

The Minnesota

# State Register

**Rules and Official Notices Edition**



Published every Monday (Tuesday when Monday is a holiday) by the  
Department of Administration – Communications Media Division

**Monday 3 November 1997**  
**Volume 22, Number 18**  
**Pages 683-706**

# 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.

### Printing Schedule and Submission Deadlines

Vol. 22 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
# 18	Monday 3 November	Monday 20 October	Monday 27 October
# 19	Monday 10 November	Monday 27 October	Friday 31 October
# 20	Monday 17 November	Friday 31 October	Monday 10 November
# 21	Monday 24 November	Monday 10 November	Monday 17 November

Arne H. Carlson, Governor 612/296-3391	Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Grove, Secretary of State 612/296-2079
Joanne E. Benson, Lt. Governor 612/296-3391	Judi Dutcher, State Auditor 612/297-3670	Michael A. McGrath, State Treasurer 612/296-7091
Department of Administration:	Communications Media Division	Robin PanLener, Editor 612/297-7963
Elaine S. Hansen, Commissioner 612/296-1424	Kathi Lynch, Director 612/297-2553	Gretchen Stark, Assistant Editor 612/296-0929
Kent Allin, Asst. Commissioner 612/297-4261	Mary Mikes, Manager 612/297-3979	Jessie Hill, Subscriptions 612/297-8774

Copyright © 1997 Communications Media Division, Department of Administration, State of Minnesota.  
Publication Number: 326630. (ISSN 0146-7751)

**PUBLISHING NOTICES IN THE *State Register*:** Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$84.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

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

**SUBSCRIPTION SERVICES:** The *State Register* is published by Communications Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning. Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. TTY relay service phone number: 1-800-627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (612) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. See the *State Register* "Table of Contents" on our website: <http://www.comm.media.state.mn.us>

- ***State Register*** (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$160.00; via Internet: \$185.00. Users agree not to redistribute without authorization. Internet subscribers to the *State Register* agree not to use their subscription at multiple offices in different cities. For example, a business or organization with branch offices in St. Paul, Minneapolis, Duluth, St. Louis, Chicago, New York and Washington, D.C. will use their subscription in only one city.
- ***Contracts Supplement*** (published every Tuesday, Wednesday, Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.
- **"Professional, Technical and Consulting Contracts Awards Reports,"** – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Appears monthly in hard copy format only. Single copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Order stock #90-15.

### FOR LEGISLATIVE NEWS

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

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

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

## Minnesota Rules: Amendments & Additions

Volume 22, issues #14-18 (issues #1-13 cumulative appeared in issue #13) ..... 686

## Exempt Rules

### Labor and Industry Department

Proposed exempt rules on occupational safety and health; adoption of federal standards by reference; technical changes ..... 687

## Official Notices

### Minnesota Agricultural Education Leadership Council

Applications sought for full-time Executive Director ..... 690

### Minnesota State Agricultural Society (Minnesota State Fair)

Meeting Thursday 6 November 1997 of the Board of Managers ..... 691

### Agriculture Department

Special local need registration for Bayleton fungicide ..... 691

### Minnesota Comprehensive Health Association

Meeting Wednesday 12 November 1997 of the Finance Committee ..... 691

### Children, Families and Learning Department

Comments sought on planned rules for the At-Home Infant Child Care Program ..... 692

### Health Department

Health Technology Advisory Committee announces:  
 1) availability of preliminary "Detection of Coronary Artery Disease (CAD) with Electron Beam Computed Tomography (EBCT)" Evaluation Report; and  
 2) solicitation of written comments ..... 692

### Human Services Department (DHS)

Intent to implement DHS electronic document management system ..... 695

### Metropolitan Airports Commission

Adoption of Ordinance No. 84 to provide regulation on use of the Minneapolis/St. Paul International Airport - Wold Chamberlain Field ..... 698

### Minnesota Property Insurance Placement Facility (FAIR Plan)

Job opening for FAIR Plan manager ..... 698

## State Grants & Loans

### Human Services Department

Proposals sought from colleges and/or training programs to host the 17th Annual Minnesota Indian Institute on Alcohol and Other Drug Studies ..... 699

### Trade and Economic Development Department

Proposals sought for urban initiative program grants ..... 699

## Professional, Technical & Consulting Contracts

### Employee Relations Department

Proposals sought for administration of pre-tax benefits plans ..... 700

### Higher Education Services Offices

Deadline extended for proposals sought for graphic designers ..... 700

### Human Services Department

Proposals to provide conference planning and coordination for 1998 Children's Mental Health Statewide Conference ..... 701

### State Board of Investment

Proposals sought for accounting/investment management reporting system ..... 701

Proposals for master custody services ..... 702

### Natural Resources Department

Proposals sought for an ELS-POS System ..... 702

Proposals sought for preparation of forest stewardship plans.. 703

### Veterans Home Board

Proposals sought for professional services of a physician, mental health provider, and speech therapy provider ..... 703

Commodity, Service and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600.

Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

# 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.

## Volume 22, issues #14-18

### Commerce Dept

**2642.0010**; .0100; .0110; .0120; .0140; .0180; .0190; .0200; .0210; .0220; .0300; .0310; .0320; .0330; .0350; .0370; .0380; .0390; .0450; .0510; .0650; **2644.0010**; .0100; .0110; .0120; .0150; .0190; .0300; .0330; .0360; .0370; .0380; .0400; .0410; .0510; .0600; .0620; .0670; .0730; .0750 (adopted)..... 594

**2642.0010** s.2, 3, 5, 6, 8, 10, 12, 18, 21; .0170; .0180 s.3; .0620; **2644.0010** s.18, 21; .0120 s.1; .0150 s.1, 2, 3; .0160; .0170; .0180; .0350 (repealed)..... 594

### Dietetics and Nutrition Practice Board

**3250.0100**; .0110; .0120; .0125; .0130; .0135; .0140; .0145; .0150 (adopted)..... 595  
**3250.0050** (proposed)..... 595

### Education Board

**3525.1150** (adopted exempt)..... 596

### Health Department

**4717.7000**; **4720.5100**; .5110; .5120; .5130; .5200; .5205; .5210; .5220; .5230; .5240; .5250; .5270; .5280; .5290; .5300; .5310; .5320; .5330; .5340; .5350; .5360; .5400; .5500; .5510; .5520; .5530; .5540; .5550; .5555; .5560; .5570; .5580; .5590 (adopted).... 668

### Higher Education Services Office

**4830.7100**; .7500; .7800 (proposed)..... 617

### Labor and Industry Department

**5205.0010**; .0065 (proposed exempt)..... 687

**5207.0260** (proposed repealer)..... 687

### Natural Resources Department

**6216.0100**; .0200; .0230; .0250; .0260; .0265; .0270; .0280; .0290; .0300; .0350; .0400; .0500; .0600 (proposed)..... 651

**6216.0200** s.4 (proposed repealer)..... 651

**6216.0350** (superseding permanent rule proposed repealer)..... 651

### Peace Officer Standards and Training Board

**6700.0600**; .0800; .1000; .1101 (proposed)..... 589

### Pollution Control Agency

**7011.7340**; .7360; .7380; .7400; .7420; .7440 (proposed)..... 665

### Public Service Department

**7670.1115** (proposed)..... 592

# Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* §§ 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

## Department of Labor and Industry

### Proposed Exempt Rules Relating to Occupational Safety and Health; Adoption of Federal Standards by Reference; Technical Changes

#### Proposed Revisions to the Occupational Safety and Health Standards and Request for Comments.

**NOTICE IS HEREBY GIVEN** that the Department of Labor and Industry, Occupational Safety and Health Division (Minnesota OSHA) proposes to adopt the following revisions to the Department of Labor and Industry, Occupational Safety and Health Rules, as authorized under *Minnesota Statutes* § 182.655 (1996). This notice proposes the adoption by reference of corrections and amendments to Occupational Safety and Health Standards that have already been proposed and adopted by the Federal Occupational Safety and Health Administration (Federal OSHA).

All interested or affected persons have 30 days from the date this notice is published in the *State Register* to submit, in writing, data and views on the proposed amendments to the rule. Comments in support of or in opposition to the proposed amendments are encouraged. Each comment should identify the portion of the proposed amendment addressed, the reason for the comment, and any proposed change.

Any person may file with the Commissioner written objections to the proposed amendments stating the grounds for those objections and may request a public hearing. A public hearing will be held if 100 or more persons submit written requests for a public hearing on the proposed amendments within the 30-day comment period. Requests for hearing must include the name and address of the person submitting the request, define the reasons for the request, and discuss any proposed changes. If a public hearing is required, the Department will proceed according to the provisions of *Minnesota Statutes* § 182.655 and *Minnesota Rules* 5210.0010 to 5210.0100.

Written comments or requests for a public hearing should be sent to: Occupational Safety and Health Division, Department of Labor and Industry, 443 Lafayette Road, St. Paul, Minnesota 55155-4307. A complete copy of the standards proposed for adoption is available by writing to this address, or by calling (612) 297-3254 or (612) 282-5806.

Gary W. Bastian  
Commissioner

#### SUMMARY OF CHANGES

The following is a brief summary of the proposed amendments. Persons interested in reviewing the complete *Federal Register* notices referenced below may obtain copies from the above address.

(A) "Office of Management and Budget Control Numbers under Paperwork Reduction Act; Final rule." On June 2, 1997, Federal OSHA announced in the *Federal Register* that the collection of information regarding the occupational exposure to 1,3-Butadiene standard has been approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995.

By this notice, Minnesota OSHA proposes to adopt the final rule as published in the *Federal Register* on June 2, 1997.

**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.

## Exempt Rules

---

(B) “Personal Protective Equipment for Shipyard Employment; Effective Date and Office of Management and Budget Control Numbers under Paperwork Reduction Act: Final Rule; Amendment; Announcement of Effective Date and OMB Approval of Information Collection Requirements.” On June 20, 1997, the *Federal Register* published the notice regarding approval by the OMB for collections of information concerning §1915.152(b), hazard assessment and equipment selection, §1915.152(e), training, §1915.159(d), personal fall arrest systems training, and §1915.160(d), positioning device systems training.

By this notice, Minnesota OSHA proposes to adopt the final rule, amendment and announcement of OMB approval information, as published in the *Federal Register* on June 20, 1997.

(C) “Longshoring and Marine Terminals; Final Rule.” On July 25, 1997, federal OSHA published its final rule regarding longshoring and marine terminals. These rules address cargo handling and related activities conducted aboard vessels (the Longshoring Standard) and landside operations at marine terminals (the Marine Terminals Standard). The comprehensive revisions to the Longshoring Standard essentially rewrite that standard for the first time since it was adopted in 1971 under Section 6(a) of the Occupational Safety and Health Act, while the amendments being made to the Marine Terminals Standard will provide consistency with the language of the new Longshoring Standard. Although the longshoring and marine terminal rules are “vertical” standards that apply only to longshoring and marine terminal activities, OSHA has also made minor changes to some of the general industry provisions referenced within these rules. These changes, which are non-substantive, have been made to conform the general industry requirements to the terminology used in the marine cargo handling environment.

The final document contains requirements for the testing and certification of specific types of cargo lifting appliances and associated auxiliary gear and other cargo handling equipment such as conveyors and industrial trucks; access to vessels; entry into hazardous atmospheres; working surfaces; and use of personal protective equipment. Additionally, OSHA addresses specialized longshoring operations such as containerized cargo, logging, and roll-on/roll-off (Ro-Ro) operations.

The principal hazards this rule addresses are injuries and fatalities associated with cargo lifting gear, transfer of vehicular cargo, manual cargo handling, and exposure to hazardous atmospheres. OSHA also addresses those hazards posed by more modern and sophisticated cargo handling methods, such as intermodalism.

By this notice, Minnesota OSHA proposes to adopt the final rule, as published in the *Federal Register* on July 25, 1997.

(D) “Methylene Chloride; Approval of Information Collection Requirements; Extension of Start-up Dates; Final Rule; Amendment; Announcement of the OMB Approval of Information Collection Requirements; Extension of Start-up Dates for Compliance.” The Occupational Safety and Health Administration (OSHA) is announcing that the collections of information regarding §1910.1052(d), exposure monitoring; §1910.1052(e), regulated areas; §1910.1052(j), medical surveillance; §1910.1052(l), employee information and training; and §1910.1052(m), recordkeeping of OSHA’s final rule for Occupational Exposure to Methylene Chloride (MC), have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. The OMB approval number is 1218-0179. In addition, this document announces that OSHA is providing an additional 30 days for certain employers to comply with the start-up dates contained in §1910.1052(n).

By this notice, Minnesota OSHA proposes to adopt the final rule, amendment; and announcement of OMB approval information, as published in the *Federal Register* on August 8, 1997.

(E) “*Minnesota Rules* Chapters 5205.0065 and 5207.0260, Suspension Scaffolds.” On March 17, 1997, Minnesota OSHA published a notice in the *State Register*, adopting by reference the federal scaffolds standards contained in Subpart L (1926.450 through 1926.454 and appendices). As a result, *Minnesota Rules* Chapter 5205.0065 contained an outdated reference which is now being updated, and *Minnesota Rules* Chapter 5207.0260 became duplicative and is now, therefore, being repealed.

By this notice, Minnesota OSHA proposes to adopt the reference change to *Minnesota Rules* Chapter 5205.0065, and the repeal of Chapter 5207.0260.

### **5205.0010 ADOPTION OF FEDERAL OCCUPATIONAL SAFETY AND HEALTH STANDARDS BY REFERENCE.**

[For text of subpart 1, see M.R.]

Subp. 2. **Part 1910.** Part 1910: Occupational Safety and Health Standards as published in Volume 43, No. 206 of the *Federal Register* on October 24, 1978, and corrected in Volume 43, No. 216 on November 7, 1978, which incorporates changes, additions, deletions, and corrections made up to November 7, 1978; and subsequent changes as follows:

[For text of items A to S, see M.R.]

#### T. *Federal Register*, Volume 62:

(1) *Federal Register*, Vol. 62, No. 7, page 1494, dated January 10, 1997: “Occupational Exposure to Methylene Chloride; Final Rule.”

(2) *Federal Register*, Vol. 62, No. 105, page 29668, dated June 2, 1997: “Office of Management and Budget Control Numbers under Paperwork Reduction Act; Final Rule.”

(3) Federal Register, Vol. 62, No. 143, page 40142, dated July 25, 1997: “Longshoring and Marine Terminals; Final Rule.”

(4) Federal Register, Vol. 62, No. 153, page 42666, dated August 8 1997: “Methylene Chloride; Approval of Information Collection Requirements; Extension of Start-up Dates; Final Rule; Amendment; Announcement of the OMB Approval of Information Collection Requirements; Extension of Start-up Dates for Compliance.”

(5) Federal Register, Vol. 62, No. 157, page 43581, dated August 14, 1997: “Methylene Chloride; Approval of Information Collection Requirements; Extension of Start-up Dates; Correction.”

Subp. 3. **Part 1915.** Part 1915: Occupational Safety and Health Standards for Shipyard Employment as published in Volume 47, No. 76 of the *Federal Register* on April 20, 1982; all changes made prior to December 31, 1986, which consolidated Part 1915 and Part 1916; technical amendments and redesignations published in Volume 58, No. 125, of the *Federal Register* on July 1, 1993; and additional changes as follows:

[For text of items A to V, see M.R.]

W. Federal Register, Vol. 62, No. 119, page 33547, dated June 20, 1997: “Personal Protective Equipment for Shipyard Employment; Effective Date and Office of Management and Budget Control Numbers Under Paperwork Reduction Act; Final Rule; amendment; announcement of effective date and OMB approval of information collection requirements.”

Subp. 4. **Part 1917.** Part 1917: Safety and Health Standards for Marine Terminals as published in Volume 48, No. 129 of the *Federal Register* on July 5, 1983; and subsequent changes as follows:

A. Federal Register, Vol. 52, No. 186, dated September 25, 1987; “Servicing of Single Piece and Multipiece Rim Wheels at Marine Terminals (1917.44); Final Rule.”

B. Federal Register, Vol. 52, No. 251, dated December 31, 1987; “Grain Handling Facilities (1917.1 and 1917.72-[removed]); Final Rule.”

C. Federal Register, Vol. 59, No. 137, dated July 19, 1994, “Retention of DOT Markings, Placards, and Labels (1917.29); Final Rule.”

D. Federal Register, Vol. 62, No. 143, page 40142, dated July 25, 1997: “Longshoring and Marine Terminals; Final Rule.”

Subp. 5. **Part 1918.** Part 1918: Safety and Health Regulations for Longshoring as published in Part II, Volume 39, No. 119 of the *Federal Register* on June 19, 1974, incorporating changes, additions, deletions and corrections made up to June 3, 1974; and subsequent changes as follows:

[For text of items A to C, see M.R.]

D. Federal Register, Vol. 62, No. 143, page 40142, dated July 25, 1997: “Longshoring and Marine Terminals; Final Rule.”

[For text of subps 6 and 7, see M.R.]

#### **5205.0065 SUSPENSION SCAFFOLDS.**

[For text of subpart 1, see M.R.]

Subp. 2. **Outrigger beams or thrustout.** When a suspension scaffold is supported by outrigger beams or thrustouts, each outrigger beam or thrustout must meet the following requirements:

A. Each outrigger beam or thrustout shall be of a size and design to support four times the intended load.

B. The inner end of the outrigger beam must be secured from overturning or tilting laterally.

C. Tiebacks that meet the requirements of *Code of Federal Regulations*, title 29, section ~~1926.451(i)(4)~~ 1926.450(d) shall be securely fastened to the outrigger beam.

D. Counterweights, when used, shall be sufficient to balance four times the intended load, shall be securely fastened to the outrigger beam, marked to indicate their weight, and of a rigid nonflowable material.

[For text of subps 3 and 4, see M.R.]

**REPEALER.** Minnesota Rules, part 5207.0260, is repealed.

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated “all new material.” <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
--

# Official Notices

---

---

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking 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 mat-

## Minnesota Agricultural Education Leadership Council

### Applications Sought for Full-time Executive Director

#### Position Announcement

- Position:** Executive Director, Minnesota Agricultural Education Leadership Council  
Full-time, unclassified, non-partisan State of Minnesota Position
- Location:** The University of Minnesota, St. Paul Campus
- Position Open:** January 1, 1998
- Applications Accepted:**
- Until November 15, 1997
  - Include your resume, cover letter, and a one page overview of your professional goals within the context of this position
- Position Description & Responsibilities:**
- Provide recommendations to the Council for submission to the Legislature regarding agricultural education policies, and represent the Council at the legislature
  - Effectively articulate the goals and recommendations of the Council before the legislature, and before the public and private organizations responsible for creating support for and implementing Minnesota's programs for agricultural education
  - Supervise Council staff, contract employees and budget
  - Coordinate agricultural education research and analysis regarding current and projected state expenditures and status of agricultural education programs and curriculum at the higher education and K-12 levels
  - Work with the Minnesota agri-business firms, education institutions, public policy makers, communities and the Council to devise recommendations for initiatives to enhance agricultural education at all levels
  - Serve as the central source of information for the Legislature and the public concerning questions and issues regarding agricultural education
- Reports to:** Minnesota Agricultural Education Leadership Council
- Skills/Experience Preferred**
- Master's Degree or higher
  - Additional post-graduate training in agriculture or education
  - Legislative experience preferably in the areas of agriculture and/or education
  - Record in public policy development
  - Experience in and an appreciation for the role of agriculture and the food system in the regional economy
  - An understanding of the functioning of agricultural education in K-12, post-secondary technical and/or adult levels
- Skills/Experience Required:**
- Bachelor's Degree
  - Strong public relations and interpersonal skills
  - Proficiency with computer, word processing systems, and advanced technology.
  - Thorough knowledge of and the ability to work with people across a wide spectrum of these organizations
- Salary:** \$52,761 - \$61,500 commensurate with experience and education

**Apply to:** Minnesota Agricultural Education Leadership Council  
c/o Senator Dallas Sams and Rep. Steve Wenzel  
University of Minnesota, St. Paul Campus  
320 VoTech Ed Bldg.  
St. Paul, MN 55108-1030

AN ADA/EQUAL OPPORTUNITY EMPLOYER

## **Minnesota State Agricultural Society**

### **Minnesota State Fair**

#### **Meeting Notice**

The board of managers of the Minnesota State Agricultural Society, governing body of the State Fair, will conduct a business meeting at 10 a.m. Thursday, November 6 at the Libby Conference Center on the fairgrounds. The general meeting will be preceded by a 9:30 a.m. meeting of the board's commercial space sales committee.

## **Department of Agriculture**

### **Agronomy and Plant Protection Division**

#### **Notice of Special Local Need Registration**

On October 22, 1997, the Minnesota Department of Agriculture issued a Special Local Need (SLN) registration for Bayleton fungicide manufactured by Bayer Corporation, Kansas City, MO 64120, for use on deciduous trees grown for fiber, pulpwood, or wood energy.

A federal or state agency, a local unit of government, or any person or groups of persons filing with the commissioner a petition that contains the signatures and addresses of 500 or more individuals of legal voting age, shall have 30 days from publication of notice in the *State Register* to file written objections with the commissioner regarding the issuance of the special local need registration.

Objections may be submitted to: John C. Sierk, Minnesota Department of Agriculture, Agronomy and Plant Protection Division, 90 West Plato Boulevard, St. Paul, MN 55107. Comment deadline is December 3, 1997.

## **Minnesota Comprehensive Health Association**

#### **Notice of Meeting of the Finance Committee**

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 9:30 a.m. on Wednesday, November 12, 1997. The meeting will be at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Department of Children, Families, and Learning

### Request for Comments on Planned Rules Governing the At-Home Infant Child Care Program

**Subject of Rules.** The Minnesota Department of Children, Families, and Learning requests comments on its planned rules governing the At-Home Infant Child Care Program. The Department is considering rules that will implement the At-Home Infant Child Care Program, created by the Minnesota Legislature in the 1997 legislative session. This program would allow families with a child under one year of age who are eligible for or currently receiving basic sliding-fee child care to choose to stay home and care for their own children. Issues that will be considered in the development of the rules include: the application process, eligibility, payment methods, and other aspects of an at-home infant child care program.

**Persons Affected.** The rules would likely affect low-income families with young children, child care providers, county financial assistance workers, and others interested in child care issues.

**Statutory Authority.** *Minnesota Statutes*, section 119B.061, subd. 4, requires the Department to implement the At-Home Infant Child Care Program by July 1, 1998. The Department has general rulemaking authority under *Minnesota Statutes*, section 119B.02.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing or orally until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department will appoint an advisory committee to comment on the planned rules. The Department anticipates that the committee will meet for three or four months. Persons interested in participating on the advisory committee should contact the person listed below.

**Rules Drafts.** The Department has not yet prepared a draft of the planned rules but will have a draft available next year for review by members of the public.

**Agency Contact Person.** Written or oral comments, questions, and requests for more information on these planned rules should be addressed to: Asha Sharma, Minnesota Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3816. Phone: (612) 282-9850; fax: 297-3173.

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

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

Dated: 27 October 1997

Robert Wedl, Commissioner  
Department of Children, Families, and Learning

## Department of Health

### Health Technology Advisory Committee

#### Notice of: 1) Availability of Preliminary "Detection of Coronary Artery Disease (CAD) with Electron Beam Computed Tomography (EBCT)" Evaluation Report; and 2) Solicitation of Written Comments

The Health Technology Advisory Committee (HTAC) is charged under *Minnesota Statutes* 62J.152 with conducting evaluations of specific technologies and their specific use and application. For the purposes of evaluation, the definition of technologies in statute includes "... drugs, devices, procedures, or processes applied to human health care ... ." As part of the evaluation process, HTAC is required to submit a preliminary report to the Minnesota Department of Health, and to solicit written comments on the report. Before completing its final comments and recommendations on the HTAC technology evaluation report, public input is solicited.

The Health Technology Advisory Committee (HTAC) has completed its preliminary report on the evaluation of "Detection of Coronary Artery Disease (CAD) with Electron Beam Computed Tomography (EBCT)". Interested individuals or organizations may submit written comments regarding the technology evaluation report within 30 days from the publication of this notice to the attention of Nancy Cusick at:

HTAC  
121 East 7th Place, Suite 450  
P.O. Box 64975  
St. Paul, MN 55164-0975  
Fax: 612/282-5628

Any written material received by HTAC shall be subject to the requirements of the Minnesota Data Practices Act (*Minnesota Statutes*, Section 13).

For information regarding HTAC, or to obtain a copy of the HTAC report on "Detection of Coronary Artery Disease (CAD) with Electron Beam Computed Tomography (EBCT)", please contact Nancy Cusick at 612-282-6374, or via fax at 612-282-5628.

**Brief Summary of the Preliminary HTAC Report: Detection of Coronary Artery Disease (CAD) with Electron Beam Computed Tomography (EBCT)**

**FINDINGS**

**1. Safety:**

EBCT is considered a safe test with minimal radiation exposure.

**2. Efficacy and effectiveness**

EBCT can accurately quantify and locate calcium in the coronary artery. The greater the amount of calcium, the greater the total plaque burden. While increasing amounts of calcium indicate a greater likelihood of obstructive coronary artery disease, EBCT does not specifically evaluate the degree of arterial narrowing. EBCT only detects calcified plaque, not necessarily all of the plaque within the artery. The absence of calcium therefore does not necessarily imply an absence of coronary artery disease or coronary artery narrowing. Studies indicate a higher average risk of cardiac event such as heart attack for persons with high total calcium scores. However, an individual's likelihood of a heart attack is influenced by many factors, of which coronary calcium is only one.

**3. Costs**

The relatively high cost of acquiring EBCT technology likely limits its availability to large medical facilities. Average per use charges for EBCT are approximately \$350-\$400, which approximates the costs of exercise stress tests, and are approximately one-tenth the cost of angiography.

**4. Cost-effectiveness**

The cost-effectiveness of EBCT is not known.

**5. Reimbursement and insurance coverage of EBCT**

EBCT for the detection of coronary artery disease is not covered by Medicare and most other health insurers.

**6. EBCT in Minnesota**

EBCT is currently available in one site in Minnesota, at the Mayo Clinic in Rochester.

**7. Three potential applications of EBCT:**

*Mass screening of healthy, asymptomatic populations*

The effectiveness of an EBCT screening program of healthy, asymptomatic persons in reducing illness (morbidity) or death (mortality) from CAD has not been documented. In addition, such a screening program may also lead to a number of "false positive" test results, with uncertain consequences for those falsely testing positive.

Most studies to date on EBCT scans have been conducted in clinical settings with subjects known to have CAD, not on apparently healthy subjects or asymptomatic patients. At least one study is underway to better understand the use of EBCT in detecting CAD among asymptomatic patients.

*Detection and assessment of CAD among particular subgroups of patients:*

EBCT may have unique applications with high risk, asymptomatic patients, and with persons with "atypical" chest pain. However, additional information is needed to determine the potential role of EBCT among alternatives in detecting and assessing CAD.

## Official Notices

---

Although it has been suggested by several authors that screening for CAD with EBCT scan is more cost-effective than risk factor assessment and stress tests for coronary artery disease, no studies were found documenting cost-effectiveness.

### *Disease management through serial measures of calcium*

Although conceptually promising, a number of technical issues must be addressed to facilitate accurate measures of calcium over time. In addition, the possibility of sudden increases in plaque burden, especially uncalcified plaque which is undetectable to EBCT, call into question the ability of serial calcium measures to accurately track the progression of CAD and to relate the disease progression to potential cardiac events.

## RECOMMENDATIONS

Based on the findings in the literature and discussions with health professionals, HTAC has concluded the following:

- 1. There is not enough evidence to support using EBCT for mass screening of the general public for CAD.**

### **Discussion:**

While EBCT screening for asymptomatic persons has intuitive appeal, no studies have been carried out which have assessed its impact on CAD. Concerns also have been raised regarding the possibility of large numbers of false positive results, and that persons falsely testing positive may experience harmful, unnecessary anxiety, or undergo unnecessary testing or medical treatment as a result.

- 2. Detection of calcium with EBCT may be an appropriate diagnostic tool for early detection of CAD, but since it cannot evaluate all arterial stenosis, it should not be used as a substitute for coronary angiography.**

### **Discussion:**

While calcium scores increase with increasing calcification, the amount of artery closure due to CAD cannot be determined from EBCT calcium scores alone. EBCT does not measure stenosis. The potential role of EBCT in supplanting or complementing existing diagnostic procedures requires more study.

- 3. If EBCT is used for the detection of coronary artery calcium, it should be used as part of a continuum of health care, within the context of an established practitioner-patient relationship, with appropriate follow-up, testing and treatment available.**

### **Discussion:**

Concerns have been raised about rapid diffusion and use of EBCT outside the context of an established practitioner - patient relationship. Self-referral to EBCT screening may cause excessive anxiety, additional costs and repeat testing for the patient, that could have been avoided. EBCT should be used within appropriate health care settings to ensure quality results that can be directly integrated with a continuum of care needed to address CAD and overall health.

- 4. Additional studies and data are needed to determine how to best use EBCT in the continuum of care, and for which type of patient.**

### **Discussion:**

Currently available data is limited to EBCT as a diagnostic device to assess the level of calcification in coronary arteries among people who are symptomatic or have two or more risk factors for CAD. Whether EBCT should be used before other types of less-convenient or more-invasive testing (stress testing or angiography), has not been investigated.

- 5. Additional studies and data are needed to determine the utility of EBCT serial measurement of coronary artery calcification.**

Studies reviewed for this report indicate technical limits, as well as potential difficulties in interpreting and applying the results of serial calcium measurements from EBCT. However, if such serial measures are possible, they may be of value to patients and health care teams trying to assess the impact of treatments on the progression - or, conversely, the possible regression - of CAD.

- 6. General consumer education, based on facts and current research findings, is needed to aid the public in making choices regarding EBCT scanning for early detection of CAD.**

### **Discussion:**

Because CAD is a significant health concern, it is important that the public receive useful information about detecting CAD, including information to aid informed choices about EBCT testing. HTAC finds that the technology is best used in established practitioner - patient relationships, and understanding this would lead to a better-informed public who can use medical resources in the most beneficial way.

- 7. This HTAC report will be distributed to the master distribution list as well as those groups and individuals included in the report dissemination plan.**

---

---

## Department of Human Services

### Notice of Intent to Implement a DHS Electronic Document Management System

#### 1. Project Overview

The State of Minnesota, Department of Human Services (DHS), intends to initiate a project to implement an electronic document management system (EDMS) for multiple divisions within the department contingent on availability of state and federal funding. The Department is interested in enhancing its information systems architecture with imaging capabilities. To that end the Department is interested in hardware and software tools that can be merged into the existing infrastructure and enhancements to the existing architecture that provides improved user support. The Department is interested in approaches and tools to reengineering business processes supported by imaging technologies.

#### 2. Providing Information to Vendors

DHS is interested in being notified by any vendor of its interest and ability to support this initiative. DHS anticipates that there are vendors who have existing systems or prototypes or system integration services that would be of interest to DHS. To assist vendors in assessing their potential involvement in the project, a short overview of the project appears later in this notice. In addition, DHS will conduct a vendor conference at the following time and place, at which it will provide additional information and answer vendor questions:

**Friday, November 14 at 1:30**  
**Conference Room 1A&B**  
**Minnesota Department of Human Services**  
**444 Lafayette Road, St. Paul, MN 55155**

Attendance at this conference will not be a mandatory requirement for a vendor to subsequently bid any RFP that is issued. However, attendance will assure that a vendor has an opportunity to receive information about the project, and will ensure that vendor's place on any subsequent mailing lists for updated information as the project progresses. DHS has chosen this method of information distribution in lieu of responding to telephone requests by individual vendors from State staff about the project.

#### 3. Receiving Information from Vendors

In addition to the vendor conference noted above, DHS would like to receive information from any vendor regarding prototypes, existing systems, and/or recommended standards, either by mail or through a scheduled presentation with project staff. Such presentations will be scheduled following the vendor conference. All materials received from vendors under these circumstances may be considered public information. To schedule a presentation, please contact Steve Laqua (phone 612-296-2237, fax 612-282-6744, e-mail STEVE.LAQUA@STATE.MN.US).

Any vendor who wishes to be placed on a list to be notified about future project activities of interest to vendors should immediately send a letter, on company letterhead, which contains the name, address, fax, and telephone number of the person identified by the vendor as its preferred contact for matters involving this project, to:

Bill Batcher  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3847

Vendors may respond to all or part of the system features described in this document.

#### 4. Project Summary

Functionally, the document management system will provide on-line workstation access to a repository of stored images of both historical and current documents. The types of applications include both storing large volumes of information on paper in large Lektreviers and relatively small volumes stored in standard file cabinets. A relatively large Lektrevier-based application is health care provider enrollment files. The Department has approximately 40,000 providers. Depending on the provider type, the average number of documents in the files ranges from 30 pieces of paper to 90 pieces of paper. Related documents must be accessible as a group or folder. The users of the document management system must be able to retrieve folder information on-line using a user-friendly approach. Multiple users must be able to access the same folder at the same time. The system must support multiple document types that may include scanned images, word processing and spreadsheet files, e-mail, graphics files, and Internet documents. Remote access to the document management system will be required since the data repository may be in a physical location that is different from the users of the system. In addition to image and document retrieval, the system must provide the capability to add documents from multiple remote locations.

## Official Notices

---

The functionality of the DHS document management system (EDMS) system must be able to move beyond just a simple replication of "paper" processes and build a foundation for "information" management of documents. With that in mind, it would be desired that the document management system have the following elements:

### **4.1 Document Capture**

The current OCR/imaging system includes a high end scanner, BancTec's PagePro system. It would be desirable to use this hardware for large volume image input and data conversion. Ad-hoc and daily low volume document capture should be done remotely on table top scanners. Scanners must be able to handle a variety of document sizes. Vendors may also comment on fax receipt and routing (e-mail) capabilities.

### **4.2 Document Retrieval**

The Department is interested in a flexible document retrieval approach that includes low cost methods for occasional users and ability to manipulate documents including but not limited to zoom and rotation. Internet/intranet options would be attractive for occasional users outside of the Department's LAN and wide area network.

### **4.3 High-Capacity Storage**

The EDMS system should provide efficient and cost-effective storage for large quantities of documents. The retrieval of these documents should be fast while keeping the per page storage cost to a minimum. Archival and indexing management should be provided, either at a hardware or software level. The current OCR/imaging system includes data storage on Clarion disc arrays on a Data General Aviiion server. Vendors should comment on the desirability of layering additional storage on this platform or as a component in a larger architecture. Vendors may also comment on archival storage options as a substitute for microfiche or microfilm using CD jukeboxes including DVD formats.

### **4.4 Support for Multiple Document Types**

The system should be able to both store and allow access to different data types and file formats from images (scanned TIFF files) to word processing and spreadsheet files, e-mail and documents received via fax. The vendor should recommend other file formats that would be desirable.

### **4.5 Workflow**

It would be desirable for the system to provide workflow management software that will enable the end users to transition a paper process to an information and knowledge based process. While specific requirements for workflow have not been identified, the EDMS system should have the capability of adding a workflow component.

### **4.6 Optical Character Recognition**

Optical character recognition (OCR) is a desirable feature. Minimally, the ability to read identification numbers and/or bar coded numbers on a document would facilitate indexing. In some cases, full OCR of letters or memos would be desirable.

### **4.7 Conversion Services**

The Department is interested High volume conversion of existing paper files, imaging and indexing. The Department is also interested in converting microfilm and micro fiche to image archive media. Part of the conversion process will be indexing the documents. It may also involve some key from image options beyond that required for indexing.

### **4.8 Scalability**

The system must be highly scalable so that it will be able to address not only the current business requirements, but will be able to respond to emerging requirements in the department. Those emerging requirements dictate that the system also be flexible to meet the diverse needs from user to user within DHS and other State of Minnesota agencies.

### **4.9 Flexibility**

Since the requirements and preferences of each department will vary from user to user, the system should be open enough to accommodate the different requirements of both different divisions within DHS and other State agencies. It would also be desired that the system contain a programmer toolkit that would allow the relatively easy introduction of new file formats and document types to the system in the future.

### **4.10 Network Optimization**

Since the introduction of images to a network can burden an existing network, the vendor should address the network impacts of the system and tools for optimizing network performance related to the EDMS. The document management system must be configured to work efficiently with workstations running as Novell NetWare and/or Windows NT clients.

#### ***4.11 Database Structure***

A well designed database for the repository of the images/documents for the EDMS system is a key component of a successful system. The database will provide of the attributes for retrieval, workflow, work management, reporting and business rules that govern document retention and eligibility. It is critical that the database technology should provide a high level of performance, integrity, and reliability to accommodate the sophisticated data types seen in a document management system. The database technology should also provide solid and standard features for backup, recovery, and archival management. The overall architecture may require multiple servers containing specialized transaction images, other images, archived images, and general documents. The Department is interested in approaches for synchronizing multiple databases and providing users with a common interface for viewing related documents across multiple servers.

#### ***4.12 Security***

The EDMS system should provide document security that is easily understood and administrated. It should have a multi-layered approach to security that will manage access to documents and systems. Since the system will cross departmental and state agency boundaries, the security software must ensure low risk of unauthorized access to private and confidential documents.

#### ***4.13 System Integrator Services***

The Department is interested in services of a vendor to act as a system integrator; that is, to ensure that all the components will work together and to deliver any value-added services. The vendor could recommend business partners to work on the project but the vendor would be responsible for all deliverables.

#### ***4.14 Value Added Functionality***

Vendors should note other features and functions that document management solutions can deliver. The Department is interested in features beyond those explicitly addressed in this document.

#### ***4.15 Cost Estimates***

Vendors should provide information about the approximate costs of the products and services they are presenting. Such cost information does not constitute a bid. Estimates are intended for planning purposes only.

#### ***4.16 Year 2000 Compliance***

The vendor should comment on Year 2000 compliance of all recommended components.

### ***5. Current Architecture***

The Department of Human Services is currently using a PagePro Scanner for OCR data capture of claims forms and enrollment information on health plans. The scanner images the forms that are then inserted to Informix databases stored on Clariion disc arrays and Data General Aviion server operating under DGUX (Unix). Damaged forms and additional information are inserted to the system using a Fujitsu tabletop scanner. An intermediate server is running under Novell NetWare TCP/IP utilizing both Ethernet and token-ring network devices. The current image retrieval software is called OpenDOX and is provided by Image Architects, Inc. The retrieval software currently allows 200 end users to view and route information. The image is also used for data validation with a DDE link to the State's mainframe databases. The OpenDOX software provides a security administration function that allows a system administrator to assign user security functions based on a unique User ID and password. It would be desirable that these existing components be layered in as a part of the EDMS system.

## Metropolitan Airports Commission

### Notice of Adoption of Ordinance No. 84

**PLEASE TAKE NOTICE** that on the 20th day of October, 1997, at a regularly scheduled meeting, the Metropolitan Airports Commission adopted Ordinance No. 84.

**Ordinance No. 84:**

An ordinance to promote and conserve the public safety, health, peace, convenience and welfare, to provide regulation on use of the Minneapolis-St. Paul International Airport - Wold-Chamberlain Field and to control the loading and unloading of passengers and freight thereat by aircraft other than scheduled air carrier aircraft and military aircraft; to provide for payment of use fees by aircraft other than Signatory Airlines and military aircraft; to provide for payment of Facility Use Fees, Aircraft Parking Fees and international arrival surcharge fees at the Hubert H. Humphrey Terminal; prescribing the penalty for violation thereof; and to repeal Commission Ordinance No. 77.

Copies of Ordinance No. 84 as adopted will be on file with the Secretary of State and may be obtained from the Metropolitan Airports Commission offices.

Jeffrey W. Hamiel  
Executive Director  
Metropolitan Airports Commission  
6040 - 28th Avenue South  
Minneapolis, Minnesota 55450

## Minnesota Property Insurance Placement Facility

### Notice of Job Opening

**FAIR PLAN MANAGER** - The Minnesota Property Insurance Placement Facility (MN FAIR Plan) seeks an insurance professional with a minimum of 10 years experience in the residential insurance market. The Minnesota FAIR Plan is a nonprofit entity that provides owners and tenants of individual residences, small businesses, farmers and co-op residents an opportunity to purchase limited property insurance when they are unable to do so in the voluntary market. The plan manager is responsible for daily operations of the FAIR Plan, including underwriting, claims, accounting and supervision of staff. The plan manager will also maintain vendor relationships with claim adjusters, inspection services and others contracted by the Plan.

This individual is the primary representative of the FAIR Plan to the insurance industry, consumer groups and the public. Must have excellent communication and organizational skills and an in-depth understanding of the availability and affordability issues affecting the residential insurance market. College degree or equivalent is required; CPCU designation a plus. The FAIR Plan offers a competitive compensation package.

Please fax or mail your resume, references and salary requirements to the Human Resources Department, Minnesota Property Insurance Placement Facility, 1201 Marquette Avenue Suite 310; Minneapolis, MN 55403; FAX (612) 338-4543. The Minnesota FAIR Plan is an Equal Opportunity Employer.

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

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

---

### Department of Human Services

#### Chemical Dependency Program Division

#### Notice of Request for Proposals to Colleges and/or Training Programs to host the 17th Annual Minnesota Indian Institute on Alcohol and Other Drug Studies

The Chemical Dependency Program Division (CDPD) of the Minnesota Department of Human Services is soliciting proposals from American Indian human services providers, non-profit organizations, private organizations, and units of government to provide chemical dependency awareness to American Indian citizens of Minnesota. Proposals must address professional training services. Proposals are due January 30, 1998.

The funded program should begin on or about May 1, 1998. One year grants will be awarded to qualified applicants. Approximately \$40,000 is available to fund a grantee for this one-year grant period. The Goal of this RFP is to provide a 35-hour education and training program consistent with the requirements for chemical dependency counselor certification in the state of Minnesota. Grant funds under this RFP cannot be used to pay for chemical dependency treatment services.

This Request for Proposals is contingent on the availability of funds. The state reserves the right to reject any and all proposals. The state will not reimburse for the cost of proposal preparation. Eight copies of the proposal must be received by CDPD no later than 4:30 p.m. on Friday, January 30, 1998, or have legible postmark date no later than Wednesday, January 28, 1998. Proposals must follow the CDPD grant application proposal format. Grant application forms and copies of the RFP are available on request from Donna Isham 612/296-4043, as well as information concerning program issues. Budget/fund use questions should be directed to Jeffrey Hunsberger, Grants Manager, CDPD, Minnesota Department of Human Services, at 612/297-1863.

Proposals should be sent to:

Donna Isham, Special Assistant Director, American Indian Programs  
Chemical Dependency Program Division  
Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3823

### Department of Trade and Economic Development

#### Business and Community Development Division

#### Office of Regional Initiatives

#### Notice of Request for Proposals for Urban Initiative Program Grants

The Urban Initiative Board is accepting applications from non profit organizations in the Twin Cities area to receive funds under the Urban Challenge Grant Program. These funds are to be used to make loans to startup or expanding businesses located in one of ten cities in the Metropolitan area. These loans are intended to focus particular support for women and minority owned businesses and to help create jobs in low income areas. State funds must be matched by private sources.

Please call Bart Bevins at 297-1170 for a copy of the Request for Proposal.

**Applicants have until 5:00 p.m. on November 28, 1997 to submit applications to the Board. If mailed, applications must be received by that date.**

Applications should be sent to:

Bart Bevins  
Urban Initiative Board  
c/o Department of Trade and Economic Development  
500 Metro Square  
121 E. 7th Place  
St. Paul, MN 55101-2146

# 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, 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].

---

## Department of Employee Relations

### Request for Proposal for Administration of Pre-Tax Benefits Plan

The Minnesota Department of Employee Relations (DOER) is soliciting proposals from qualified vendors to provide DOER with assistance in the administration of its pre-tax benefits plan, which allows employees to pay for certain health, dental and dependent care expenses with money that is deducted from employees' pay before it is taxed. Administration of the plan must comply with all applicable laws and administrative rules, including Sections 105, 106, 125 and 129 of the *Internal Revenue Code* (as amended), and all specifications stated in the RFP. A complete statement of the State's requirements and other terms and conditions governing this RFP may be obtained by contacting:

Mary Regnier, Contracts Manager  
Employee Insurance Division  
Minnesota Department of Employee Relations  
200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Phone: (612) 282-5094  
Fax: (612) 296-5445  
E-mail: mary.regnier@state.mn.us

All proposals must be received by DOER by 4:30 p.m., on Monday, December 1, 1997. Five copies of the proposal must be submitted in a sealed mailing envelope or package with vendor's name and address written on the outside, and with evidence of the vendor's compliance with the Minnesota Human Rights Act attached to the envelope or package.

## Minnesota Higher Education Services Office

### Deadline Extended on Request for Proposals for Graphic Designers

The Higher Education Services Office is requesting proposals from qualified professionals to provide graphic design services for Fiscal Years 1998 and 1999. Proposals must be submitted no later than **November 19, 1997**.

The Request for Proposals (RFP) does not obligate the Higher Education Services Office to complete this project, and the Higher Education Services Office reserves the right to cancel the solicitation if it is considered to be in its best interest.

The total cost of this proposal is not to exceed \$59,900 in total for Fiscal Years 1998 and 1999.

Copies of the RFP are available from:

Communications  
Minnesota Higher Education Services Office  
400 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
612/296-9684

## Department of Human Services

### Children's Mental Health Division

#### Request for Proposals to Provide Conference Planning and Coordination for 1998 Children's Mental Health Statewide Conference

The Minnesota Department of Human Services is soliciting proposals from qualified parties to provide conference planning services for the annual children's mental health conference. The conference provides cross disciplinary training to approximately 500 mental health professionals, and others in counties, schools, social service, public health and corrections etc. The conference theme will be children's mental health and juvenile justice. The successful respondents will provide overall coordination and contract management for the conference including but not limited to advertising, registration, scheduling, faculty arrangements, food and beverage service, facility coordination, hotel arrangements evaluation and on-site management services.

This Request for Proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. The Department has estimated that the cost of this contract will not exceed \$20,000.00. All proposals must be submitted no later than November 24, 1997 at 4:00PM.

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

Sunday Olayinka  
Department of Human Services  
Children's Mental Health Division  
444 Lafayette Road  
St. Paul, MN 55155-3860  
(612) 296-7905

## State Board of Investment

#### Notice of Request for Proposals for Accounting/Investment Management Reporting System

The State Board of Investment is soliciting proposals from computer vendors for an accounting/investment management reporting system. Responses to this request for proposals will be used to select a vendor to supply the SBI with this system.

All interested vendors should contact the person named below by letter or telephone to request a copy of the Request for Proposal.

L. Michael Schmitt  
Minnesota State Board of Investment  
Room 105, MEA Building  
55 Sherburne Avenue  
St. Paul, MN 55155  
Telephone: (612) 296-3328  
Fax: (612) 296-9572

**All proposals must be submitted on or before 3:00 P.M. Central Time, December 18, 1997 as specified in the Request For Proposal.**

**NO PROPOSAL RECEIVED AFTER THAN DATE AND TIME WILL BE CONSIDERED.**

## Professional, Technical & Consulting Contracts

---

---

### State Board of Investment

#### Notice of Request for Proposals for Master Custody Services

The State Board of Investment is soliciting proposals from providers of master custodial services for the assets of the Basic Retirement Funds, Post Retirement Fund and Supplemental Retirement Funds. This vendor will also provide cash management and operate a securities lending program for the SBI. Responses to this request for proposals will be used to select a vendor to supply the SBI with these services.

All interested vendors should contact the person name below by letter or telephone to request a copy of the Request For Proposal.

L. Michael Schmitt  
Minnesota State Board of Investment  
Room 105, MEA Building  
55 Sherburne Avenue  
St. Paul, MN 55155  
Telephone: (612) 296-3328  
Fax: (612) 296-9572

**All proposals must be submitted on or before 3:00 P.M. Central Time, December 18, 1997 as specified in the Request For Proposal.**

**NO PROPOSAL RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED.**

### Department of Natural Resources

#### Notice of Request for Proposals for an ELS-POS System

The Minnesota Department of Natural Resources (DNR) is planning to implement a new licensing delivery system, entitled the Electronic Licensing System (ELS). The primary component of this new licensing system will be the Point of Sale (POS) System. The POS system will provide for the issuance of hunting and fishing licenses, hunting lottery applications and the processing of recreational vehicle transactions electronically at license agent locations. This portion of the ELS is entitled ELS-POS.

The DNR is seeking services from an experienced POS license system Vendor. The Request for Proposal (RFP) requests a Vendor to provide the services and equipment necessary to support the development, implementation, and management of a POS licensing system as described in the RFP. The vendor will need to provide, install, support and maintain the POS hardware, the communications network, and the software necessary to meet the requirements of the RFP. The DNR will make payment for all the Vendor costs (i.e. lease and service of vendor's equipment, communication management, training, etc.) to meet the needs listed in the RFP, on a per transactional basis.

Proposals in response to this RFP must be received by no later than 4:00 p.m. on January 15, 1997 at the following location:

Bruce Charon, CPM  
Materials Management Division  
Department of Administration  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

Official copies of this RFP may be obtained by faxing a request to:

Bruce Charon, CPM  
Materials Management Division  
Department of Administration  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Fax: (612) 297-3996

## Department of Natural Resources

### Division of Forestry

#### Notice of Request for Proposals for Preparation of Forest Stewardship Plans

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources through its Division of Forestry is requesting proposals to help provide technical assistance to non-industrial private forest landowners to manage their land using ecosystem concepts. Preparation of Forest Stewardship plans for individual private landowners is the main activity. A higher education degree in a natural resource science such as forestry is required. Human relation skills, ability to perform year round field work, and proficiency in technical writing are required.

The funding source is federal forest stewardship funding and a state appropriation based on the Minnesota Forestry Association proposal to the Legislative Commission on Minnesota Resources. The funds are limited to local units of government and private sector for-profit and non-profit organizations, individuals, and companies. All proposals are reviewed and ranked by the 30 member State Forest Stewardship Committee.

To obtain a copy of the Request for Proposal, please contact:

Sharon Schmitz  
DNR-Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
612-297-7298

## Veterans Homes Board

#### Notice of Request for Proposals for Professional Services of: Physician, Mental Health Provider, and Speech Therapy Provider

The Minnesota Veterans Home in Luverne, Minnesota is now soliciting proposals for the following consultant contracts:

**Physician Services** - 7 hours per week;

**Mental Health Services** - 4 hours per week;

**Speech Therapy Services** - 6 hours per week.

These contracts will be let for 36 months, beginning January 1, 1998. For details and a copy of the Request for Proposals, contact Anne C. Stegenga at (507) 283-1100, ext. 107, or write to Minnesota Veterans Home - Luverne, P.O. Box 539, Luverne, Minnesota, 56166. All proposals must be received no later than 4:30 p.m. on Wednesday, November 26, 1997.