improve the performance standard for asphalt plants to ensure the MPCA's goal of environmental protection, and at the same time streamline the methods plants use to show compliance with applicable rules. In addition, the MPCA is considering streamlining the permit process for asphalt concrete plants.

The adoption of the proposed rule is authorized by *Minnesota Statutes* § 116.07, subd. 4, which authorizes the MPCA to adopt rules and standards for the prevention, abatement and control of air pollution.

The MPCA intends to form an advisory work group for this rulemaking. Persons interested in volunteering to participate on the advisory work group should contact Mary Jean Fenske by 4:30 p.m., November 9, 1994, at the address and telephone number listed below. The MPCA plans to hold the first work group meeting in November 1994.

The MPCA requests information and opinions concerning the subject matter of the rule. To learn more about the work group or to submit data or views on the subject matter in writing or orally contact:

Mary Jean Fenske
Air Quality Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194

Oral statements will be received during regular business hours over the telephone at (612) 296-8107 and in person at the above address.

All statements of information and opinions shall be accepted until 4:30 p.m., November 9, 1994. Any written material received by the MPCA shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted. The MPCA anticipates this rule to be completed by July 1, 1995. If the rule becomes controversial the MPCA anticipates the completion date to be November 1, 1995.

Official Notices

Department of Revenue

Notice of Presumed Legal Cigarette Prices

The presumed prices for wholesaler and retailers as provided for by *Minnesota Statutes 325D* are shown in this schedule. The computations are based on manufacturer's list prices available as of September 16, 1994. A wholesaler or retailer may sell for less if they can show that their actual costs of doing business is lower than the presumed minimum.

	Presumed Minimum Wholesale Price Per Carton	Presumed Minimum Retail Price Per Carton	Presumed Minimum Retail Price Per Pack
Major Brands (Kings, Regulars 100's, 120's) Examples of major brands: Marlboro, Winston, Merits, Virginia Slims, Kools, Capri, Kent, Newport, Carlton	\$16.71	\$18.05	\$1.81
Players Lights 25's (Kings, 100's)	\$15.62	\$16.87	\$1.69
Marlboro 25's (Kings)	\$16.71	\$18.05	\$2.26
Richland 25's (Kings, 100's)	\$14.86	\$16.05	\$1.61
Old Gold, Richland 20's, Best Value, GPC'S, Basics, Mistys, Raliegh Extra, Viceroy, Doral, Riviera, Magna, Sterling, Cambridge, Am Light, Montclair, Pyramid, Bristol, Alpine, Bucks, Stars & Bars, Quality Lights, Class A, Black and Yellow (Kings, Regulars, 100's, 120's)	\$13.89	\$15.00	\$1.50
Ligget Private Label Prices Effective 12/1/93 (Kings, Regulars, 100's)	\$13.89	\$15.00	\$1.50

Public Utilities Commission

Notice of Additional Public Forums Scheduled in Northeastern Minnesota for Local Calling Scope Investigation - P999/CI-94-296

Background

The 1994 Legislature added a subdivision to *Minnesota Statutes* § 237.161 which requires that the Minnesota Public Utilities Commission no longer accept petitions for extended area telephone service through June 1, 1996, but instead institute:

“a proceeding or series of proceedings to investigate issues related to extended area telephone service and (the commission) shall issue a final order to establish, at a minimum, an orderly and equitable process and standards for determining the configurations of and cost allocations for extended area service in the state.” Minnesota Statutes § 237.161, subd. 6 (1994).

On April 20, 1994, the Public Utilities Commission gave notice of its intent to investigate the appropriate local calling scope of telephone subscribers in Minnesota. The Notice, which included publication in the *State Register* on May 2, 1994, solicited comments from interested parties regarding the parameters of the investigation.

In its Order of August 22, 1994, the Commission established the parameters of the case. The primary aspects of the case, titled *In the Matter of an Investigation into the Appropriate Local Calling Scope, in Accordance with Minnesota Statutes § 237.161 (1994)* are:

- Any interested party is invited to propose a specific plan for an appropriate local calling scope. Proposed plans are to include (if resources permit): technical requirements for implementation; how the proposed plan satisfies subscriber demand; how revenue requirements are to be recovered; the cost to participants; the effects of the plan on competition; and the administrative and regulatory costs. Plans are due by November 30, 1994.
- Parties will have a response period until March 1, 1995.
- The Commission will set the proposals it believes warrant further investigation for a contested case hearing before an administrative law judge.
- During the months of September and October, 1994, the Commission will hold a series of public forums at which the case will be explained and the views of the public collected.

Notice of Additional Public Forums

The Commission scheduled 12 public forums around the state between September 14 and October 13, 1994, as noticed in the *State Register* of August 29, 1994. The Commission will hold two additional public forums in Northeastern Minnesota. The locations and times for these additional public forums will be as follows:

- Thursday, October 27, 1994, 1:00 p.m. to 3:00 p.m.
Nashwauk City Hall, 301 Central, Nashwauk, MN.
- Thursday, October 27, 1994, 7:00 p.m. to 9:00 p.m.
Tower-Soudan School, Multi-Purpose Room, 415 N. 2nd St., Tower, MN.

For questions regarding the case, please contact Joy Gullikson (612/297-7071) or Diane Wells (612/296-6068). They can also be reached through 800/657-3782.

Dated: 30 September 1994

Burl Haar
Executive Secretary

State Grants

University of Minnesota Board of Regents

Nominations Open for Four Positions on the Board of Regents

Nominations are open for four positions on the Board of Regents of the University of Minnesota. Terms of 2 at-large positions, the student position, and one position representing Congressional District 5 will expire in 1995. The Regent Candidate Advisory Council will screen applicants and recommend candidates to the Legislature. Nominees may be self-nominated or nominated by one or more citizens. For further information and/or applications, please contact Mary E. Ryan, (612) 296-1121 or write to Room 85, State Office Building, St. Paul, MN 55155. Applications of those nominated must be postmarked no later than December 9, 1994.

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.

Department of Human Services

Mental Health and Chemical Dependency Divisions

Request for Proposals to Develop and Provide Training to Serve Persons with Dual Diagnosis of Mental Illness and Chemical Dependency

Proposals are being solicited to provide training and consultation to chemical dependency and mental health professionals in integrating treatment to individuals who are dually diagnosed with serious and persistent mental illness and chemical dependency. The scope of this project includes a three part training session and a written report on the out comes of the training methods. Estimated amount of the contract will not exceed \$15,000.

The Request for Proposals (RFP) contains detailed requirements and instructions. To receive a copy of the RFP contact: David Schultz, Department of Human Services, Mental Health Division, 444 Lafayette Road, St. Paul, MN 55155-3828, 612/296-9860.

Department of Human Services

Minnesota Board on Aging

Notice of Request for Proposals for Regional Ombudsman Offices for Older Minnesotans

The Minnesota Board on Aging operates the Office of Ombudsman for Older Minnesotans pursuant to *Minnesota Statutes* 256.974. The Office of Ombudsman for Older Minnesotans receives and acts on complaints made by nursing home residents, acute care patients, in-home service recipients or their representatives.

The MBA is currently seeking proposals from public or private non-profit agencies interest in sponsoring a regional office to provide ombudsman services.

The applicant may not be an agency engaged in the provision of nursing home, hospital care or home care services either directly or by contract, or have the responsibility for planning, coordinating, funding or administering nursing home, hospital or home care services.

State Grants

The Minnesota Board on Aging has designated the areas listed below as ombudsman services regions. The approximate amount of funding for each regional office for calendar year 1995 is also listed.

REGIONAL OFFICE	COUNTIES	1995 FUNDING
Metropolitan	Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington	\$190,000
Central	Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wright	\$ 51,500
South Central	Blue Earth, Faribault, Freeborn, Le Sueur, Martin, Mower, Nicollet, Rice, Steele, Waseca, Watonwan	\$ 50,400
Southeast	Dodge, Fillmore, Goodhue, Houston, Olmstead, Wabasha	\$ 41,200
Southwest	Brown, Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock	\$ 31,900
West Central	Big Stone, Chippewa, Kandiyohi, Lac Qui Parle, McLeod, Meeker, Renville, Sibley, Swift, Yellow Medicine	\$ 32,400
Midwest	Becker, Clay, Douglas, Grant, Hubbard, Otter Tail, Pope, Stevens, Traverse, Wadena, Wilkin	\$ 39,100
Northwest	Beltrami, Clearwater, Kittson, Lake of the Woods, Mahnomen, Norman, Pennington, Polk, Red Lake, Roseau	\$ 29,800
Northeast	Aitkin, Carlton, Cook, Lake, Pine, St. Louis (southern area)	\$ 26,200
Iron Range	Itasca, Koochiching, St. Louis (northern area)	\$ 24,200

Proposals are due by 4:30 p.m. on Thursday, November 10, 1994. Further information and a copy of the request for proposals is available from:

Dianne Levitt
Minnesota Board on Aging
444 Lafayette Road
St. Paul, Minnesota 55155-4843
(800) 657-3591

State Loans

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

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

Office of Environmental Assistance

Notice of Request for Proposals for Projects that Meet the Objectives under the OEA's Capital Loan Program

The Minnesota Office of Environmental Assistance (OEA), formerly the Minnesota Office of Waste Management, is a state agency dedicated to promoting an environmentally sound future through education, assistance and partnership-building to prevent waste and pollution, conserve and recover resources, and plan for the responsible management of all wastes. The OEA provides financial and technical assistance to encourage and implement projects that develop markets for recyclables.

The purpose of this notice is to solicit proposals for projects that meet the objectives under the OEA's Capital Loan Program. This notice is issued by the Director of the OEA (Director) under authority provided in *Minnesota Statutes* 115A.48 and *Minnesota Rules* parts 9210.0600 through 9210.0630 and part 9210.0640. Under this program, the OEA intends to provide loans for recycling market development activities that create or expand either (1) manufacturing capacity to use recyclables as a feedstock in producing a product, or (2) capacity to refine recyclables as a final, value-added processing step prior to utilization as a feedstock for manufacturing a product.

The OEA will provide a commitment of financing for projects in *Minnesota* that are well-developed and technically feasible, but may be experiencing difficulty securing commitments from other interested funding sources. The Capital Loan Program is intended to assist such businesses in leveraging additional financing.

Private or non-profit organizations may receive low-interest financing for up to 50 percent of eligible capital costs, with a maximum interest rate of two percent below prime and a maximum loan award per project of \$500,000. The loan term is up to ten years or the life of the asset(s), whichever is less.

This funding round will be conducted initially as an open application process. Proposals will be accepted by the OEA from October 10, 1994 until March 31, 1995. Prior to May 1, 1995, the Director will award a loan to a project when the evaluation process for the project has been completed, and the Director has determined that the project has met all the evaluation criteria and thus is most beneficial in facilitating the development of markets for recyclables. When all the loan monies available for the funding round have been awarded, the funding round will end.

Beginning May 1, 1995, if loan monies are still available, the Director may competitively evaluate all eligible projects in the loan round not yet rejected or awarded funding. The Director may award loans, with contingencies, to projects the Director determines are most beneficial in facilitating the development of markets for recyclables based on the evaluation criteria. The funding round will end no later than June 30, 1995.

Any questions regarding this notice, and requests for copies of the RFP, should be directed to Chris Cloutier, Laura Millberg or Ginny Black of the OEA's Recycling Market Development Unit at 612-649-5750 or 800-657-3843 (toll free in MN).

Proposals meeting the requirements of *Minnesota Rules* parts 9210.0600 through 9210.0630 and part 9210.0640 will be accepted by the OEA until 5:00 p.m. CST on Friday, March 31, 1995, addressed to the Capital Loan Program:

Minnesota Office of Environmental Assistance
1350 Energy Lane, Suite 201
St. Paul, MN 55108

Professional, Technical & Consulting Contracts

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

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Department of Agriculture

Agriculture Planning and Development Division

Notice of Request for Proposals to Research and Write a Supplemental Technical Manual on Alternative Manure Management Technologies and Systems

The Minnesota Department of Agriculture is seeking proposals from qualified firms and individuals to conduct research and write a camera-ready document on alternative manure management technologies and systems for applicability to Minnesota livestock farmers. The firm or individual will provide all labor and materials. The research is expected to yield information relating to the appropriateness and potential of the alternative technologies and systems to meet the collection, handling and storage of manure needs of livestock producers.

The Request for Proposals is available by calling or writing Steve Olson, Agriculture Development Specialist, Minnesota Department of Agriculture, 90 W. Plato Blvd., St. Paul, MN 55107. Telephone (612) 297-3217. TDD: MN Relay Service - Twin Cities Metro 297-5353; Greater Minnesota 1-800-627-3529.

Estimated cost of the project should not exceed \$55,000.00.

Proposals must be received no later than November 10, 1994.

Details concerning submission requirements are included in the Request for Proposals.

Department of Commerce

Notice of Request for Proposals from Individuals and Organizations Qualified to Administer the Real Estate Salesperson and Broker's Examinations

The Minnesota Department of Commerce is soliciting proposals from individuals or organizations qualified to administer the real estate salesperson and broker's examinations. The individuals or organizations will provide services to develop and administer the license examination. Selection of a testing service will be made in the best interest of the Department based upon the proposals submitted and the quality of service indicated. The Department intends to select a testing service as soon as reasonably possible. The deadline for receipt of proposals is January 1, 1995. Questions concerning this proposal, and copies of the complete Request for Proposal, may be directed to:

Barbara Lessard
Department of Commerce
133 East 7th Street
St. Paul, MN 55101
(612) 297-3543

This is the only employee authorized to answer questions regarding this request for proposals.

Professional, Technical & Consulting Contracts

Department of Human Services

Long Term Care Division

Notice of Request for Proposal for Evaluation of the Seniors Agenda for Independent Living (SAIL)

NOTICE IS HEREBY GIVEN that the Interagency Long Term Care Planning Committee (INTERCOM) is seeking proposals concerning evaluation of the SAIL project.

Specifically, consultants will be asked to carry out a process evaluation focusing on a program review of the six state funded SAIL projects. The evaluation will include the following objectives:

- A. Compare projects' objectives, as stated in their contracts and plans, with verifiable outcomes for early intervention, resource development (creating new suppliers of community based services), outreach and other objectives defined by the projects.
- B. Determine the extent to which projects have been able to integrate planning and operations across county and agency boundaries, and assess the success of their models.
- C. Determine how and to what extent SAIL resource development activities i.e. congregate housing on-site coordinators, Homes Plus (adult foster care), assisted living, caregiver support, living at home/block nurse program may be contributing to a more cost effective, community-based system.
- D. Describe the continuum of community-based services available, and assess the impact of SAIL on this continuum. Provide quantitative evidence if possible, and compare against pre-SAIL baseline.
- E. Describe the projects' administrative structure, funding sources and structure, and methods of program management.
- F. Identify issues involved in the operation of SAIL projects that build or block project development.
- G. Develop an Evaluation Report that is in a well organized format that reflects a summary of findings and discussion of items A through F above.

The estimate amount of the contract will not exceed forty thousand dollars (\$40,000) for a three month period beginning November 1, 1994.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Business and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposals, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of four percent preference in the evaluation of their proposal.

A copy of the full Request for Proposal may be obtained by contacting:

Beth Nelson, SAIL Coordinator
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3857
(612) 297-7510

Minnesota State Lottery

Notice of Request for Proposal for the Design and Production of Instant (Scratch) Tickets

The Minnesota State Lottery's current contract with Scientific Games, Inc. for instant tickets will be expiring on January 18, 1995, and pursuant to state law the Lottery is requesting proposals from firms to provide instant tickets and related services for the Lottery. The new contract will commence around January 19, 1995. In this regard, you are invited to submit a proposal, in accordance with the Request for Proposal (RFP), to supply instant tickets to the Minnesota State Lottery. The RFP will be available for review on October 10, 1994.

Proposals are tentatively due by 2:00 p.m. on November 17, 1994. After the proposals are received, a committee will evaluate each proposal.

Professional, Technical & Consulting Contracts

The specific requirements for submitting a proposal are detailed in the RFP. Copies of the RFP are available upon request. Requests should be directed to:

Tom Barrett
Administrative Services Manager
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
(612) 635-8108
Fax: (612) 297-7497

Public Employees Retirement Association

Request for Proposals (RFP) for the Design and Production of the Defined Contribution Plan Semi-Annual Statement

Public Employees Retirement Association (PERA) is soliciting proposals from qualified consultants to design, produce and distribute the Semi-annual statements for participants in the PERA Defined Contribution Plan.

Details are contained in a Request for Proposals which may be obtained by calling or writing:

Tim Grundtner
Public Employees Retirement Association
Suite 200
514 St. Peter Street
St. Paul, MN 55102
Telephone: (612) 296-2505
Fax: (612) 297-2547

The deadline for proposal submission is 4:00 p.m. on October 31, 1994.

Spanish Speaking Affairs Council

Request for Proposal to Conduct a Strategic Plan to Position the Council for the Future

The Spanish Speaking Affairs Council requests proposals to conduct a strategic plan to position the organization for the future. This request does not obligate the state to complete the proposal project, and the state reserves the right to cancel the project if needed.

Goal:

It is the goal of this project to clarify issues related to the role of the Board and staff in carrying out the organizations mission. Also, to address the changing nature and needs of the Latino community.

Objective:

To have a 3-5 year plan to guide the organization in future years.

Prospective responders who have questions about this RFP may call or write:

Roy Garza, Executive Director
Spanish Speaking Affairs Council
50 Sherburne, G-4
St. Paul, MN 55155

Professional, Technical & Consulting Contracts

Proposals should be sent to the above name and address. Proposals must be received no later than October 17, 1994. Later proposals will not be accepted. Please submit three copies of the proposal.

SSAC has estimated that the cost of this project not exceed \$6,200.

The following will be considered *minimum* contents for the proposal:

- 1) A statement of goals, objectives and tasks to demonstrate an understanding of a strategic plan.
- 2) A brief synopsis of responder's background and experience with particular emphasis on local, state and government work.
- 3) A detailed cost and work plan that will identify major tasks to be accomplished and be used as a scheduling and managing tool.

All proposals received by the deadline will be evaluated by the staff of SSAC. An interview may be part of the evaluation process. A 100 point scale will be used for the final evaluation decision. The factors and weighing in which proposal will be evaluated will include the following:

FACTORS TO BE EVALUATED	WEIGHT
1) Expressed understanding of project objectives	20%
2) Work Plan	10%
3) Qualifications of Firm	10%
4) Past experience with minority focused organizations	30%
5) Understanding and appreciation of community to be served	30%

It is anticipated that the selection will be done by October 25, 1994.

Department of Transportation

Transportation Research and Investment Management Division

Notice of Request for Proposals from Consulting Firms for Developing a Generic Emergency Response Plan for General Aviation Airports, and an Effective Method for Displaying that Information to Airport Users

The Minnesota Department of Transportation (Mn/DOT) requests proposals from consulting firms for developing a generic emergency response plan for Minnesota's general aviation airports, and an effective method for displaying that information to airport users.

Firms that desire more information may contact Mr. David Nybakken, Director of Airport Development, at (612) 296-0523. Copies of the Request for Proposals may be obtained by calling (612) 296-8202 not later than 4:00 p.m., October 19, 1994.

All proposals must be received not later than 4:00 p.m., November 2, 1994, at the Minnesota Department of Transportation, Office of Aeronautics, 222 East Plato Boulevard, St. Paul, MN 55107-1618.

The Department has estimated that the cost of this project should not exceed \$30,000.00.



Minnesota's Bookstore

117 University Avenue St. Paul, MN 55155

Open 7am-5:30pm, Mon-Thurs and 7am-4:30pm, Fri

Phone:
8am-4:30pm, M-F
612/297-3000
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TDD: *telecommunications
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24 hour
612/296-2265

Online Service:
24-hour, free access
612/821-4096
Parameters: 8-N-1
1200-2400 bps

Volunteer Program Development Tools

The Power and Potential of Youth in Service to Communities

Comprehensive guide to developing and sustaining a successful and meaningful youth volunteer program. Learn what it takes--- from developing a mission, vision and management philosophy to identifying skill and ability experiences suitable for youth age 5-24; from defining a program structure and outcomes to understanding common concerns and issues. Includes information on model programs throughout the state. 96pp. (MOVS, 1993)
Stock No. 10-48 \$16.00



Planning it Safe: How to Control Liability & Risk in Volunteer Programs

Offers concrete suggestions, clear definitions, and a preventive approach to managing legal risk and liability concerns of volunteer programs. Discusses liability for personal injury, business liability, possible protection from liability, basic concepts of risk management, and specific risks your organization may face. 112pp. (MOVS, 1992)
Stock No. 10-45 \$17.95

Promise of the Future/Responsibility Today

Report sites findings of the Governor's Blue Ribbon Committee on Mentoring and Your Community Service (1989-90). Includes recommendations for mentoring programs/youth community service as a means to match caring responsible individuals with youth to encourage and guide their personal growth and development. 56pp. (MOVS, 1991)
Stock No. 10-16 \$15.00

Bridging the Gap: A Training Manual for Respite Care Volunteers

Program assistance for the project director, coordinator of volunteers, or anyone associated with the training of volunteers in a respite care program for caregivers of chronically ill, frail, and elderly individuals. The manual offers ideas, plans, and resources to recruit, train, place and retain volunteers in a respite care program. Provides flexibility/options that enable the trainer to pick and choose training activities that are appropriate for the participants, the time available, and the trainer's skills. Topics covered include:

- * Recruiting volunteers
- * Orientation
- * Resources
- * Handouts and forms
- * Practical tips
- * Guidelines for trainers
- * Ice breaker activities
- * Understanding the caregiver
- * Communications skills
- * Dealing with grief and loss

Looseleaf, 200pp. (MN Dept. of Human Services, 1994)
Stock No. 10-50 \$35.00



