

The Minnesota  
**State Register**

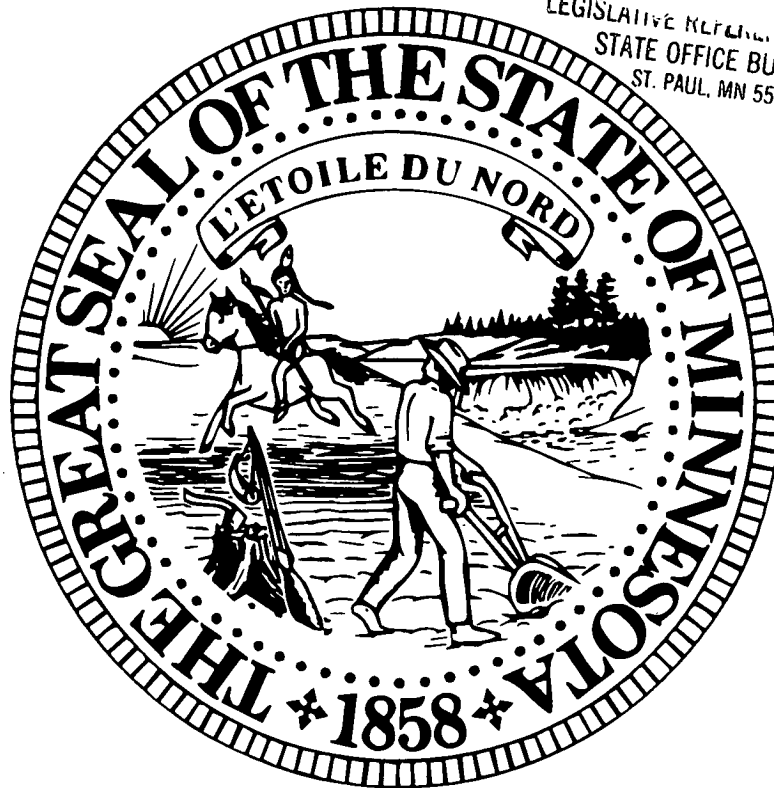
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# State Register

## 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.

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# 50	Monday 9 June	Friday 23 May	Monday 2 June
# 51	Monday 16 June	Monday 2 June	Monday 9 June
# 52	Monday 23 June	Monday 9 June	Monday 16 June
# 53	Monday 30 June	Monday 16 June	Monday 23 June

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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:

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

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# 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 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *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.

### Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

### Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

## Department of Agriculture

### Adopted Permanent Rules Relating to Dairy Fees

The rules proposed and published at *State Register*, Volume 21, Number 23, pages 773-774, December 2, 1996 (21 SR 773), are adopted as proposed.

## Department of Commerce

### Adopted Permanent Rules Governing Financial Institutions; Internal Control Systems

The rules proposed and published at *State Register*, Volume 21, Number 33, pages 1139-1142, February 10, 1997 (21 SR 1139), are adopted with the following modifications:

#### 2675.2630 OPINION AUDIT.

Subpart 1. **Request by commissioner.** The board of directors of institutions covered by parts 2675.2600 to 2675.2630 will engage an independent certified public accountant to provide an opinion audit on the financial statements of the institution, any or all of its subsidiaries, or a consolidated opinion audit on the institution taken as a whole when requested to do so by the commissioner of commerce. The commissioner shall make a request under this subpart if any of the following conditions exist:

A. the commissioner has reason to believe that generally accepted accounting principles (GAAP) are not being followed and failure to properly apply such accounting principles may have a material impact on the presentation of the bank's statement of financial condition;

B. the bank maintains a subsidiary or subsidiaries as provided in Minnesota Statutes, section 48.61, subdivision 7, and the commissioner has reason to believe that the activities or financial condition of the subsidiary or subsidiaries may have a material impact on the financial condition of the bank; or

C. suspected criminal activity has been reported and certainty of the financial impact on the bank is unknown.

#### 2675.2640 AGREED UPON PROCEDURES EXAMINATION.

The board of directors shall engage an independent certified public accountant to conduct an agreed upon procedures examination when requested to do so by the commissioner of commerce. When requested by the Department of Commerce, the engagement letter must be forwarded to the department for acceptance and approval before the examination is performed. The commissioner shall make a request under this part if any of the following conditions exist:

A. bank management has not established a written internal control system;

B. bank management has not issued a report to the board describing the scope of coverage and effectiveness of the internal control system in the immediate 18-month period prior to the request;

C. documentation of internal audit procedures performed in testing the internal control system for the immediate 18-month period prior to the request is not evident; or

D. the commissioner, through reports received from examiners, has reason to believe that:

- (1) the bank is a victim of insider abuse; or
- (2) the bank's records show unauthorized expense items.

## Department of Economic Security

### Adopted Permanent Rules Relating to Vocational Rehabilitation Services

The rules proposed and published at *State Register*, Volume 21, Number 35, pages 1196-1205, February 24, 1997 (21 SR 1196), are adopted with the following modifications:

#### 3300.5010 DEFINITIONS.

Subp. 24. **Maintenance.** "Maintenance" means the financial assistance provided to or on behalf of an eligible consumer to pay for added ~~living~~ costs incurred by the eligible consumer as a result of participation in other planned vocational rehabilitation services.

#### 3300.5060 TERMS AND CONDITIONS FOR PROVISION OF VOCATIONAL REHABILITATION SERVICES.

##### Subp. 5. **Maintenance.**

E. Maintenance will be provided only when participation in one or more other vocational rehabilitation services being provided results in added ~~living~~ costs.

H. When added ~~living~~ costs are due to loss of subsidized housing:

## Ethical Practices Board

### Adopted Permanent Rules Relating to Ethics in Government

The rules proposed and published at *State Register*, Volume 21, Number 35, pages 1206-1212, February 24, 1997 (21 SR 1206), are adopted with the following modifications:

#### 4503.0500 CONTRIBUTIONS.

Subpart 1. **All receipts are contributions.** Any donation of money, goods, or services received by a principal campaign committee is considered a contribution at the time the item is received.

#### 4503.0750 [Withdrawn at..SR....]

#### 4503.0950 COSTS OF CONSTITUENT SERVICES AND SERVICES TO RESIDENTS OF CANDIDATE'S DISTRICT WHICH DO NOT REQUIRE REPORTING.

##### Subpart 1. **Services paid with personal funds of candidate.**

B. Services for a resident in the candidate's district after a general election, through the end of the year, paid for with the personal funds of an incumbent or the winning candidate are not reportable.

Subp. 2. **Constituent services provided as part of official duties and paid through legislative appropriation.** Constituent services provided by an incumbent as a part of the duties of serving in office and paid for with state funds designated for that use are not reportable under Minnesota Statutes, chapter 10A.

**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.

## Official Notices

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## Executive Orders

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### Office of the Governor

#### Executive Order #97-16: Providing For Human Services Department Appointment Authority

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, there is established within the Department of Human Services a new organizational unit known as Minnesota Extended Treatment Options to provide a specialized service model for people with developmental disabilities who exhibit severe behaviors that may present a risk to public safety, and to provide crisis services for developmentally disabled citizens in community placements; and

**WHEREAS**, the Department of Human Services has established a new organizational unit known as Eastern Minnesota State Operated Community Services to manage the community-based homes, intermediate care facilities and day training and habilitation programs for Minnesotans with developmental disabilities formerly managed by the Faribault Regional Center and the Cambridge Regional Human Services Center; and

**WHEREAS**, the administrators of these programs will operate independently within the authority established by the Department of Human Services with respect to activities such as human resources and financial management;

**NOW, THEREFORE**, I hereby order that:

The organizational units of the Department of Human Services known as the Minnesota Extended Treatment Options Program and the Eastern Minnesota State Operated Community Services shall be designated as appointing authorities under *Minnesota Statutes*, section 43A.02, subd. 5, and that the proper officials of those organizational units shall have all of the powers, responsibilities and duties vested in appointing authorities under the applicable laws, rules and policies of the State of Minnesota.

Pursuant to *Minnesota Statutes* 1996, section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State, but no earlier than July 1, 1997, and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1996, section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this twenty-ninth day of May, 1997.

Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

## Official Notices

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

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

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### Department of Agriculture

#### Agronomy & Plant Protection Division

#### Notice of *Date and Location Change* for the Minnesota Agricultural Chemical Response Compensation Board (ACRRA Board) Meeting

**NOTICE OF MEETING CHANGE** for the Minnesota Agricultural Chemical Response Compensation Board (ACRRA Board) meeting scheduled for June 18, 1997. The re-scheduled ACRRA Board meeting will convene on **June 25, 1997**, at 9:00 a.m. This meeting will be held at *Minnesota Department of Transportation / Office of Aeronautics Building*, 222 E. Plato Boulevard, St. Paul, Minnesota (Conference Room - A1). Should you require additional information, please call the ACRRA Program at (612) 297-3490.



The scheduled ACRRA Board meeting set for *July 16, 1997* has been *anceled*. The next regularly scheduled meeting will be August 20, 1997. This meeting will be held at the Minnesota Department of Agriculture, 90 West Plato Boulevard, St. Paul, Minnesota, first floor Conference Room at 9:00 a.m.

## State Board of Electricity

### Notice of Monthly Meetings

The monthly meetings of the State Board of Electricity are held on the second Tuesday of each month at 10:00 A.M. in the Board's office in the Griggs Midway Building at 1821 University Avenue, Room S-128, St. Paul, MN 55104.

## Department of Labor and Industry

### Labor Standards Division

### Notice of Prevailing Wage Certifications for Commercial Construction Projects Effective 97-06-09

Prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** Alterations to Bethel Early Childhood Center. Bethel.

**Carlton:** Wrenshall School Expansion. Wrenshall.

**Crow Wing:** Fire Hall Addition. Crosby.

**Dakota:** 1997 Partial Reroofing Burnsville High School. Burnsville.

**Douglas:** 1997 Repair Woodhill Townhouses. Alexandria.

**Freeborn:** Riverland Community College-Heapr. Albert Lea.

**Hennepin:** MAC Ground Service Building Addition. Minneapolis. Hale School Asbestos Abatement Project. Minneapolis. Mechanical Engineering Elevator Upgrade U of M. Minneapolis. New Junior High School. Rogers.

**Norman:** Ada-Borup Public Schools - Temporary Classrooms. Ada.

**Ramsey:** Fire Sprinkler Systems Maintenance & Inspection - St. Paul Public Schools. St. Paul.

**Renville:** B O L D School Accessibility. Olivia.

**St. Louis:** Early Detection System/Emergency Lighting/Exit Signs - Cobb-Cook Kindergarten Center. Hibbing.

**Sherburne:** Asbestos Abatement - MCF Education Building. St. Cloud. New Junior High School. Zimmerman.

**Washington:** Washington County Northern Public Works Building - Partial Reroofing. Stillwater. MN/DOT Building Removal. Oak Park Heights.

Copies of the certified wage rate 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.

Gary W. Bastian,  
Commissioner

## Land Exchange Board

### Notice of Meeting of the Land Exchange Board

The Land Exchange Board will meet on Thursday, June 12, 1997 at 10:45 a.m. in Room 107, State Capitol, Saint Paul, MN.

## Department of Military Affairs

### National Guard ARMORY for Sale

The Adjutant General, State of Minnesota, offers for sale the property known as the Montevideo National Guard Armory located at 101 Miawakon Ave., in Montevideo. This property is 76 years old 20,800 sf facility which includes office space and a large gym type area. Facility is heated by a steam boiler and has an 8 yr old roof. New windows and tuckpointing were completed in 1989. Appraised value (July 1990) - \$102,000.

Property will be sold to the highest acceptable bid. Sealed bids must be delivered or mailed to Mr. Gary Bloedel, Department of Military Affairs, Room 115, 20 W. 12th St., St. Paul, MN 55155 and received not later than July 10, 1997. Bids will be opened at the 101 Miawakon Avenue property at 1:00 PM on July 11, 1997. All bids will be accepted for review.

For bid forms, information and terms and conditions of the sale, call Mr. Bloedel at 612-282-4447. To view property, contact Erik Arne in Montevideo, 320-269-9284/5180.

## Minnesota Property Insurance Placement Facility

### Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of the Minnesota Property Insurance Placement Facility will be held at 9:00 a.m. on Wednesday, June 11, 1997, at State Farm Fire & Casualty Co. located at 8500 State Farm Way, Woodbury, Minnesota. For additional information please call 338-7584.

## Public Employees Retirement Association

### Notice of Meeting of the Board of Trustees

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, June 12, 1997, at 9:30 a.m. in the offices of the association, 514 Saint Peter Street, Suite 200, Saint Paul, Minnesota.

## Department of Trade and Economic Development

### Minnesota Agricultural And Economic Development Board

### Notice of Public Hearing on Proposed Project on Behalf of Sparta Foods, Inc. and the Issuance of Bonds Under *Minnesota Statutes* 1986, Chapter 116M and *Minnesota Statutes*, Chapter 41A

NOTICE IS HEREBY GIVEN that the Minnesota Agricultural and Economic Development Board (the "Board") or its designated representative, shall meet on June 25, 1997, at 9:00 a.m. o'clock, at 500 Metro Square, 121 7th Place East, Saint Paul, Minnesota, for the purpose of conducting a public hearing on a proposed issue of bonds (the "Bonds") and the provision of other financial assistance under *Minnesota Statutes* 1986, Chapter 116M, and *Minnesota Statutes*, Chapter 41A, as amended (the "Act"), to undertake and finance a project on behalf of Sparta Foods, Inc., a Minnesota corporation (the "Applicant"). Such persons as desire to be heard with reference to said issue of Bonds will be heard at this public hearing.

The project to be financed consists of the acquisition of equipment for a manufacturing plant to be used for the manufacture of food at 1565 First Avenue Northwest in the City of New Brighton, Minnesota (the "Project"). The initial owner of the Project will be Sparta Foods, Inc. or a related entity and the Project is expected to be operated and managed by the Applicant. It is contemplated that the Project will be used primarily for the manufacture of food. The estimated amount of the Board's proposed bond issue is an amount not to exceed \$4,000,000. The Bonds shall be limited obligations of the Board, the Bonds and the interest thereon shall be payable solely from the revenue pledged to the payment thereof, and a mortgage or security interest or other security arrangements to be established by or on behalf of the Applicant. In addition, the Bonds and the Project may be subsequently considered by the Board for financial assistance to be provided by the Economic Development Fund created and established under *Minnesota Statutes* 1986, Chapter 116M or other financial or special assistance from the Board. Notwithstanding the foregoing, no holders of any such Bonds

shall ever have the right to compel any exercise of the taxing powers of the State of Minnesota or any political subdivision thereof to pay the Bonds or the interest thereon nor to enforce payment against any property of said State or said political subdivision.

A copy of the Application to the Board for approval of the Project, together with all attachments and exhibits thereto and a copy of the Board's resolution accepting the Application and accepting the Project is available for public inspection at the offices of the Board at 500 Metro Square, 121 7th Place East, Saint Paul, Minnesota from the date of this notice to the date to the date of the public hearing hereinabove identified, during normal business hours.

Dated: 30 May 1997

BY ORDER OF THE MEMBERS OF  
THE MINNESOTA AGRICULTURAL  
AND ECONOMIC DEVELOPMENT  
BOARD

Paul Moe, Executive Director  
Minnesota Agricultural and  
Economic Development Board

## Department of Transportation

### Petition of the City of Eden Prairie for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Eden Prairie City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on Flying Cloud Drive at the intersection of Shady Oak Road in Eden Prairie.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a 45 km/h horizontal design speed, in lieu of the required 50 km/h design speed on the proposed intersection reconstruction project of Flying Cloud Drive at Shady Oak Road (Municipal State Aid Street No. 106).

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Lake Elmo for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Lake Elmo City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on 30th Street North (Municipal State Aid Street No. 108) at Lisbon Avenue in the City of Lake Elmo.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit construction of a 10 mph Round-A-About, in lieu of the required 50 km/h design speed on the proposed reconstruction project on 30th Street North (Municipal State Aid Street No. 108) at Lisbon Avenue in the City of Lake Elmo.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

## Official Notices

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If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Minneapolis for a Variance from State Aid Requirements for DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Minneapolis City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed construction project on East 50th Street (Municipal State Aid Street No. 264), between Nicollet Avenue and East Minnehaha Parkway in the City of Minneapolis.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit three horizontal curves and six vertical curves with design speeds varying from 27.1 km/h to 42.8 km/h, in lieu of the required 50 km/h design speed on the proposed construction project on East 50th Street (Municipal State Aid Street No. 264) between Nicollet Avenue and East Minnehaha Parkway in the City of Minneapolis.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Minneapolis for a Variance from State Aid Requirements for PLAN APPROVAL AFTER AWARD OF CONTRACT

**NOTICE IS HEREBY GIVEN** that the Minneapolis City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a construction project on Trunk Highway No. 62 between Trunk Highway No. 121 and Morgan Avenue South, State Project Number 2774-02, in the City of Minneapolis.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.1500, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit plan approval by the State Aid Engineer after award of contract; in lieu of the required plan approval by State Aid Engineer prior to award of contract on the construction project on Trunk Highway No. 62 between Trunk Highway No. 121 and Morgan Avenue South in the City of Minneapolis.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Aitkin County for a Variance from State Aid Requirements for RECOVERY AREA

NOTICE IS HEREBY GIVEN that the Aitkin County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed reconstruction project on County State Aid Highway No. 39, from a point approximately 4.8 kilometers southeast of Aitkin to a point approximately 13.2 kilometers southeast of Aitkin.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit a 4.6 meter recovery area from the edge of traffic lane, in lieu of the required 5 meter recovery area from the edge of traffic lane on the proposed reconstruction project on County State Aid Highway No. 39 from a point approximately 4.8 kilometers southeast of Aitkin to a point approximately 13.2 kilometers southeast of Aitkin.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of Crow Wing County for a Variance from State Aid Requirements for DESIGN SPEED

NOTICE IS HEREBY GIVEN that the Crow Wing County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to a proposed resurfacing project on County State Aid Highway No. 22 between County State Aid Highway No. 23 and County State Aid Highway No. 8, approximately 10 miles south of Brainerd.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9926, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow two 35 mph vertical curves to remain in place, in lieu of the required 50 km/h design speed on the proposed resurfacing project on County State Aid Highway No. 22.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 28 May 1997

Patrick B. Murphy  
Division Director  
State Aid for Local Transportation

# State Grants and Loans

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

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

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## Department of Agriculture

### Commissioner's Office

#### Notice of Availability of Grant Funds for Agricultural Information Centers

The Minnesota Department of Agriculture announces the availability of \$300,000 in grant funds for agricultural information centers for the period through June 30, 1999. The purpose of these grants is to help fund nonprofit centers that provide a variety of services to farmers such as financial planning, social and legal service referrals, assistance with mediation and peer counseling.

To receive a grant application contact:

Pat Schuna  
Farm Advocate Program  
Minnesota Department of Agriculture  
90 West Plato Blvd.  
St. Paul, MN 55107  
Phone: 612/296-1484  
Fax: 612/297-7449

All grant applications must be received by Ms. Schuna at the address above by 4:30 pm, June 16, 1997.

## Department of Economic Security

### Division of Rehabilitation Services

#### Notice of Availability of Funds for Extended Employment Programs

A Request for Proposals defining program requirements and funding guidelines for Extended Employment Program funding in State Fiscal Year 1998 will be available to interested parties on 7/1/97. The Extended Employment Program includes Supported Employment and Center-based Employment which provide ongoing employment support services to workers with severe disabilities.

To be an Extended Employment Program provider, a community rehabilitation program must be certified by the Division of Rehabilitation Services in accordance with *Minnesota Rules* 3300.1950 to 3300.3050, as consistent with 1995 *Minnesota Laws* Chapter 224. Any city, town, county, non-profit organization or combination of these which operates or proposes to operate a public or non-profit Extended Employment program may apply for funding. Applications are required for funding Extended Employment programs currently receiving state Extended Employment funds, and are also required for new or expanded programs.

Persons or parties who wish to obtain a Request for Proposals for Extended Employment Program Funding for State Fiscal Year 1998 may contact:

David Sherwood-Gabrielson, Director  
Extended Employment Program  
Rehabilitation Services Branch  
P.O. Box 1705  
St. Paul, MN 55101  
Phone: (612) 296-9150 FAX: (612) 297-5159

Completed applications must be postmarked no later than July 31, 1997 or delivered to Sharon Abrahamson, Extended Employment Program Secretary, First Floor, 390 North Robert Street, St. Paul, Minnesota by 4:30 p.m. on that date.

## **Department of Economic Security**

### **Office of Youth Development**

#### **Request for Proposals for Innovative Local Law Enforcement and Community Policing Program Grants**

The Office of Youth Development of the Minnesota Department of Economic Security is pleased to announce the availability of a total of \$262,000 in funding for Innovative Local Law Enforcement and Community Policing Program grants through the federal Juvenile Justice and Delinquency Prevention Act. The amount of funding to be awarded to successful applicants for one year under this grant will range from \$5,000 to \$30,000. No matching funds are required, but are encouraged.

Under this federal grant program, only local law enforcement agencies are eligible to apply. Fiscal responsibility must reside with a local law enforcement agency or its unit of local government. While law enforcement agencies may choose to partner with other local public and/or private agencies to provide services, funding cannot be used for construction or planning. Eligible activities may include (but are not limited to): school resource officers, truancy reduction programs, gang prevention and intervention activities, police cadet programs, youth mentoring, curfew centers, police crisis intervention and youth attendant programs.

Funding received under this grant must be used for supporting, implementing, and/or adding components to existing programs. Funds may also be used to evaluate existing community policing programs that are specifically focused on juveniles. These funds may not be used to supplant other federal, state or local resources.

**To be considered for funding, an original and six (6) copies of the proposal must be delivered to the Minnesota Department of Economic Security, 390 North Robert Street, St. Paul, Minnesota 55101 no later than 5:00 p.m. Friday, August 1, 1997. Proposals submitted via facsimile WILL NOT be accepted under ANY circumstances.**

For a copy of the Request For Proposals (RFP) and/or further information regarding the proposal process contact:

Lizz Sheridan  
Minnesota Department of Economic Security  
Workforce Preparation Branch/Office of Youth Development  
390 North Robert Street, Room 125  
St. Paul, Minnesota 55101  
Phone: (612) 297-4335  
(800) 456-8519  
Fax: (612) 296-5745  
E-mail: [Isherida@ngwmail.des.state.mn.us](mailto:Isherida@ngwmail.des.state.mn.us)

## **Higher Education Services Office**

#### **Request for Proposals for Institutions to Recruit and Retain Persons of Color in Nursing Programs**

The Higher Education Services Office (HESO) is requesting proposals from institutions with programs of nursing leading to licensure as registered nurses. The purpose of this matching grant program is to increase the number of practicing registered nurses who are persons of color. Institutions must have a nursing program and must document their specific efforts to recruit and retain persons of color in its nursing program, leading to licensure as a registered nurse. Proposals must be submitted no later than July 16, 1997.

The Requests for Proposals (RFP) does not obligate the HESO to complete the project and HESO reserves the right to cancel the solicitation if it is considered to be in its best interest.

The maximum amount available to support grants is estimated to be \$100,000 for each year of the 1998-99 biennium.

Copies of the RFP are available from:

Nancy B. Walters  
Higher Education Services Office  
400 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
(612) 296-9777

## State Grants and Loans

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### Housing Finance Agency

#### Notice of Request for Proposals for Single Family Combined Program(s) Application (Super RFP)

The Minnesota Housing Finance Agency (MHFA) is seeking proposals from eligible organizations interested in participating in one or more of the following seven programs: Community Activity Set-Aside Program, Community Fix-Up Fund, Community Rehabilitation Fund Program, Entry Cost Homeownership Opportunity Program, Full Cycle Homeownership Services, Housing Trust Fund, and the Partnership for Affordable Housing.

This single application will allow eligible participants to apply for one or more of these programs using the same application package. The Community Rehabilitation Fund, Full Cycle Homeownership Services Program, Housing Trust Fund, and the Partnership for Affordable Housing Program are limited resource programs and applications will be competitive in nature. These four programs may be used in conjunction with the other non-limited resource programs under this application. The remaining programs, Community Activity Set-Aside Program, Community Fix-Up Fund and Entry Cost Homeownership Opportunity Program, are not competitive and may be applied for at any time. Final RFP selections for limited fund programs will be submitted to the Agency's Board in September, 1997.

The following information is a brief description of each program.

##### **Community Activity Set-Aside Program (CASA)**

Provides lenders, local governments, and/or nonprofit housing providers with set-asides of MHFA mortgage revenue bond funds to enable them to meet the homeownership objectives/needs of their communities. Below market interest rate funds are available for set-asides (that may be directed) for use by local governments, nonprofits, community organizations and other housing providers.

**Eligible Program Applicants:** Lenders who are currently participating in the MHFA Minnesota Mortgage Loan Program (MMP).

**Funds Available:** Ongoing program.

**Contact Person:** Eleanor Northrop

**Telephone Number:** (612) 296-1795; 1-800-710-8871

##### **Community Fix-Up Fund**

This program provides participating Fix-Up Fund lenders and local partners with a source of funds to address the home improvement needs/objectives of a designated community. Below market-rate home improvement loans are available for low to moderate income households in a designated community. The maximum income limit, loan amount and loan term exceed those of the Fix-Up Fund.

**Eligible Program Applicants:** Applications must be submitted by participating Fix-Up Funds lenders or lender consortia.

**Funds Available:** Funding will be available to meet anticipated need, with 50% available in the 11-county metro area, and the other 50% available outside.

**Contact Person:** Judd Schultz/Kathy Aanerud

**Telephone Number:** (612) 297-3124; 1-800-710-8871

##### **Community Rehabilitation Fund Program (CRF)**

Provides grants to cities and nonprofits for the purpose of acquisition, demolition, rehabilitation, permanent financing, refinancing or gap financing single family housing. The Community Rehabilitation Fund encourages partnership efforts between MHFA, cities, local lenders, nonprofit organizations, local governments, community organizations and other participants by providing grants to assist communities in improving and preserving designated neighborhoods and other geographical areas.

**Eligible Program Applicants:** cities and nonprofits.

**Funds Available:** \$3,000,000 for 1997.

**Contact Person:** Reed Erickson

**Telephone Number:** (612) 296-8843; 1-800-710-8871

##### **Entry Cost Homeownership Opportunity Program (ECHO)**

This program was established to encourage the development of community lending initiatives by private lenders with community partners. Under this program, interest free, deferred loans are provided to low income homebuyers who would otherwise be unable



to afford homeownership. Lenders are required to contribute a portion of the loan through their own resources. This activity provides homeownership opportunities throughout the state.

**Eligible Program Applicants:** Private or public sector direct mortgage lenders.

**Funds Available:** Ongoing program.

**Contact Person:** Eleanor Northrop

**Telephone Number:** (612) 296-1795; 1-800-710-8871

#### **Full Cycle Homeownership Services**

The objective of this program is to provide funds to build and/or maintain capacity for eligible entities which are providing comprehensive homebuyer training and support on either a pre- or post-purchase basis for low to moderate income homebuyers.

**Eligible Program Applicants:** Experienced 501(C)(3) nonprofit housing providers, HRAs, CAPs, and EDAs who are engaged in comprehensive homebuyer training and who are supported by and have received training from the Homeownership Center or MHFA's Home Stretch Program, or have been in the business of providing homebuyer training for at least three years.

**Funds Available:** \$350,000; \$125,000 to the seven-county metropolitan area, and \$225,000 to the balance of the state. Maximum application: \$25,000 per year, per applicant.

**Contact Person:** Becky Landon

**Telephone Number:** (612) 296-3029; 1-800-710-8871

#### **Homeownership Housing Trust Fund Program**

The Homeownership Housing Trust Fund Program provides loans or grants for development, acquisition, construction, preservation of low income homes for homeownership and to encourage and support innovative approaches to housing problems which will provide affordable housing with strong local support. Funds must be used to leverage other funds or to provide the final piece of a funding package.

**Eligible Program Applicants:** an individual, a nonprofit entity, a for-profit entity, a cooperative housing corporation, a Minnesota City, a joint powers board established by two or more cities, or a Minnesota Housing Redevelopment Authority.

**Funds Available:** \$200,000.

**Contact Person:** Reed Erickson

**Telephone Number:** (612) 296-8843; 1-800-710-8871

#### **Partnership For Affordable Housing (PAH)**

This program provides experienced 501(C)(3) nonprofit housing providers, Housing Redevelopment Authority (HRA), Community Action Program (CAP) and Economic Development Authority (EDA) with a set aside of below market interest rate interim financing to enable them to meet the homeownership objectives/needs of their community. Both new construction and rehabilitation of single family homes are eligible for financing. The Partnership for Affordable Housing Program requires a partnership between MHFA, nonprofit housing providers and local lenders. Specific purchase price and income limits apply.

**Eligible Program Applicants:** Experienced 501(C)(3) nonprofit housing providers, HRAs, CAPs, and EDAs.

**Funds Available:** \$1,000,000 estimated for 1997.

**Contact Person:** Nancy Slattsveen

**Telephone Number:** (612) 296-7994; 1-800-710-8871

#### **Application Process**

**Application packets must be requested from MHFA.** To request an application please call: (612) 296-7620.

Completed applications must be received at MHFA by 5:00 p.m. on Wednesday, **July 16, 1997**. Applications should be mailed to:

Minnesota Housing Finance Agency  
Attn: John Silvis  
400 Sibley Street, Suite 300  
St. Paul, MN 55101-1988

**Applicants are encouraged to contact the specific person identified for each program to discuss their proposal prior to submission of their application.**

## Professional, Technical & Consulting Contracts

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For general RFP information contact:

John Silvis, Housing Development Officer  
(612) 297-3127 in the metro area or  
1-800-710-8871 outside the metro area

MHFA reserves the right to modify or withdraw this request for proposal at any time, and will not reimburse any applicants for costs incurred in the preparation and/or submission of proposals.

## Department of Public Safety

### Minnesota Auto Theft Prevention Program

#### Notice of Grant Availability for Government Agencies and Community Organizations for Auto Theft Prevention

The Minnesota Auto Theft Prevention Program Board announces the availability of \$1,530,000.00 in grant money. Applications will be accepted from State, County, Local Police or Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. The moneys granted must be dedicated to the area of auto theft. Grant proposal forms and information may be obtained by contacting Dennis Roske at the Auto Theft Prevention office at (612/405-6153 or 612/405-6155).

## Professional, Technical & Consulting Contracts

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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, and final submission date of completed contract proposal.

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

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## Department of Corrections

#### Notice of Request for HIV/STD Health Educators to Teach at Statewide Correction Facilities

Request for HIV/STD Health Educators to be considered for professional/technical contracts to teach HIV/STD prevention education within Minnesota statewide correctional facilities.

- 1). The Minnesota Department of Corrections announces the availability of funds to select three individuals who will develop, implement, and evaluate a model HIV/STD education and risk reduction program designed to facilitate behavior change among inmates in the statewide Minnesota Department of Corrections facilities as assigned by both the Minnesota Department of Corrections and the Minnesota Department of Health.
- 2). The individuals selected will be compensated at \$35.00 per hour for a maximum of 18 hours per month for the period of July 1, 1997 - June 30, 1998.

#### Key Dates

- Resumes and cover letters must be postmarked by June 23, 1997.
- Awards will be made by July 1, 1997.

#### Submit resumes and cover letters to:

James P. Losinski  
Minnesota Department of Corrections  
Institutions Division  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5219  
(612) 603-0012

## Department of Corrections

### Minnesota Correctional Facility-Lino Lakes

#### Notice of Availability of Professional/Technical Service Contracts for Inmate Parenting Skill Development Program

To conduct an on-site parenting skills program to the inmates at the MCF-Lino Lakes. Estimated cost for the two year period is \$15,000. Specific details on the purpose and scope of the program can be obtained by calling Elizabeth Telke, MCF-Lino Lakes Community Relations Supervisor, at (612) 717-6124. The proposals must be submitted by 4:30 PM on June 27, 1997. Send proposals to Elizabeth Telke, MCF-LL, 7525 Fourth Ave., Lino Lakes, MN 55014.

## Department of Corrections

### Minnesota Correctional Facility-Red Wing

#### Notice of Availability of Contract for Psychological Evaluation Services and Sexual Therapy Services

##### Psychological Evaluation Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a licensed psychologist from 7/1/97 to 6/30/99. This person will provide the written psychological evaluation — through testing, interviews, etc., on up to a twice weekly basis for all new admissions to the institution, to re-test selected youth based upon specific staff referral, plus limited staff training in the area of his/her expertise. Payment is \$330.40 per 8 hour day. Total cost for the biennium is limited to \$62,800.00.

In accordance with the provisions of *Minnesota Statutes*, 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. Your proposal will be rejected unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

##### Sexual Therapy Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a sexual therapist from 7/1/97 through 6/30/99. The contractor will provide consultant services to residents for criminal sexual misconduct or identified as having been victims of sexual abuse. Total cost for the biennium is limited to \$36,200.00.

For further information on these contracts contact:

John Handy, Program Director  
Minnesota Correctional Facility-Red Wing  
1079 Highway 292  
Red Wing, Minnesota 55066  
Telephone: (612) 388-7154

Final submission date for these contracts is: June 30, 1997.

## Professional, Technical & Consulting Contracts

### State Board of Electricity

#### Notice of Request for Proposals for Independent Contract Electrical Inspectors

The Minnesota State Board of Electricity is seeking services of independent contract electrical inspectors who must hold a Class "A" journeyman or Class "A" Master electrician's license in Minnesota to make electrical inspections in designated geographical areas. Compensation is based on a percentage of the inspection fee paid by the installer of wiring when the inspections are completed.

Presently there are no geographical areas open, but all applications submitted will be kept on file for future openings. This is an open request and proposals will be accepted indefinitely. A formal request for proposal may be requested from and inquiries made to:

John A. Schultz  
Executive Secretary  
State Board of Electricity  
Griggs-Midway Building, Ste S-128  
1821 University Avenue  
St. Paul, Minnesota 55104-2993

### Department of Employee Relations

#### Notice of Request for Proposals (RFP) for Professional Services to Administer a Managed Health Care Program

The Minnesota Department of Employee Relations (DOER) is requesting proposals from qualified vendors to administer a managed health care program for the State's self-insured workers' compensation program. These services must comply with all applicable laws and administrative rules governing the operation of managed health care, and with all specifications provided as part of the RFP. Contract(s) will be awarded for a three year period (1/1/98 through 12/31/00), with two optional annual extensions. A vendor conference for interested vendors is scheduled for 9:00 a.m. on Thursday, July 10, 1997 at DOER. Those interested in attending must call Gary Westman (612/296-8190) for reservations.

A Request for Proposal may be obtained by calling or writing:

Gary Westman, Program Manager  
Workers' Compensation Program  
Minnesota Department of Employee Relations  
P.O. Box 64081  
St. Paul, MN 55164-0081  
Telephone: (612) 296-8190

All proposals must be received by DOER by 4:00 p.m. on Friday, August 1, 1997. Late proposals will not be accepted.

### Department of Natural Resources

#### Bureau of Real Estate Management

#### Notice of Request for Resumes from Acquisition and Relocation Consultants

The State is creating a list of acquisition and relocation consultants who wish to be considered for acquisition and relocation assignments during the period of July 1, 1997 through June 30, 2001.

##### I. Professional Credentials

To be included on this list of acquisition and relocation consultants, the State invites participants to submit the following:

1. An updated resume of his/her:
  - Education
  - Experience
  - Clientele
  - Affiliation(s)
2. Normal hourly rate

### II. Standards of Professional Practice

All acquisition and relocation consultants must comply with "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs", Public Law 91- 646, Number 49 C.F.R., Part 24, codified and published by the *Federal Register*, March 2, 1990.

### III. Assignments

Appointment to the State's List of Acquisition and Relocation Consultants is not a guarantee of subsequent assignments. The Department of Natural Resource's reserves the right to assign consultants at it's sole discretion, depending on the qualifications of the consultant, geographic location, and fee requirements. Consultants' qualifications will be evaluated based on their responses to the above requirements.

Note: Consultants may reject any assignments offered.

#### Mail responses to this request to:

Department of Natural Resources  
c/o Steve Kartak  
Bureau of Real Estate Management  
500 Lafayette Rd, Box 30  
St Paul, MN 55155-4030  
Phone: (612)296-0628 Fax #(612)297-3517  
e-mail [steve.kartak@dnr.state.mn.us](mailto:steve.kartak@dnr.state.mn.us)

All responses must be received at the above address by 3:00 PM, June 20, 1997.

## Office of the Revisor of Statutes

### Notice of Request for Indexing Services

NOTICE IS HEREBY GIVEN that the Office of the Revisor of Statutes is seeking the following indexing services for the period July 1, 1997 to June 30, 1999:

1. Indexing for *Minnesota Statutes* publication.
2. Indexing for the *Minnesota Rules* publication.
3. Indexing for *Laws of Minnesota* publication.

Statutory indexing experience and computer keyboarding facility are prerequisites to performing the services. Where current contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability.

Responses must be received by the Office of the Revisor of Statutes by Friday, June 20, 1997.

Direct inquires and responses to:

Lorna Breiter  
Office of the Revisor of Statutes  
700 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155  
(612) 296-2778  
TDD use State Relay Services: Metro MN 297-5353  
Greater MN 1-800-627-3529

# Professional, Technical & Consulting Contracts

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## Department of Transportation

### Division of Engineering Services

#### Notice of Compilation of Annual List of All Consultants Seeking Consideration for Providing Services to MN/DOT

Minnesota Department of Transportation is soliciting qualified consultants who desire consideration for providing contract services during fiscal years 1998 and 1999 for the MN/DOT highway program. This "Annual List" of consultants will remain in effect from July 1, 1997 to June 30, 1999.

**All VENDORS wishing to provide consultant, professional, and technical services to MN/DOT must request in writing the "Qualification and Interest Response Requirements" packet from our office by June 20, 1997.**

This written request may be sent either through mail or faxed to the address listed below. Please furnish with this written request the following information:

1. Indicate if your firm is certified by the Department of Transportation as a Disadvantaged Business Enterprise (DBE).
2. Indicate if your firm is certified with the Department of Administration as a Targeted Group Business (TGB).

After **June 20, 1997** the Response Requirement Packet may be picked up in person.

All responders submitting Expressions of Qualification and Interest will be placed on the "Annual List". This list will be used as a pre-qualifications reference to select consultants for all MN/DOT projects (including Statewide "Master" T-contracts) estimated up to \$1,000,000.00 in value.

**YOUR FIRM MUST BE ON THIS LIST TO BE ELIGIBLE FOR CONSIDERATION FOR MN/DOT PROGRAM DELIVERY PROJECTS.**

All responses to this Expression of Qualifications and Interest shall be delivered to the address indicated below not later than two o'clock (2:00) pm on July 11, 1997. Late submittals will not be accepted (time according to Time and Temp (612) 375-0830).

Gabriel S. Bodoczy, P.E.  
Consultant Agreements Engineer  
Transportation Building, Mailstop 680  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155  
Telephone: (612) 296-3051  
Fax Number: (612) 282-9834

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# Non-State Public Bids, Contracts & Grants

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

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

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## Metropolitan Council

### Notice of Request for Proposals for Year 2000 Assessment Analysis

The Metropolitan Council is soliciting requests for proposals for an assessment analysis of requirements needed for Year 2000 conversion implementation of the Metropolitan Council's computer systems for their Regional Planning, Environmental Services and Transit Operations Divisions.

Information packets can be obtained by calling 612-602-1032 or by fax request to 612-602-1083.

A pre-proposal information meeting will be held at the Metropolitan Council on June 24, 1997, at 1:30 P.M. For more information, and to make reservations, please call 602-1032.

Proposals must be delivered to the offices of the Metropolitan Council, Mears Park Centre, 230 East Fifth Street, St. Paul, Minnesota, 55101, **no later than Friday, July 10, 1997, at 4:00 P.M.**

The Metropolitan Council reserves the right to accept or reject any and all proposals and to waive any minor irregularities and deviations from requirements outlined in the technical specifications, and to solicit new proposals as deemed in their best interest.

BY ORDER OF THE METROPOLITAN COUNCIL

Richard Johnson  
Associate Regional Administrator

## Metropolitan Council

### Environmental Services

#### Invitation to Bid for One (1) 1997/1998 Boom Truck

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, until Monday, June 23, 1997, at 2:00 P.M., at which time and place the bids will be publicly opened and read aloud for ONE (1), BOOM TRUCK, ARTICULATING FIGURE FOUR INDUSTRIAL CRANE TYPE, all in accordance with the specifications and bid form available by calling 612-602-1032 or by fax at 612-602-1083.

All bids to be considered must be on Metropolitan Council bid proposal forms. The proposal must be accompanied by a bid bond in an amount not less than five percent (5%) of the total bid amount, as a guarantee that the successful bidder will enter into an agreement with the Metropolitan Council within fifteen (15) days after being notified of the award.

Interested bidders should plan to attend a pre-bid, information meeting to be held at the Mears Park Centre on Tuesday, June 17, 1997, at 10 A.M. in Room 1C.

The contract will be awarded to the lowest, responsive, responsible bidder that meets the bid specifications and is in compliance with all terms and conditions.

The Metropolitan Council reserves the right to reject any and all bids, or any part of any bid, to waive minor defects or technicalities or to advertise for new bids, as it deems in its best interest.

BY ORDER OF THE METROPOLITAN COUNCIL

Helen A. Boyer, Division Director  
Environmental Services Division

**Metropolitan Council**

**Transit Operations**

**Notice of Advertisement for Sealed Bids for Conducting a Comprehensive Non-User Survey**

NOTICE IS HEREBY GIVEN that Metropolitan Council Transit Operations will receive sealed bids **TO OBTAIN SERVICES TO CONDUCT A COMPREHENSIVE NON-USER SURVEY** at the office of Metropolitan Council Transit Operations, 560 6th Avenue North, Minneapolis, MN 55411-4398, until 12:00 p.m., Wednesday, June 11, 1997, central standard time.

Bids shall be on the forms provided for that purpose and according to the contract documents prepared by Metropolitan Council Transit Operations, 560 6th Avenue North, Minneapolis, MN 55411 (Phone: 612-349-7682).

Bids will be reviewed by staff of Metropolitan Council Transit Operations.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and requirements.

All bidders will be required to certify that they are not on the Comptroller General's list of ineligible contractors.

Metropolitan Council Transit Operations hereby notifies all bidders that in regard to any contract entered into pursuant to this notification for bids, disadvantaged (minority) and women businesses will be afforded full opportunity to submit bids in responses, and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

**University of Minnesota**

**Notice of Request for Proposals for Conceptual Design Consulting Services South Mall Precinct Development Project, Project Number 000-97-1680, University of Minnesota, Department of Facilities Management, Minneapolis, Minnesota**

Proposals are being requested by the University of Minnesota, Facilities Management (FM) Department, for Conceptual Design consulting services for the South Mall Precinct Development Project. Four development initiative need investigation:

- Renovation/Revitalization of the Coffman Memorial Union, the student union (approximately \$30 million)
- Demolition of the existing East River Road Parking Ramp, and construction of a new parking facility (approximately \$30 million)
- Construction of new Housing on the site (approximately \$20 million)
- Construction of new space for the Academic Health Center (to be defined)

The Conceptual Design consultant will be responsible for development of the overall conceptual design of the South Mall Precinct development, which includes the projects noted above, integrated into a cohesive vision. The planning and conceptual design effort will establish parameters that will guide the future development, taking into consideration the varied development initiatives, their unique requirements, and implementation phasing. Designers for these individual projects will be selected at a later date.

Proposals will be received until 3 p.m., local time, June 26, 1997.

Sealed proposals will be received by the Regents of the University of Minnesota at Facilities Management Purchasing Services, 400 Donhowe Building, 319 - 15th Avenue SE, Minneapolis, Minnesota 55455, until the stated times, when they will be publicly opened and only the names of the responding proposers will be made public. Proposals may be viewed publicly in Purchasing Services after the award has been made and notification given to all respondents.

Request for Pre-Proposal Information Packets may be examined and obtained at no charge at the (Reception Desk) above address. To request packages to be mailed, call (612)-624-5765, or fax request to (612) 624-5796.

The University of Minnesota has scheduled a pre-proposal meeting on June 18, 1997, at the time and location indicated in the RFP packet. While the attendance at the Pre-Proposal Meeting is not mandatory, information presented may be very informative; therefore, all interested parties are encouraged to attend to be better able to prepare acceptable proposals. A site visit will be held in conjunction with this meeting.

Tentative Selection Schedule:

Pre-proposal Meeting	June 18, 1997
RFP Responses Due	June 26, 1997
Selection of Shortlisted Finalists	June 30, 1997
Interviews	July 16, 1997



# Volunteerism

## 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. Soft-cover, 112pp. (MOCVS, 1992) Stock No. 10-45 \$17.95

## Handbook for Volunteer Recognition

Provides information, ideas and sample materials for recognizing volunteers. Keeping volunteers motivated in their work, recognizing their efforts and keeping the job retention rate high are topics addressed. Soft-cover, 50pp. (MOCVS, 1984) Stock No. 10-15 \$5.00

## Volunteer Certificate of Recognition

This attractive parchment (neutral color) paper form features a colored border. Printed on 8-1/2" x 11" paper, the certificate is signed by the Governor and has space available for a local signature and a date. Stock No. 8-12 \$5.00/pkg. of 25

## Gambling Manager's Handbook

Complete requirements and procedures for managers of lawful gambling activities including pull-tabs, tip-boards, raffles, bingo and paddlewheels. Looseleaf, 172pp. (Gamb. Control, 1994) Stock No. 10-19 \$16.95

## Gambling Accounting Manual

Manager's guide to accounting procedures including tax forms. Looseleaf, 96pp. (Gamb. Control Bd., 1991) Stock No. 10-40 \$14.95

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

Looseleaf, 200pp. (MN Dept. of Human Services, 1993) Stock No. 10-50 \$35.00

# Gambling

## Gambling Organizations Directory

Computer print-out list of more than 1,500 charitable gambling organizations licensed in Minnesota. (Name, address, zip, contact person) Soft-cover, 37pp. Stock No. 99-2 \$34.95

## High Stakes: Gambling in Minnesota

Fascinating profile of the rapidly growing gambling industry in Minnesota: the economic effects, social consequences, future issues, policy issues, etc. Overviews the numerous types of gambling in the state, notes where the Minnesota State Lottery dollar goes, and more. Soft-cover, 86pp. (MN Planning, 1992) Stock No. 10-46 \$8.95

## Gambling in Minnesota - 1993

An up-date on information contained in "High Stakes" reviews the changing industry as of 1993. Soft-cover, 42pp. (MN Planning, 1993) Stock No. 10-26a1 \$5.95

## 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. Soft-cover, 96pp. (MOCVS, 1993) Stock No. 10-48 \$16.00

## Gambling Taxes Law Book

(Gamb. Control Bd, 1996)  
MN Statutes Chapter 297E.01-297E.17.  
Looseleaf, 27pp. Stock No. 2-18 \$5.00

## Charitable Gambling Laws **New!**

(Gamb. Control Bd, 1996)  
MN Statutes Chapter 349. Looseleaf, 62pp.  
Stock No. 2-5 \$7.50

## Gambling Rules **New!**

(Gamb. Control Bd, 1996)  
MN Rules Chapter 7861-7865. Looseleaf,  
153pp. Stock No. 3-3 \$9.95

## Gaming News Subscription

Monthly Gambling Control Board newsletter discusses timely issues and concerns of charitable gambling organizations. One year subscription begins at time order processed. Back issues available upon request. Stock No. 90-8 \$40.00 (no sales tax or shipping charged for subscriptions)

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