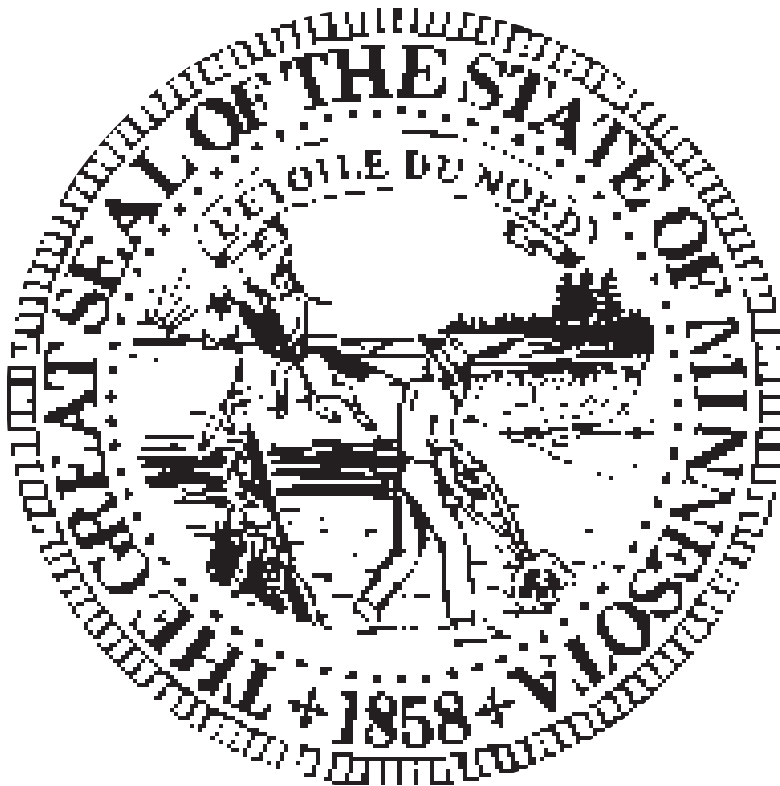


The Minnesota
State
Register

Rules and Official Notices Edition



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

Monday 7 December 1998
Volume 23, Number 23
Pages 1339-1372

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. 23 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
#23	Monday 7 December	Noon Tuesday 24 November	Noon Tuesday 1 December
#24	Monday 14 December	Noon Wednesday 2 December	Noon Tuesday 8 December
#25	Monday 21 December	Noon Wednesday 9 December	Noon Tuesday 15 December
#26	Monday 28 December	Noon Wednesday 16 December	4:30 p.m. Monday 21 December

Arne H. Carlson, Governor 651/296-3391

Joanne E. Benson, Lt. Governor 651/296-3391

Department of Administration:

Elaine S. Hansen, Commissioner 651/296-1424

Kent Allin, Asst. Commissioner 651/297-4261

Hubert H. Humphrey III, Attorney General 651/297-4272

Judi Dutcher, State Auditor 651/297-3670

Communications.Media Division

Mary Mikes, Director 651/297-3979

Joan Anderson Grove, Secretary of State 651/296-2079

Michael A. McGrath, State Treasurer 651/296-7091

Robin PanLener, Editor 651/297-7963

Gretchen Stark, Assistant Editor 651/296-0929

Jessie Rahmeyer, Subscriptions 651/297-8774

Copyright © 1998 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 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 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: (651) 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 (651) 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* and the *Contracts Supplement* on our website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *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.

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 (651) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

Minnesota Rules: Amendments & Additions	
Volume 23, issues #14-23 (issues #1-13 cumulative in #13).....	1342
Proposed Rules	
Children, Families and Learning Department	
Desegregation	1344
Adopted Rules	
Secretary of State	
Electronic authentication	1352
Trade and Economic Development Department	
Transportation revolving loan fund	1353
Executive Orders	
Governor's Office	
Emergency Executive Order #98-18: Providing for assistance to the Lac Qui Parle County Sheriff.....	1355
Commissioners' Orders	
Transportation Department	
Amended uniform traffic control devices manual order No 83387	1356
Official Notices	
Minnesota Auto Theft Prevention Program	
Meeting of the board of directors Thursday 10 December 1998.....	1356
Minnesota Comprehensive Health Association	
Meetings of the following committees of the association:	
• Board of Directors meeting Friday 11 December 1998	1356
• Finance Committee meeting Wednesday 9 December 1998.....	1357
Mental Health and Mental Retardation Ombudsman	
Meeting of the Advisory Committee Thursday 10 December 1998.....	1357
Public Employees Retirement Association	
Meeting of the Board of Trustees Thursday 10 December 1998.....	1357
Revenue Department	
Presumed legal cigarette prices.....	1358
USDA - Natural Resources Conservation Service	
Revision of Conservation Practice Standards:	
392 - Windbreak/Shelterbelt Renovation;	
660A - Tree/Shrub Pruning; 472 - Use Exclusion;	
612 - Tree/Shrub Establishment	1358
State Grants & Loans	
Administration Department	
STAR Program deadline extension of availability of community action network (CAN) rural delivery of assistive technology services and devices grants (Region 4 only: Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, and Wright Counties)	1359
Minnesota Center for Crime Victim Services	
Funds available to develop and strengthen effective law enforcement and prosecution responses to violent crimes against women, for victim advocacy services for women battered or sexually assaulted.....	1359
Water and Soil Resources Board	
Grant applications accepted for Natural Resources Block Grants.....	1360
Professional, Technical & Consulting Contracts	
Colleges and Universities, Minnesota State (MnSCU)	
• Normandale Community College seeks proposals for telecommunications systems	1361
• Winona State University seeks bids for lighting system for the performing arts center on campus.....	1363
Employee Relations Department	
Proposals sought for administrative services in the areas of sales/marketing and billing/enrollment	1363
Health Technology Advisory Committee	
Proposals for health technology evaluation services	1363
Human Services Department	
Proposals sought to provide consultation and recommendations on cultural diversity as related to Minnesota's self-determination project.....	1364
Minnesota House of Representatives	
Public Information Office seeks bids for mailing of the publication <i>Session Weekly</i>	1365
Minnesota State Lottery	
Bids sought for promotional merchandise for marketing lottery games.....	1365
Natural Resources Department	
Proposals sought for exhibits at Itasca State Park and Lake Bemidji State Park.....	1365
Pollution Control Agency	
Proposals sought for multi-site contract to conduct site assessment, remedial investigations/feasibility studies, interim response actions, remedial designs/remedial action plans, remedial action oversight, and long-term remedial action/operation and maintenance activities at Superfund sites	1366
Transportation Department	
Proposals sought for landscape architecture design services ...	1367
Non-State Public Bids, Contracts, & Grants	
Metropolitan Council	
Proposals sought for assisting the council's Environmental Services Division with program management services....	1368
Ramsey County	
Advertisement for space needs assessment for possible relocation of Public Works Department.....	1369
University of Minnesota	
Bid Information Service available for all potential vendors	1369
Upper Minnesota Valley Regional Development Commission	
Proposals sought for professional consultant services to produce promotional materials for the Minnesota River Valley Scenic Byway.....	1370
Commodity, Service, and Construction contracts are published in a bulletin, the <i>State Register Contracts Supplement</i> , published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline (651) 296-2600. Individual copies and subscriptions are available through Minnesota's Bookstore, (651) 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 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

Volume 23, Issues #14-23

(issues #1-13 cumulative in issue #13)

Administration Department

1307.0005; .0010; .0020; .0025; .0030; .0032; .0035; .0040; .0045; .0065; .0090; .0070 (proposed)..... 997

1307.0015; .0020 s.2; .0050; .0055; .0060; .0075; .0080 (proposed repealer)..... 997

1341.0050; .0100; .0200; .0310; .0320; .0350; .0401; .0403; .0405; .0411; .0413; .0420; .0422; .0424; .0426; .0428; .0430; .0432; .0434; .0436; .0438; .0442; .0444; .0446; .0448; .0450; .0452; .0454; .0456; .0458; .0460; .0462; .0464; .0466; .0468; .0470; .0472; .0474; .0476; .0478; .0480; .0482; .0484; .0486; .0488; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0580; .0610; .0620; .0630; .0640; .0710; .0720; .0730; .0740; .0810; .0820; .0830; .0840; .0850; .0910; .0920; .0930; .0940; .0950; .1010; .1020; .1030; .1040; .1110; .1120; .1130; .1210; .1220; .1230; .1240; .1250; .1260; .1610; .1620; .1640 (proposed)..... 918

1340.0100; .1102; .1103; .1104; .1105; .1106; .1107; .1110; .1120; .1130; .1140; .1150; .1155; .1160; .1170; .1180; .1190; .1205; .1210; .1220; .1230; .1240; .1250; .1260; .1270; .1280 (proposed repealer)..... 918

Animal Health Board

1700.0100; .0300; .0400; .0700; .0800; .1300; .1500; .2100; .0060; 1705.0120; .0150; .0160; .0170; .0180; .0210; .0220; .0260; .0270; .0310; .0390; .0420; .0530; .0840; .0930; .1040; .1086; .1087; .1088; 1715.0160; .0290; .0300; .0430; .0440; .0460; .0570; .0780; .1060; .1070; .1100; .1130; .1140; .1150; .1160; .1230; .1370; .1390; .1420; .1440 (adopted)..... 883

1700.1400; .4800; 1705.0060 s.2a; .0400; .0430; .0460; .0510; .0640 s.4a, 8; .0670; .0728; .0731; .0735; .1081; .1082; .1083; .1084; .1085; 1715.0400; .0880; .0980; .0990; .1090; .1180 (repealed)..... 883

Chiropractic Examiners Board

2500.0710; .0720; .0730; .0740; .0750; .1000; (proposed)..... 783

2500.1110; .1600; .1900 (proposed)..... 785

2500.1200; .1225; .1500 (proposed)..... 781

Commerce Department

2752.0010; .0015; .0020; .0030; .0040 (adopted)..... 806

Corrections Department

2940.0100; .0200; .0300; .0400; .0600; .0700; .0800; .0900; .1000; .1100; .1300; .1500; .1600; .1800; .2300; .2700; .2800; .3100; .3200; .3300; .3500; .3700; .3800; .3900; .4000; .4200; .4300; .4400; .4500 (adopted exempt)..... 808

2940.0100 s.11, 15, 30; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600 (repealed exempt)..... 808

2955.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170 (proposed)..... 1010

2965.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170 (proposed)..... 787

Dietetics and Nutrition Practice Board

3250.0050 (adopted)..... 1151

Education Board

3512.5200 (proposed)..... 705

Children, Families and Learning Department

3535.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180 (proposed)..... 1344

3535.0200; .0300; .0400; .0500; .0600; .0700; .0900; .1100; .1200; .1300; .1500; .1700; .2000 (proposed repealer)..... 1344

Health Department

4668.0002; .0003; .0008; .0012; .0017; .0040; .0050; .0075; .0220; .0230; .0800; .0805; .0810; .0815; .0820; .0825; .0830; .0835; .0840; .0845; .0855; .0860; .0865; .0870 (proposed)..... 854

4685.0100; .0200; .0300; .0400; .0700; .0900; .1010; .1105; .1110; .1115; .1130; .1300; .1900; .2800 (adopted)..... 1238

4685.1100; .1130; s.5 (repealed)..... 1238

4730.0100; .0300; .0310; .0340; .0360; .0380; .0400; .0600; .0700; .0900; .1120; .1130; .1140; .1210; .1310; .1510; .1520; .1530; .1600; .1610; .1630; .1665; .1670; .1675; .1680; .1690; .1691; .1693; .1695; .1850; .1950; .2150; .2250; .2350; .2450; .2475; .2510; .2520; .2530; .2570; .2600; .2710; .2750; .5500 (proposed)..... 708

4730.0340 s.2; .1120 s.1; .1130 s.3; .1140 s.1; .1400; .1691 s.10; .1695 s.6; .2450 s.18; .3000 (proposed repealer)..... 708

Minnesota Rules: Amendments and Additions

Human Rights Department		Public Utilities Commission			
5000.3200; .3300; .3400; .3410; .3415; .3420; .3450; .3460; .3480; .3500; .3520; .3530; .3535; .3540; .3550; .3552; .3555; .3557; .3560; .3570; .3580; .3600 (proposed)	1176	7819.0050; .0100; .0200; .1000; .1100; .1200; .1250; .3000; .3100; .3200; .3300; .4000; .4100; .5000; .9900; .9905; .9910; .9915; .9920; .9925; .9930; .9935; .9940; .9945; .9950 (proposed)	1136		
5000.3400 s.23 (proposed repealer)					
		Gambling Control Board			
Labor and Industry Department					
5205.0010 (adopted exempt/adopted by reference)	813	7861.0010; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .7863.0010; .0020; .7864.0010; .0030 (adopted)	831		
5205.0010 (proposed exempt)					
		7861.0100 s.17 (repealed)			
Medical Practice Board		Minnesota Racing Commission			
5600.2500 (adopted)	807	7869.0100; .7870.0050; .0640; .7871.0030; .0150; .7873.0186; .0190; .0191; .0198; .7874.0100; .7875.0200 (proposed)	877		
5600.2600 (adopted)					
		7895.0125 (adopted)			
Natural Resources Department		Revenue Department			
6100.0100; .0200; .0300; .0500; .0525; .0550; .0600; .0650; .0700; .0800; .0900; .1000; .1100; .1200; .1250; .1350; .1355; .1400; .1500; .1600; .1650; .1700; .1710; .1900; .1950; .2350; .2400 (proposed)	751	8019.0500 (adopted)			
6100.0400; .0500 s. 3a, 5c, 5d, 7c; .0800 s. 3, 4; .1300; .1610; .1905; .1910; .1920; .1930; .2000; .2100; .2300 (proposed repealer)	751	Secretary of State			
6230.0400; .6240.1850 (adopted expedited emergency)					
Optometry Board		8275.0005; .0010; .0015; .0020; .0025; .0030; .0035; .0040; .0045; .0050; .0055; .0060; .0065; .0070; .0075; .0080; .0085; .0090; .0095; .0100; .0105; .0110; .0115; .0120; .0125; .0130; .0135; .0140 (adopted)		1352	
6500.0100; .0150; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700 (adopted)	883	Teaching Board			
6500.0150 (renumbered to 6500.0950)					
6500.0200 (repealed)					
Pollution Control Agency		8700.0100; .0300; .0500; .7800; .8710.2000; .3000; .3100; .3200; .4000; .4050; .4100; .4150; .4200; .4250; .4300; .4350; .4400; .4450; .4500; .4550; .4600; .4650; .4700; .4750; .4800; .4825; .4850; .4900; .4950; .5000; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .5800; .6000; .6200; .6300; .6400 (proposed)		1030	
7001.0020; .4200; .4210; .4215; .4220; .4230; .4240; .4250; .7151.1100; .1200; .1300; .2100; .3100; .4100; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .6100; .6200; .6300; .6400; .6500; .6600; .6700; .7100; .7200; .7300; .7400; .7500; .8100; .8200; .8300; .8400; .8500; .9100; .9200; .9300; .9400; .9500; .9600 (adopted)	883	7800.2700 effective Sept 1, 2001; .2810 (proposed repealer)			
7007.1130; .7011.0120; .1260; .1285; .1420; .1615; .1715; .7017.1002; .1004; .1006; .1010; .1030; .1035; .1040; .1050; .1060; .1070; .1080; .1090; .1100; .1110; .1120; .1130; .1135; .1140; .1150; .1160; .1170; .1180; .1185; .1190; .1200; .1210; .1220; .2005; .2020; .2025; .2030; .7019.3040; .7021.0050 (adopted)		1241	RENUMBER 8700.0100 to 8710.0100; .8700.0600 to 8710.0200; .8700.0200 to 8710.0300; .8700.0500 to 8710.0350; .8700.7800 to 8710.0400; .8700.0210 to 8710.0500; .8700.0400 to 8710.0600; .8700.0501 to 8710.0700; .8700.0700 to 8710.0800; .8700.0800 to 8710.0850; .8700.2500 to 8710.0900; .8700.0300 to 8710.1000; .8700.0502 to 8710.1100; .8700.7300 to 8710.1200; .8700.7400 to 8710.1300; .8700.2400 to 8710.1400 (proposed renumbering)		1030
7017.1000; .7019.2000 (repealed)					
7039.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120 (proposed)					
7080.0020; .0400; .0450 (proposed)					
7100.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090 (repealed)					
Trade and Economic Development Department		Human Services Department			
7380.0705; .0715; .0725; .0735; .0745; .0755; .0765; .0775 (adopted)	1353	9500.1100 (adopted exempt)			
Public Safety Department		9500.4000; .4010; .4020; .4030; .4040; .4050; .4060; .4070; .4080; .4090; .4100; .4110; .4120; .4130; .4140; .4150; .4160; .4170; .4180; .4190; .4200; .4210; .4220; .4230; .4240; .4250; .4260; .4270; .4280; .4290; .4300; .4310; .4320; .4330; .4340; .9510.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180; .0190; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0300; .0310; .0320; .0330; .0340; .0350; .0360; .0370; .0380; .0390; .0400; .0410; .0420; .0430; .0440; .0450; .0460; .0470; .0480; .0500; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0580; .0590; .0600; .0610; .0620; .0630; .0640; .0650; .0660; .0670; .0680; .0690; .0700; .0710; .0720; .0730; .0740; .0750; .0760; .0770; .0780; .0790; .0800; .0810; .0820; .0830; .0840; .0850; .0860; .0870; .0880; .0890; .1000; .1010 (proposed repealer)		875	
7410.0100; .0200; .0300; .0400; .0425; .0500 (adopted)					
7410.0100 s.6 (repealed)					

Proposed Rules

Comments on Planned Rules or Rule Amendments

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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Department of Children, Families, and Learning

Proposed Permanent Rules Relating to Desegregation

Notice of Hearing In the Matter of the Proposed Adoption of Rules Relating to Desegregation (*Minnesota Rule*, Parts 3535.0100 to 3535.0180)

Public Hearing. The Department of Children, Families & Learning intends to adopt rules after a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.131 to 14.20. The Agency will hold a public hearing on the above-entitled rules in the Auditorium of the Capitol View Conference Center, 70 West County Road B-2, Little Canada, Minnesota 55117, on January 20, 1999, starting at 9 a.m. and reconvening at 7 p.m. for an evening session on January 20. The agency witnesses will testify the morning of January 20. The hearing will continue until all interested persons have had an opportunity to be heard; additional days of hearing will be scheduled if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements or arguments. Statements may be submitted without appearing at the hearing to the Administrative Law Judge.

Administrative Law Judge. The hearing will be conducted by:

Phyllis A. Reha, Administrative Law Judge
Office of Administrative Hearings
100 Washington Square, Suite 1700
Minneapolis, Minnesota 55401-2138
Telephone: (612) 341-7602
FAX: (612) 349-2665
TTY: (612) 341-7346

The rule hearing procedure is governed by *Minnesota Statutes* sections 14.131 to 14.20 and by the rules of the Office of Administrative Hearings, *Minnesota Rules* pts. 1400.2000 to 1400.2240. Questions concerning the rule hearing procedure should be directed to the Administrative Law Judge.

Subject of Rules, Statutory Authority, and Agency Contact Person. The subject of the hearing will be the Proposed Rules Relating to Desegregation (*Minnesota Rule* parts 3535.0100 to 3535.0180), which would 1) require evaluation of data to determine if certain school sites are racially identifiable due to intentional discrimination: if so, a plan to end the discrimination is required; if not, 2) review the data to determine if certain school sites are racially identifiable due to having a percentage of protected students that is disproportionate as compared to the district average; if so, the district and its community collaboration council will provide a plan to encourage site balance while preserving choice; and 3) review the data to determine if certain districts are racially isolated when compared to the protected student populations of adjacent districts; if so those districts and their multi-district collaboration councils will provide plans to encourage inter-district balance while preserving choice.

The statutory authority to adopt the proposed rules is *Minnesota Statutes*, §121.11 subd. 7(d) (1996) as amended by 1998 *Minnesota Laws*, ch. 398, art. 5, §7. The proposed rules are published in the *State Register* and attached to this Notice as mailed. Additional copies will be available at the door on the date of the hearing. The agency contact person is:

Mary Lynne McAlonie, Rulemaking Coordinator
Department of Children, Families & Learning
1500 Highway 36 West
Roseville, Minnesota 55113-4266
Telephone: (651) 297-7820 or 1-800-657-3927
FAX: (651) 582-8728

Statement of Need and Reasonableness. A statement of need and reasonableness is now available for review at the Department of Children, Families & Learning and at the Office of Administrative Hearings. This statement contains a summary of the justifications for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The Department of Children, Families & Learning will provide one copy per request at no charge. Additional copies will be available at the hearing. The statement may be viewed and copies obtained at the cost of reproduction from the Office of Administrative Hearings.

Public Comment. You and all interested or affected persons including representatives of associations and other interested groups will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rule. You may also submit written material to the administrative law judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the administrative law judge at the hearing. Following the comment period, there is a five working day response period during which the agency and any interested persons may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the administrative law judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings.

The Agency requests that any person submitting written views or data to the administrative law judge prior to the hearing or during the comment period also submit a copy of the views or written data to the agency contact person at the address stated above.

Alternative Format/Accommodations. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified as a result of the rule hearing process. Modifications must be supported by data and views presented during the rule hearing process, and the adopted rules may not be substantially different than the proposed rules. If the proposed rules affect you in any way, you are encouraged to participate.

Adoption Procedure After Hearing. After the close of the hearing record, the administrative law judge will issue a report on the proposed rule. You may ask to be notified of the date when the judge's report will become available. You can make this request at the hearing or in writing to the administrative law judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the secretary of state, and can make this request at the hearing or in writing to the agency contact person stated above. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board; First Floor South, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone: (651) 296-5148.

Order. I order that the rulemaking hearing be held at the date, time and location listed above.

Dated: 25 November 1998

Robert Wedl, Commissioner

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Proposed Rules

3535.0100 PURPOSE.

The purpose of parts 3535.0100 to 3535.0180 is to:

A. recognize that there are societal benefits from schools that are racially integrated as the result of the voluntary choice of parents and students, while also recognizing that many factors beyond the control of the commissioner and the control of districts, including housing, jobs, and transportation, can impact the ability to racially integrate schools;

B. prevent segregation, as defined in part 3535.0110, subpart 9, in public schools;

C. encourage districts to provide opportunities for students to attend schools that are racially balanced when compared to other schools within the district;

D. provide a system that identifies the presence of racially isolated districts and encourage adjoining districts to work cooperatively to improve cross-district integration, while giving parents and students meaningful choices; and

E. work with rules that address academic achievement, including graduation standards under chapter 3501 and inclusive education under part 3500.0550, by providing equitable access to resources.

3535.0110 DEFINITIONS.

Subpart 1. **Scope.** As used in parts 3535.0100 to 3535.0180, the terms defined in this part have the meanings given them.

Subp. 2. **Enrolled American Indian students.** "Enrolled American Indian students" means students who live on or off a reservation and are enrolled in a federally recognized tribe. Enrolled American Indian students have dual status as protected students under subpart 4 and members of sovereign nations.

Subp. 3. **Commissioner.** "Commissioner" means the commissioner of the Department of Children, Families, and Learning.

Subp. 4. **Protected students.** "Protected students" means:

A. students who self-identify or are identified in the general racial categories of African/Black Americans, Asian/Pacific Americans, Chicano/Latino Americans, and American Indian/Alaskan Native; and

B. multiracial students who self-identify or are identified as having origins in more than one of the categories described in item A.

Subp. 5. **Racial balance.** "Racial balance" means the increased interaction of protected students and white students within schools and between districts that is consistent with the purposes of parts 3535.0160 to 3535.0180.

Subp. 6. **Racially identifiable school within a district.** "Racially identifiable school within a district" means a school where the enrollment of protected students at the school within a district is more than 20 percentage points above the enrollment of protected students in the entire district for the grade levels served by that school.

Subp. 7. **Racially isolated school district.** "Racially isolated school district" means a district where the districtwide enrollment of protected students exceeds the enrollment of protected students of any adjoining district by more than 20 percentage points.

Subp. 8. **School.** "School" means a site in a public school district serving any of kindergarten through grade 12. For purposes of parts 3535.0160 to 3535.0180 only, school does not mean:

A. charter schools under *Minnesota Statutes*, section 120.064;

B. area learning centers under *Minnesota Statutes*, section 124C.45;

C. public alternative programs under *Minnesota Statutes*, section 124.17, subdivision 4;

D. contracted alternative programs under *Minnesota Statutes*, section 126.23;

E. school sites specifically designed to address limited English proficiency;

F. school sites specifically designed to address the needs of students with an individual education plan (IEP); and

G. secure and nonsecure treatment facilities licensed by the Department of Human Services or the Department of Corrections.

Subp. 9. **Segregation.** "Segregation" means the intentional act or acts by a school district that has the discriminatory purpose of causing a student to attend or not attend particular programs or schools within the district on the basis of the student's race and that causes a concentration of protected students at a particular school.

A. It is not segregation for a concentration of protected students or white students to exist within schools or school districts:

(1) if the concentration is not the result of intentional acts motivated by a discriminatory purpose;

(2) if the concentration occurs at schools providing equitable educational opportunities based on the factors identified in part 3535.0130, subpart 2; and

(3) if the concentration of protected students has occurred as the result of choices by parents, students, or both.

B. In addition to the factors in item A, it is not segregation for concentrations of enrolled American Indian students to exist within schools or school districts:

(1) if the concentration exists as a result of attempting to meet the unique academic and culturally related educational needs of enrolled American Indian students through programs developed pursuant to the federal government's trust relationship with American Indian tribes or through an agreement with an American Indian tribal government; and

(2) the concentration exists as the result of voluntary choices made by American Indian parents, enrolled American Indian students, or both.

3535.0120 DUTIES OF DISTRICTS.

Subpart 1. Report. A school district shall annually submit to the commissioner, concerning each school site within its district, a report that includes:

A. the racial composition of each school within its district; and

B. the racial composition of the grade levels served by each of the schools.

The report shall be submitted according to the Minnesota Automated Reporting Student System (MARSS) deadlines as established annually by the commissioner and noticed to all districts.

Subp. 2. Data collection. A district shall collect for all students except American Indian students in subpart 3, the information required in subpart 1 by using one of the following racial identification procedures in the following order:

A. parent or guardian identification;

B. age-appropriate student self-identification, when parent or guardian identification is not an option;

C. if parent, guardian, or student self-identification methods are not possible, sight counts administered by the principal or designee, pursuant to written guidelines developed by the district.

Subp. 3. American Indian students. In districts where the American Indian population is ten or more students, the parent education committee under Minnesota Statutes, section 126.51, subdivision 1, in consultation with the American Indian parents the committee represents, may select as their identification procedure one of the following:

A. parent or guardian self-identification;

B. the process for identification specified in United States Code, title 20, section 7881; or

C. the racial identification procedure used by the district for other students.

3535.0130 DUTIES OF COMMISSIONER.

Subpart 1. Review of data. The commissioner shall review the data provided by a school district under part 3535.0120 within 60 days of its receipt. If the commissioner determines that there is a racially identifiable school within a district, or if the commissioner receives a complaint alleging that a district is engaged in acts of segregation, the commissioner shall request further information to determine whether the racial composition at the school or schools in question results from acts motivated at least in part by a discriminatory purpose. The commissioner's finding of a discriminatory purpose must be based on one or more of the following except that the commissioner shall not rely solely on item D or E, or both:

A. the historical background of the acts which led to the racial composition of the school, including whether the acts reveal a series of official actions taken for discriminatory purposes;

B. whether the specific sequence of events resulting in the school's racial composition reveals a discriminatory purpose;

C. departures from the normal substantive or procedural sequence of decision making, as evidenced, for example, by the legislative or administrative history of the acts in question, especially if there are contemporary statements by district officials, or minutes or reports of meetings that demonstrate a discriminatory purpose;

D. whether the racial composition of the school is the result of acts which disadvantage one race more than another, as evidenced, for example, when protected students are bused further or more frequently than white students; and

E. whether the racially identifiable composition of the school was predictable given the policies or practices of the district.

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

Proposed Rules

Subp. 2. District information. In order to determine whether a racially identifiable school exists as the result of acts motivated by a discriminatory purpose, the commissioner shall request and the district shall provide the following information related to the factors described in subpart 1:

A. information about how students are assigned to schools within the district, including:

(1) for schools which have been newly added or renovated or if attendance zones have changed, a description of what the attendance zones were and what the racial composition of each zone was at the time the school was planned and added or renovated;

(2) a description of the assignment and transfer options at each of the schools serving the grade levels in question, and the outreach efforts that were made to ensure parents received information about and were able to understand the availability of those options; and

(3) a comparison of the racial composition of the attendance area of the school in question as it relates to the composition of the district as a whole;

B. a list of curricular offerings;

C. a list of the extracurricular options available at each of the schools serving the grade levels in question;

D. a list that breaks down, by race and school, the teachers assigned to all of the schools serving the grade levels in question and, considering the average percentage of teachers of color in the district, an explanation of any concentration of teachers of color assigned at a school at issue;

E. a list that shows how the qualifications and experience of the teachers at the racially identifiable school compares to teachers at the sites which are not racially identifiable;

F. evidence that the racially identifiable school has been provided financial resources on an equitable basis with other schools which are not racially identifiable;

G. a comparison of the facilities, materials, and equipment at the racially identifiable school with schools that are not racially identifiable;

H. information that would allow the commissioner to determine whether the extent of busing is disproportionate between white students and protected students; and

I. any nondiscriminatory circumstances that explain why a particular school has exceeded the districtwide enrollment of protected students by more than 20 percentage points.

Subp. 3. Integrated alternatives. If the enrollment of protected students at a school is more than 25 percent above the enrollment of protected students in the entire district, or if the enrollment of protected students exceeds 90 percent at any given school, whichever is less, the district must provide affirmative evidence to the commissioner that students in that school have alternatives to attend schools with a protected student enrollment that is comparable to the districtwide average.

3535.0140 RESPONSE OF DISTRICTS.

School districts shall respond to the commissioner's request for information under part 3535.0130 within 60 days of its receipt. If supplemental information is requested by the commissioner, the district must respond within 30 days of the receipt of the request.

3535.0150 DEVELOPMENT OF PLAN FOR MANDATORY DESEGREGATION; ENFORCEMENT.

Subpart 1. District plan. If the commissioner determines that segregation exists, the district shall provide a plan within 60 days that proposes how it shall remedy the segregation. The plan shall address the specific actions that were found by the commissioner to contribute to the segregation. The plan shall be developed in consultation with the commissioner. If the commissioner rejects any or all of the plan, the commissioner shall provide technical assistance to help the district revise the plan. However, if the district and the commissioner cannot agree on a plan within 45 days after the original plan was rejected, the commissioner shall develop a revised plan to remedy the segregation that the district shall implement in the time frame specified by the commissioner.

Subp. 2. Remedy. If the commissioner has made a finding of segregation, student assignments based on race that are made to remedy the finding of segregation are permissible in a plan for mandatory desegregation, so long as they are narrowly tailored to remedy the act of segregation.

Subp. 3. Extension. The commissioner may extend the time for response from a district under parts 3535.0140 and 3535.0150 if it would impose an undue hardship on the district, for example, if the information is not easily ascertainable or the plan requires a complex remedy that includes consultation with outside sources.

Subp. 4. Enforcement of desegregation. If the district fails to submit data required by the commissioner, fails to provide or implement a plan to remedy the segregation, or fails to implement a plan developed by the commissioner as provided in subpart 1, the commissioner must:

A. notify the district that its aid shall be reduced pursuant to *Minnesota Statutes*, section 124.15;

B. refer the finding of segregation to the Department of Human Rights for investigation and enforcement; and

C. report the district's actions to the education committees of the legislature by March 15 of the next legislative session with recommendations for financial or other appropriate sanctions.

3535.0160 INTEGRATION OF RACIALLY IDENTIFIABLE SCHOOLS NOT THE RESULT OF SEGREGATION.

Subpart 1. Notice to district of plan including voluntary measures.

A. If a racially identifiable school reviewed under part 3535.0130 is not the result of segregation, the district shall be notified that it must develop and submit a plan to the commissioner for review that provides options to help integrate the racially identifiable school. The format of the plan shall be determined by the commissioner.

B. A racially identifiable school is not required to develop and submit a plan if the school is racially identifiable only as a result of:

(1) a concentration of enrolled American Indian students that exists as a result of attempting to meet the unique academic and culturally related educational needs of enrolled American Indian students through programs developed pursuant to the federal government's trust relationship with American Indian tribes or through an agreement with an American Indian tribal government; and

(2) the concentration exists as the result of voluntary choices made by American Indian parents, enrolled American Indian students, or both.

A racially identifiable school with a concentration of enrolled American Indian students is required to develop and submit a plan if the school is also racially identifiable as a result of the enrollment of other protected students excluding the enrollment of American Indian students.

Subp. 2. Community collaboration council. The district shall establish and use a community collaboration council to assist in developing the district's plan under this part. The council shall be reasonably representative of the diversity of the district. In communities with ten or more American Indian students, representation from the American Indian parent committee under *Minnesota Statutes*, section 126.51 is required on the community collaboration council. If a district has an existing committee whose composition reasonably reflects the diversity of the district, for example, school site councils or district curriculum advisory councils, that committee may be used to provide the planning required by this part. The community collaboration council shall identify integration issues at each racially identifiable school and action goals designed to address those integration issues. After identifying the issues and goals for each school, the council shall develop a plan for integration at each school that may include, for example, options under subpart 3.

Subp. 3. District plan.

A. After receiving the plan required under subpart 2 from its community collaboration council, the district shall provide a plan to the commissioner that describes the integration efforts the district plans to implement at each racially identifiable school. The plan shall be written and adopted by the end of the academic year in which the district received notice under subpart 1, or six months later, whichever is longer. The plan shall include:

- (1) the extent of community outreach that preceded the plan;
- (2) integration issues identified;
- (3) action goals of the integration effort;
- (4) how the action goals will be or are being accomplished.

B. All plans under this part must be educationally justifiable and contain options for intradistrict integration that may include, for example:

- (1) duplicating programs that have demonstrated success in improving student learning at schools that are racially identifiable;
- (2) providing incentives to help balance racially identifiable schools, for example, providing:
 - (a) incentives to low-income students to transfer to schools that are not racially identifiable;
 - (b) transportation; and
 - (c) interdistrict opportunities and collaborative efforts with other districts;

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

Proposed Rules

(3) providing incentives to teachers to improve the distribution of teachers of all races at schools across the district, including:

(a) staff development opportunities;

(b) strategies for attracting and retaining staff who serve as role models; and

(c) strategies for attracting and retaining staff who have a record of success in teaching protected students, low-income students, or both;

(4) greater promotion of programs provided at racially identifiable schools designed to attract a wide range of students;

(5) providing smaller class sizes, greater counseling and support services, and more extracurricular opportunities and other resources at racially identifiable schools as compared to schools that are not racially identifiable or at schools with a higher concentration of low-income students; and

(6) providing programs promoting instruction about different cultures, including options uniquely relevant to American Indian students, including, for example, American Indian language and culture programs under *Minnesota Statutes*, section 126.48.

The format of the integration plan shall be consistent with, and if possible included into a district's comprehensive plan.

Subp. 4. Commissioner's duties.

A. The commissioner shall:

(1) evaluate any plans developed under this part at the end of each academic year after which a plan is implemented;

(2) each academic year after a plan is implemented, report to the house and senate education committees any reduction in the percentage of protected students at racially identifiable schools; and

(3) each academic year after a plan is implemented, report to the house and senate education committees if the enrollment of protected students remains constant or increases at racially identifiable schools.

B. The commissioner may recommend financial incentives that are aimed at compensating or rewarding districts for programs or activities that have been successful.

C. The commissioner may recommend legislative action to address the condition of racially identifiable schools within the district.

Subp. 5. Timeline. Each integration plan shall remain in place for three years from the date of review by the commissioner, unless earlier modified by the district and reviewed by the commissioner. Schools that are newly identified as racially identifiable or that were included in a plan under this part but remain racially identifiable after three years from the date of review by the commissioner shall be subject to the procedures outlined in parts 3535.0130 to 3535.0160.

3535.0170 INTEGRATION OF RACIALLY ISOLATED SCHOOL DISTRICTS.

Subpart 1. Evaluation.

A. The commissioner shall annually evaluate the enrollment of protected students in each district to determine whether the district as a whole is racially isolated. If the commissioner determines that a district is racially isolated, as defined in part 3535.0110, subpart 8, the commissioner shall immediately notify the district and its adjoining districts. The commissioner may also send notice to other districts that are not adjoining if the commissioner determines that it would be geographically feasible for such districts to participate in cross-district planning. Districts that are not adjoining may choose whether to participate in the cross-district planning.

B. A racially isolated district shall not be required to follow subparts 2 to 8 if the district is isolated only as a result of the enrollment of American Indian students whose unique academic and culturally related educational needs are being addressed by district programs and the district has established a parent committee under *Minnesota Statutes*, section 124D.78. A district racially isolated as a result of the enrollment of American Indian students shall be required to follow subparts 2 to 8, if the district is also racially isolated as a result of the enrollment of other protected students excluding the enrollment of American Indian students.

Subp. 2. Establishment of multidistrict collaboration council. Upon receiving notice under subpart 1, the isolated and adjoining districts shall establish a multidistrict collaboration council, as provided in subpart 3, to develop a plan under this part. The council shall work as provided under subpart 5 to identify ways to offer cross-district opportunities to improve integration.

Subp. 3. Membership of multidistrict collaboration council. Each isolated district and each of its adjoining districts shall appoint individuals to participate in the multidistrict collaboration council. The council shall be reasonably representative of the diversity of the participating districts. If any of the participating districts have an American Indian parent committee formed under *Minnesota Statutes*, section 124D.78, a representative of those committees shall also be appointed.

Subp. 4. Alternatives to a multidistrict collaboration council.

A. Participating districts that are members of joint powers boards that have advisory councils meeting the requirements of subpart 3 may use those joint powers boards and advisory councils in lieu of creating a new council under subpart 2.

B. Participating districts that have an existing committee whose composition reflects the membership requirements of subpart 3, may use this committee in lieu of creating a new council under subpart 2.

Subp. 5. Council cooperation and plan. The multidistrict collaboration council shall identify interdistrict integration issues resulting from the condition of racial isolation and action goals designed to address those integration issues. After identifying the issues and goals of cross-district integration, the council shall develop a joint collaboration plan for cross-district integration that may include the incentives contained in subpart 6, item D.

Subp. 6. District plan.

A. After receiving the plan required in subpart 5 from its council, each district shall review, modify if necessary, and ratify the integration plan. Each district shall provide a plan to the commissioner that describes the interdistrict integration efforts the district plans to implement. The plan shall be completed and ratified no longer than 12 months after the district receives notice under part 5335.0180, subpart 1. The plan shall include:

- (1) the extent of community outreach that preceded the interdistrict plan;
- (2) cross-district integration issues identified;
- (3) goals of the integration effort; and
- (4) how the goals will be or are being accomplished.

B. All collaboration plans under this part must be educationally justifiable and contain options for interdistrict integration that may include, for example:

- (1) providing cooperative transportation that helps balance racially isolated districts;
- (2) providing incentives for low-income students to transfer to districts that are not racially isolated;
- (3) developing cooperative magnet programs or schools designed to increase racial balance in the affected districts;
- (4) designing cooperative programs to enhance the experience of students of all races and from all backgrounds and origins;
- (5) providing cooperative efforts to recruit teachers of color, and encouraging teacher exchanges, parent exchanges, and cooperative staff development programs;
- (6) encouraging shared extracurricular opportunities, including, for example, community education programs that promote understanding, respect, and interaction among diverse community populations; and
- (7) documenting, in districts with ten or more American Indian students, how American Indian students are able to participate in program options uniquely relevant to American Indian students, including, for example, language and culture programs under Minnesota Statutes, section 126.48, and how the students may participate in the district's voluntary integration efforts.

Subp. 7. Limits on participation in multidistrict collaboration councils. Notwithstanding subpart 2:

- A. an isolated school district shall not be required to be part of two or more collaboration councils;
- B. adjoining districts shall not be required to be part of two or more collaboration councils;
- C. two adjoining racially isolated school districts shall not be required to participate together on the same collaboration council;
- D. if a racially isolated district is a member of a joint powers board under subpart 4, its adjoining districts shall not be required to participate on the joint powers board; and
- E. if an adjoining district is a racially isolated district exempted from subparts 2 to 8 under subpart 1, item B, the district shall not be required to be part of an interdistrict collaboration council and shall not be required to provide a plan of interdistrict integration efforts to the commissioner.

Subp. 8. Timeline for reports. Once a multidistrict collaboration plan has been filed with the commissioner, it does not need to be renewed for a period of four years from the date of filing.

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.

Adopted Rules

3535.0180 EVALUATION OF COLLABORATIVE EFFORTS.

The commissioner shall biennially evaluate the results of collaborative efforts under part 3535.0170 to determine whether the collaboration plan was implemented and whether the action goals have been substantially met. After reviewing the results, the commissioner shall report to the house and senate education committees whether a district implemented its collaboration plan and substantially met its action goals. The commissioner may also make recommendations for appropriate legislative action.

APPLICATION TO A DISTRICT WITH AN EXISTING PLAN. A school district with an approved desegregation plan in place on the effective date of parts 3535.0100 to 3535.0180 must prepare a voluntary plan under parts 3535.0100 to 3535.0180 for all sites previously covered by a desegregation plan.

REPEALER. *Minnesota Rules*, parts 3535.0200; 3535.0300; 3535.0400; 3535.0500; 3535.0600; 3535.0700; 3535.0900; 3535.1100; 3535.1200; 3535.1300; 3535.1500; 3535.1700; and 3535.2000, are repealed.

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.

Secretary of State

Adopted Permanent Rules Governing Electronic Authentication

The rules proposed and published at *State Register*, Volume 23, Number 8, pages 449-458, August 24, 1998 (23 SR 449), are adopted with the following modifications:

8275.0035 QUALIFICATION OF OPERATIVE PERSONNEL.

The certification authority shall determine whether an individual employed or acting as operative personnel qualifies to act as operative personnel according to *Minnesota Statutes*, sections 325K.01, subdivision 21, and 325K.05, subdivision 1, clauses (2) and (3). The determination must be made after a criminal background check of the individual and based on the individual's knowledge of this chapter and *Minnesota Statutes*, chapter 325K. The certification authority shall continue to monitor the qualifications of operative personnel on an ongoing basis. If at any time operative personnel are determined to not be qualified as defined in this part, the individual's employment as operative personnel with the certification authority must be immediately terminated. The steps that a certification authority takes to assess an individual's qualification to be employed as operative personnel must be disclosed in the certification practice statement.

8275.0045 CERTIFICATION PRACTICE STATEMENTS.

Subpart 1. Required contents. Each licensed certification authority shall file with the secretary a certification practice statement demonstrating compliance with the requirements of *Minnesota Statutes*, chapter 325K. This statement must disclose:

D. a written description of all representations by the subscriber to the certification authority about the subscriber's responsibility to protect the secrecy of the private key;

G. the method used to determine that operative personnel are qualified to act and have knowledge regarding this chapter and *Minnesota Statutes*, chapter 325K, both initially and periodically throughout employment; and

H. the method used to initially determine that operative personnel have not been convicted within the past 15 years of a felony or a crime involving fraud, false statement, or deception and the method used to continue to evaluate the status of operative personnel; ~~and~~.

~~F. the method used to ensure the security of the subscriber's private key while it is in the custody of the certification authority for any reason, including creation of the key pair.~~

Subp. 2. Identification procedures. The identification procedures used to establish the subscriber's identity, and, if applicable, the subscriber's agent's identity, including face-to-face identification or lack thereof, must be described as part of the criteria for issuing certificates required in subpart 1, item A.

8275.0050 FEES.

Fees for services performed by the Secretary of State are established in the following amounts:

A. for application for or renewal of a license as a certification authority, \$500 each year; and

B. for recognition as or renewal of recognition as a repository, in addition to the license issuance or renewal fee paid pursuant to this part, \$500 each year.

8275.0140 GOVERNMENT CERTIFICATION AUTHORITIES.

A government agency or office that is a licensed certification authority cannot issue certificates to nongovernment offices or employees.

Department of Trade and Economic Development

Adopted Permanent Rules Relating to the Transportation Revolving Loan Fund

The rules proposed and published at *State Register*, Volume 23, Number 9, pages 490-496, August 31, 1998 (23 SR 490), are adopted with the following modifications:

7380.0715 DEFINITIONS.

Subp. 4. **Application.** "Application" means the documents submitted to the executive director of the authority by an applicant that contain information and data in support of the applicant's loan request to the authority. The application includes the complete application forms provided by the authority. Municipal applicants must submit a municipal profile and current annual budget, or financial forecasts, as applicable, and financial audits for the last three years. ~~Financial information regarding a private entity that is submitted by an applicant in support of a loan application to the authority, which may include credit reports, financial statements, and net worth calculations, is private data with regard to data on individuals as defined in Minnesota Statutes, section 13.02, subdivision 12, and nonpublic data as defined in Minnesota Statutes, section 13.02.~~

Subp. 8. **Debt service account.** "Debt service account" means a separate bookkeeping account established and maintained in a borrower's official financial records to account for the accumulation of resources for, and the payment of, the general obligation bond or revenue bond purchased by the authority ~~to effect the loan transaction for the financing of the borrower's project.~~

Subp. 11. **Eligible costs.** "Eligible costs" means all or part of the cost of a project that may be financed by a loan from the fund provided the costs are ~~reasonable and necessary and~~ permitted under the act and *Minnesota Statutes*, section 446A.085. Eligible costs include capitalized interest.

Subp. 18. **Municipal profile.** "Municipal profile" means a written document prepared by a municipality that describes; ~~at a minimum,~~ population trends, major employers, building permits, largest taxpayers, trends of estimated market values, property tax rates, property tax collection, net tax capacity, indebtedness, budget forecasts, project capital expenditures, educational and health care facilities, and other information deemed necessary by the authority or its rating agencies to make an informed determination on the creditworthiness of the municipality.

7380.0725 APPLICATIONS.

Subpart 1. **Evaluation of loan applications.** The executive director and staff shall evaluate loan applications for projects certified by the department. Loan applications must provide sufficient information to allow the authority to make an informed determination about whether:

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Adopted Rules

D. the applicant has the capability to comply with *Minnesota Statutes*, section 446A.085, parts 7380.0705 to 7380.0775, the loan agreement, and the permissible legal covenants of the general obligation bond or revenue bond that will be issued by the applicant to the authority.

Subp. 2. **Approval or rejection of loan applications.** The transportation committee shall approve a loan application unless it is rejected for one or more of the following reasons:

E. failure of the applicant to demonstrate its capacity to comply with *Minnesota Statutes*, section 446A.085, parts 7380.0705 to 7380.0775, the loan agreement, and the permissible legal covenants of the general obligation bond or revenue bond issued by the applicant to the authority.

7380.0745 INTEREST RATE DETERMINATIONS.

Subp. 4. **Loans funded through the sale of authority bonds.** The interest rates charged to a borrower whose project is funded through the sale of authority bonds shall be based on the yields on the authority's bonds, minus any discount set by resolution ~~by~~ of the authority.

7380.0765 RELEASE OF FUNDS.

Subpart 1. **In general.** Subject to the availability of funds, disbursements to the borrower shall be made as project costs are incurred in accordance with applicable state and federal law governing such disbursements. In addition, no disbursements shall be made to a borrower until and unless the authority has determined the total estimated cost of the project and ascertained that the financing of the project is ensured by:

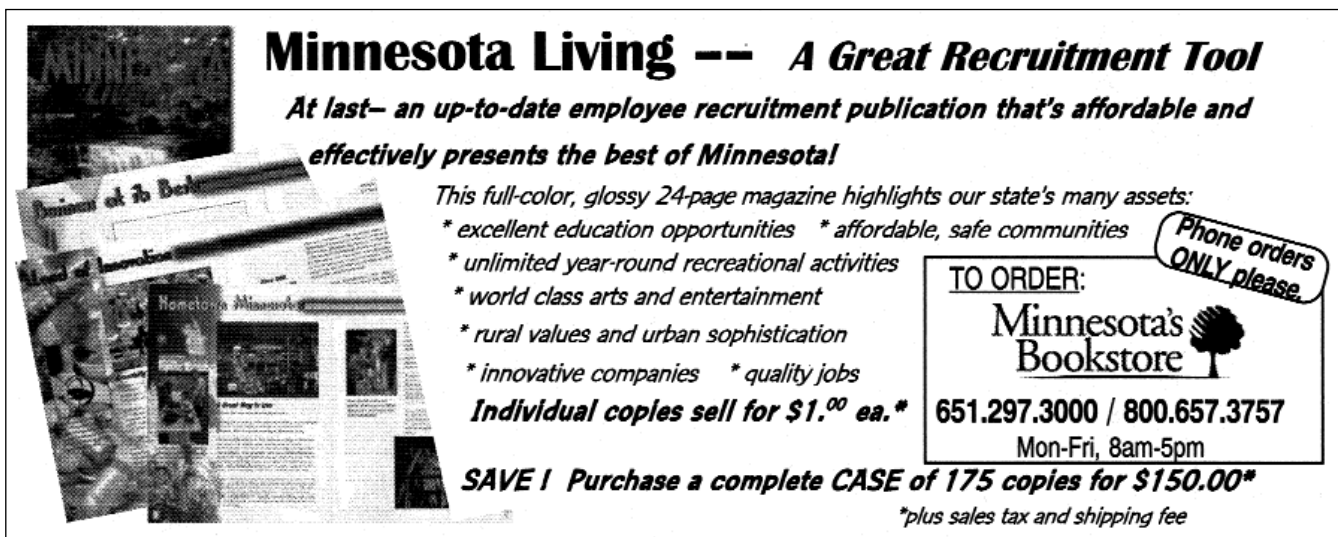
A. a loan authorized by state law or appropriation of bonds or other money of the borrower to fund ~~for~~ the construction of the project; and

Subp. 3. **Withholding, disallowance, or termination of disbursements.**

A. The authority shall withhold or disallow either total or partial disbursements ~~if requested by the department, or~~ if the borrower fails to comply with the requirements of the act, *Minnesota Statutes*, section 446A.085, parts 7380.0705 to 7380.0775, the loan agreement, or the general obligation bond or revenue bond issued by the borrower to the authority.

7380.0775 REPORTS, DISCLOSURE, AND AUDITS.

Subp. 2. **Disclosure.** During the term of the loan the borrower must, on its own volition, disclose to the authority any material information or events impacting the creditworthiness of the borrower, including; ~~but not limited to,~~ those requirements contained in rule 15c2-12 promulgated by the United States Securities and Exchange Commission, *Code of Federal Regulations*, title 17, section 240.15c2-12. If and when required by this rule, as determined by the authority, the borrower shall enter into a continuing disclosure document ~~in a form provided by the authority.~~



Minnesota Living -- A Great Recruitment Tool
At last-- an up-to-date employee recruitment publication that's affordable and effectively presents the best of Minnesota!

This full-color, glossy 24-page magazine highlights our state's many assets:

- * excellent education opportunities
- * affordable, safe communities
- * unlimited year-round recreational activities
- * world class arts and entertainment
- * rural values and urban sophistication
- * innovative companies
- * quality jobs

Individual copies sell for \$1.00 ea.*

TO ORDER:

Minnesota's Bookstore

651.297.3000 / 800.657.3757
Mon-Fri, 8am-5pm

SAVE! Purchase a complete CASE of 175 copies for \$150.00*
**plus sales tax and shipping fee*

Phone orders ONLY please.

Office of the Governor

Emergency Executive Order #98-18: Providing for Assistance to the Lac Qui Parle County Sheriff

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

WHEREAS, the city water supply in Dawson, Minnesota, is contaminated; and

WHEREAS, the bottled water supply has been exhausted and the city of Dawson is therefore without necessary potable water; and

WHEREAS, Lac Qui Parle County and the city of Dawson do not have the resources available to adequately deal with the public emergency created by this water contamination; and

WHEREAS, the Sheriff of Lac Qui Parle County has requested that the National Guard provide assistance;

NOW, THEREFORE, I hereby order that:

- 1. The Adjutant General of Minnesota order to active duty on or after November 19, 1998, in the service of the State, such personnel and equipment of the military forces of the State as required, and for such period of time as necessary, to dispense potable water in Lac Qui Parle County.
2. The Adjutant General is authorized to purchase, lease or contract goods or services necessary to accomplish the mission.
3. The cost of subsistence, transportation, fuel, pay, and allowances of said individuals shall be defrayed from the general fund of the State as provided for in Minnesota Statutes 1998, sections 192.49, subdivision 1; 192.51, and 192.52.

Pursuant to Minnesota Statutes 1998, section 4.035, subdivision 2, this Order shall be effective, and shall remain in effect until such date as elements of the military forces of the State are no longer required.

IN TESTIMONY WHEREOF, I have set my hand this twenty-third day of November, 1998.

Handwritten signature of Arne H. Carlson

Arne H. Carlson
Governor

Handwritten signature of Joan Anderson Grove

Filed According to Law:
Joan Anderson Grove
Secretary of State

Advertisement for Carrol Henderson's books. Includes titles like 'Traveler's Guide to Wildlife in Minnesota', 'Wild About Birds', 'Landscaping for Wildlife', and 'Woodworking for Wildlife'. Lists prices and a holiday book signing event on Friday, Dec. 4 at Minnesota's Bookstore.

Commissioners' Orders

Department of Transportation

Amended Uniform Traffic Control Devices Manual Order No. 83387

WHEREAS, the Commissioner of Transportation has adopted a manual (Minnesota Manual on Uniform Traffic Control Devices for Streets and Highways, dated October 3, 1991) establishing a uniform system of traffic control devices for streets and highways of the State of Minnesota as required by *Minnesota Statutes*, Section 169.06, Subdivision 1; and

WHEREAS, said manual is being revised, to be adopted and distributed during calendar year 1999; and

WHEREAS, the Commissioner may authorize and adopt amendments to the Minnesota Manual of Uniform Traffic Control Devices.

NOW, THEREFORE, pursuant to authority vested in my office and as provided in *Minnesota Statutes*, Section 169.06, Subd. 1 (1996), I do hereby adopt and prescribe the revisions as listed on the Record of Revisions or Additions as an amendment to the 1991 Minnesota Manual on Uniform Traffic Control Devices for Streets and Highways.

This Order amends Commissioner's Order No. 77588, dated October 3, 1991 as amended by Commissioner's Order No. 78988, dated January 4, 1993, No. 79901 dated February 4, 1994, No. 80748 dated January 6, 1995, No. 80878 dated April 3, 1995, No. 81551 dated March 15, 1996, No. 82232 dated January 10, 1997 and as further amended by Commissioner's Order No. 82843, dated January 2, 1998.

RECORD OF REVISIONS OR ADDITIONS

REVISION NUMBER	DATE ISSUED	PAGES REVISED OR ADDED
8	1/99	I, ii, 1A-8, 1A-9, 2B-38, 2C-2, 2C-16.2, 2C-17, 2C-18, 2E-21, 2E-22, 2F-37, 2F-38, 4C-26, 4C-27, 6J-7, 6J-18, 6J-19, 6J-20, 7A-I, 7A-ii, 7B-1 thru 7B-9, 9B-1, 9B-2, 9B-5 thru 9B-8, APPENDIX A (in its entirety), and the following pages of the Metric Part VI Addendum: M6F-13, M6J-7, M6J-18, M6J-19 and M6J-20.

Dated: 17 November 1998

James N. Denn
Commissioner of Transportation

Official Notices

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.

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Minnesota Auto Theft Prevention Program, will be holding its Board of Directors meeting on December 10, 1998. The meeting will begin at 9:00 A.M. and will be held at the Minnesota Auto Theft Prevention Program (MATPP) office located at 1110 Centre Pointe Curve, Suite 405, Mendota Heights, MN. (Hwy 110 and Lexington Ave., west of Hwy 35W (South) on the south side of the GNB Technologies Bldg.). Meetings are open to the public. For more information you may contact the MATPP office at (651) 405-6155.

Minnesota Comprehensive Health Association

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held on **Friday, December 11, 1998**, at Allina Health Systems, 5601 Smetana Drive, Conference Room #300, Minnetonka, at **9:00 A.M.**

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

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 on **Wednesday, December 9, 1998**, at Minnesota Comprehensive Health Association Executive Office, Suite 910, 5775 Wayzata Blvd., St. Louis Park, at **10:30 A.M.**

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

Office of the Ombudsman for Mental Health and Mental Retardation


Notice of Meeting

The Ombudsman for Mental Health and Mental Retardation Advisory Committee will hold a general meeting from 9:00 a.m. to 1:00 p.m. on Thursday, December 10, 1998. The meeting will be held in Suite 420 of the Metro Square Building on 7th and Robert Street, St. Paul.

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

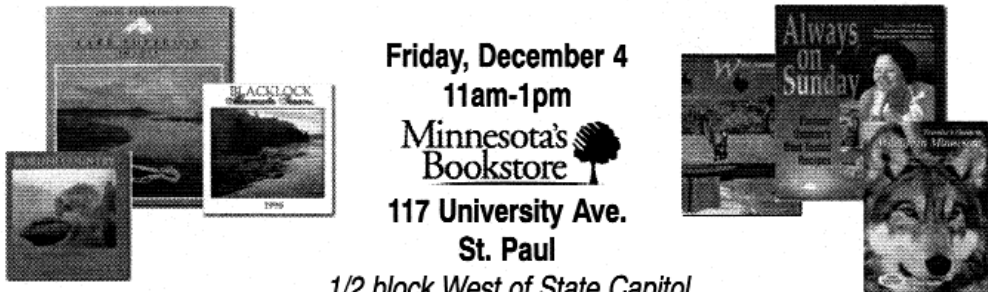
The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, December 10, 1998, at 9:30 a.m., in the PERA offices, 514 St. Peter Street, Suite 200 - Skyway Level, Saint Paul, Minnesota. A Legislative Committee meeting will be a part of the agenda.



Celebrate a North Woods Holiday

with Minnesota's Bookstore as we welcome guest authors:
Craig Blacklock, noted nature photographer,
Eleanor Ostman, St. Paul Pioneer Press food columnist
and *Carrol Henderson*, DNR Non-Game Wildlife Specialist/author

Friday, December 4
11am-1pm
Minnesota's Bookstore
117 University Ave.
St. Paul
1/2 block West of State Capitol



Official Notices

Department of Revenue

Notice of Presumed Legal Cigarette Prices

The presumed prices for wholesaler and retailers as provided for by *Minnesota Statutes 325D* are shown in this schedule. The computations are based on manufacturer's list prices available as of November 24, 1998. All cigarettes in a wholesaler's or retailer's inventory must be priced to reflect the new presumed prices within 7 calendar days after the manufacturer's price change is reflected on a purchase invoice. A wholesaler or retailer may sell for less if they can show that their actual costs of doing business is lower than the presumed minimum.

	Presumed Minimum Wholesale Price Per Carton	Presumed Minimum Retail Price Per Carton	Presumed Minimum Retail Price Per Pack
Major Brands (Kings, Regulars 100's, 120's) Examples of major brands: Marlboro, Winston, Merits, Virginia Slims, Kools, Capri, Kent, Newport, Carlton	\$25.33	\$27.36	\$2.74
Players Lights 25's (Kings, 100's)	\$25.33	\$27.36	\$2.74
Marlboro 25's (Kings)	\$25.33	\$27.36	\$3.42
Old Gold, Richland 20's, Best Value, GPC'S, Basics, Mistys, Raliegh Extra, Viceroy, Doral, Riviera, Magna, Sterling, Cambridge, Am Light, Montclair, Pyramid, Bristol, Alpine, Bucks, Stars & Bars, Quality Lights, Class A, Black and Yellow (Kings, Regulars 100's, 120's)	\$22.51	\$24.31	\$2.43
Ligget Private Label (Kings, Regulars, 100's)	\$22.51	\$24.31	\$2.43

United States Department of Agriculture (USDA)

Natural Resources Conservation Service (NRCS)

Subject: Revision of Conservation Practice Standards 392 Windbreak/Shelterbelt Renovation, 660A Tree/Shrub Pruning, 472, Use Exclusion, 612, Tree/Shrub Establishment

NOTICE IS HEREBY GIVEN that the Natural Resources Conservation Service (NRCS) of the United States Department of Agriculture (USDA) is revising or developing it's Minnesota Conservation Practice Standards as listed above.

The NRCS is now seeking comments on these proposed revisions to conservation practice standards. The standards may be modified according to the comments submitted.

Please direct comments, questions, and requests for copies of the proposed standards to:

William Hunt, State Conservationist
USDA - NRCS
375 Jackson St., Suite 600
St. Paul, MN 55101-1854
Telephone: (651) 602-7854 FAX: (651) 602-7914

Comments will be accepted until January 4, 1999.

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 Administration

STAR Program (A System of Technology to Achieve Results)

Notice of Deadline Extension of Availability of Community Action Network (CAN)-Rural Delivery of Assistive Technology Services and Devices Grants (Region 4 Only—Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, and Wright Counties)

The STAR Program is offering grants to Region 4 based groups of volunteers, non-profit or for-profit organizations who wish to establish or expand projects that guarantee rural delivery of assistive technology (AT) services and devices to unserved, underserved or under-represented people with disabilities. This includes minorities, persons with low incomes and persons with limited English proficiency. This opportunity to apply has been extended until December 4, 1998. Please refer to the November 9, 1998 *State Register* page 1199 for a complete description of this grant. Contact the STAR program for materials detailing the process at (651) 296-8817, (651) 296-9478 (TTY), 800-657-3862, 800-657-3895 (TTY). No FAX copies will be accepted. Questions should be directed to the Program Specialist at (651) 296-9718.

Minnesota Center for Crime Victim Services

Notice of Availability of Funds for FY2000 Violence Against Women Act Funding

The Minnesota Center for Crime Victim Services announces the availability of grant funds to develop and strengthen effective law enforcement and prosecution responses to violent crimes against women and to develop and strengthen victim advocacy services for women who have been battered or sexually assaulted. Funds are made available through the STOP Violence Against Women Formula Grants Program of the U.S. Department of Justice.

Approximately \$273,440 is available for the 12-month grant period from July 1, 1999, through June 30, 2000 (fiscal year 2000). **Applications are due on Thursday, February 11, 1999.** Grants are available in the following categories:

LAW ENFORCEMENT & PROSECUTION RESPONSES

Approximately \$183,848 is available to develop and implement more effective police and prosecution responses to violent crimes against women. Unless otherwise noted below, eligible applicants are: state offices and agencies, local units of government, Indian tribal governments, governmental battered women's and sexual assault programs, nonprofit organizations and legal services organizations. All applicants must demonstrate that the proposed project is a joint effort involving sexual assault or battered women's programs and law enforcement or prosecution agencies. Grant categories include:

Domestic Violence:

1. One grant of \$50,000 is available for a project to provide technical assistance to a metro criminal justice system that wants to assess their system response to domestic assault. Eligible applicants for this project must be either a non-profit agency with demonstrated experience in assessing systems response to domestic assault on behalf of a criminal justice system or government agency; or a criminal justice system or government agency contracting with a non-profit agency that has demonstrated expertise in this area.
2. One grant of \$30,824 is available to provide training to improve the prosecution response to domestic violence cases for underserved groups, with priority given to immigrant/refugee communities.
3. A total of \$72,200 is available for one or more projects (grant range of \$35,000-\$72,200) that propose to improve prosecution of domestic violence cases and address one or more of the following categories: increasing access to prosecution; prosecution training and technical assistance; prosecution assessment and research.

Sexual Assault:

1. One grant of \$30,824 is available to provide training to improve the prosecution response to sexual assault cases for underserved groups, with priority given to immigrant/refugee communities.

State Grants & Loans

SEXUAL ASSAULT ADVOCACY SERVICES FOR WOMEN OF COLOR

Approximately \$89,592 is available to develop or improve the delivery of sexual assault advocacy services for women of color. Eligible applicants are: nonprofit organizations with a major program focus of serving women of color, and nonprofit and governmental sexual assault programs that work closely with women of color. Applicants must demonstrate that the proposed project is a joint effort between the applicant agency and women of color. Grant categories include:

1. Grants ranging from \$5,000 to \$38,592 are available to fund training and technical assistance projects to support programs in addressing training issues to increase the cultural competency of those providing sexual assault advocacy services to women of color.
2. One grant of \$51,000 is available to create an advocacy program serving Native American women who are victims/survivors of sexual assault, either on or off reservation.

Applications are due on Thursday, February 11, 1999. Please note that applications for all funding categories are combined in one large packet. Pre-application training will be conducted in several locations around the state prior to the deadline date. To receive the application packet, contact:

Minnesota Center for Crime Victim Services
245 East 6th Street, Suite 705
St. Paul, MN 55101-1940
Telephone numbers: (651) 282-6256
1-888-622-8799 toll free, outside the Twin Cities metro area
TTY: (651) 205-4827

Board of Water and Soil Resources

Announcement of Application Period for 1999 Natural Resources Block Grants

The Board of Water and Soil Resources (BWSR) is accepting applications from counties for the 1999 Natural Resources Block Grants. The Natural Resources Block Grant includes the following base grant components:

- Local Implementation of Comprehensive Water Plans;
- Local Administration of the Wetland Conservation Act;
- Local Administration of DNR Approved Shoreland Management Programs;
- County Administration of the MPCA Feedlot Permit Program; and
- County Administration of the MPCA Individual Sewage Treatment Systems (ISTS) Program.

The BWSR has \$6,191,438 available for these grants. To be considered, applications must be received by the BWSR on or before January 15, 1999.

County Auditors have been notified of this application period. Any other local unit of government that wishes to be notified or obtain an Application must contact the BWSR by writing to the Executive Director at the following address:

Ronald Harnack
Executive Director
Board of Water and Soil Resources
One West Water Street, Suite 200
Saint Paul, MN 55107

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].

Minnesota State Colleges and Universities (MnSCU)

Normandale Community College

Request For Proposal For Telecommunications System

This request for proposal does not obligate Normandale Community College (NCC) to complete the proposed project and NCC reserves the right to cancel the solicitation if it is considered to be in its best interest.

Goal:

A proposed telecommunications system compatible with existing Panasonic DBS telephone system. The system should include 96 ports, expandable to 576 without a platform change. Proposed features such as ACD, telephone instruments and other options should be itemized. The telecommunications system should also include a MicroSoft NT compatible voicemail system with a minimum 32 port capacity. The voicemail system should be a full-featured messaging system integrated to both the telephone system and Local Area Network. Service level agreements should be specified for emergency, non-emergency and consulting calls.

Objectives:

- Deliver and install the product
- Improve levels of service
- Improve managerial reporting

Procedure for Responding

Prospective responders who have any questions regarding this request for proposal may contact:

Kris King - ITS
Normandale Community College
9700 France Ave. So.
Bloomington, MN 55431
Phone: (612) 832-6714
FAX: (612) 832-6571
TTY: (612) 832-6864
k.king@nr.cc.mn.us

Proposals must be sent to Kris King at the above address and must be received no later than 4:00 p.m. on December 14, 1998 as indicated by the date and time indicated on each response package by the office receptionist. Late proposals may not be accepted.

Submit 4 copies of proposals. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid through June 30, 1999.

Estimated Completion Time:

The project will be completed on or within 8 weeks from the time the contract begins.

Contents of Proposals:

- Cover letter - with any special conditions.
- Company information.
- Items listed in the goals and tasks to show or demonstrate the responder's view of the nature of the project.
- Identification and description of the deliverables to be provided by the responder.
- A detailed cost and work plan that will identify the major tasks to be accomplished and be used as a scheduling and managing tool, as well as basis for invoicing.
- Expected equipment delivery time frame.
- Identification of the level of the institution's participation in the project as well as any other services to be provided by the institution.

Professional, Technical & Consulting Contracts

Evaluation Criteria:

All proposals received by the deadline will be evaluated by representatives of NCC. In some instances, an interview may be part of the evaluation process. Factors on which proposals will be judged include, but are not limited to, the following:

- Completeness of response to RFP guidelines
- Strength of service support
- Pricing and detail
- Strength of maintenance contract
- Manageability
- Expressed understanding of the proposal goal
- Delivery plan
- Qualifications of both company and personnel. Experience of personnel who are committed to work on the contract will be given greater weight than that of the firm.
- Year 2000 Compliance
- Financial standing of Company
- Responders may propose additional tasks or activities if they will substantially improve the results of this proposal.

It is expected that the evaluation and selection will be completed by December 16, 1998.

Workers' Compensation and Human Rights Compliance:

The successful responder will be required to submit acceptable evidence of compliance with Minnesota Workers' compensation insurance coverage requirements prior to execution of the contract. In accordance with the provisions of *Minnesota Statutes* Section 363.073, for all contracts estimated to be in excess of \$100,000, all responders having had more than 40 full-time employees at any time during the previous 12 months, either within or outside the state of Minnesota, must have an affirmative action plan **submitted** to the Commissioner of Human Rights for approval. A contract will not be **executed** over \$100,000 unless the responder having any more than 40 employees at any time during the previous 12 months, either within or outside the state of Minnesota, has a certificate of compliance which signifies that the responder has an affirmative action plan approved by the Commissioner of Human Rights. Your proposal will not be accepted unless it includes one of the following:

- A. A copy of your current certificate of compliance or an affidavit that you have submitted an affirmative action plan to the Commissioner of Human Rights for approval;
- B. Evidence of your compliance, such as a copy of your current listing of certified contractors, issued by the Department of Human Rights, that includes your firm; or
- C. A notarized letter of affidavit certifying that your firm has not had more than 40 full-time employees at any time during the previous 12 months.

Additionally, the following language will be included in any contract resulting from this RFP.

The contractor certified that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to *Minnesota Statutes*, Section 363.037. It is hereby agreed between the parties that *Minnesota Statutes*, Section 363.073 is incorporated into this contract by reference.

MnSCU's contract language includes the following terms and conditions (summarized here) which you should be aware of in preparing your response.

- 1) Compensation will be for ALL services performed, unless a specific payment schedule is mutually agreed upon. MnSCU DOES NOT make regular payments based on the passage of time it only pays for services performed or work delivered AFTER it is accomplished.
- 2) Payment is only made after the submission of an authorized invoice.
- 3) Reimbursement for travel and subsistence expenses actually incurred in performance of a contract is limited to the current "Commissioner's Plan" promulgated by the Commissioner of Employee Relations. Travel outside of Minnesota must have received PRIOR written approval BEFORE it takes place. The Minnesota Department of Employee Relations may be contacted to obtain copies of this plan.

Minnesota State Colleges and Universities (MnSCU)

Winona State University

Request for Bids for Lighting System for Performing Arts Center (PAC) at Winona State University

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for a lighting system in the Recital Hall of the Performing Arts Center. Bid specifications will be available December 7, 1998 from Sandra Schmitt, Purchasing Director, PO Box 5838, 205 Somsen Hall, Winona State University, Winona, MN 55987 or by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt, PO Box 5838 or Somsen 205C, Business Office, Winona State University, Winona, MN 55987 by Noon, December 21, 1998.

Winona State University reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in proposals received.

Department of Employee Relations

Public Employees Insurance Program (PEIP)

Notice of Request for Proposal (RFP) for Administrative Services in the Areas of Sales/Marketing and Billing/Enrollment

The Minnesota Department of Employee Relations (DOER) is requesting proposals from qualified vendors to provide sales/marketing and billing/enrollment services for the Minnesota Public Employees Insurance Program (PEIP). The ideal vendor will provide administration of both functions (sale/marketing and billing/enrollment). However, PEIP will consider proposals from vendors wishing to propose services for only one of the two administrative functions.

Managed by DOER's Employee Insurance Division, PEIP consists of a self-insured health coverage program (with dental and life insurance options under an insured arrangement) serving active employees of Minnesota's local government units as well as an insured health coverage program for retired public workers. The program is operated as a statewide insurance pool established to help public employee groups representing the state's counties, cities, townships, school districts and other public jurisdictions to purchase affordable group coverage regardless of size or location. PEIP coverage is provided through a set of participating private-sector insurance plans, but the program competes with private sector insurance products for sales to public employers and individual public retirees.

Copies of the RFP are available on request. Please contact:

William Bausch, Manager
Public Employees Insurance Program
Minnesota Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Tel. (651) 297-8115
FAX (651) 296-5445
E-mail: william.bausch@state.mn.us

Proposals must be delivered to the above address no later than 3:00 p.m. on January 15, 1999.

Health Technology Advisory Committee

Notice of Request for Proposals for Health Technology Evaluation Services

The Health Technology Advisory Committee (HTAC) is soliciting proposals for health technology evaluation services including:

- a) initial evaluation reports on 3 technologies;
- b) consulting and services to add Minnesota-specific data and other information to the three initial reports; and
- c) additional consulting as needed.

Professional, Technical & Consulting Contracts

The health care technologies of interest are:

- Prophylactic Therapy for Prevention of Breast Cancer
- Autologous chondrocyte implantation for degenerative joint/osteoarthritis
- Human Growth Hormone as a treatment for children of short stature

Proposals must be received by the Minnesota Department of Health no later than 4:00 P.M. Monday, December 28, 1998.

A copy of the complete request for proposal can be obtained by contacting Nancy Cusick at:

Health Technology Advisory Committee
P.O. Box 64975
St. Paul, MN 55164-0975
Phone: (651) 282-6374 FAX: (651) 282-5628

Department of Human Services

Notice of Request for Proposals to Provide Consultation and Recommendations Regarding Cultural Diversity as Related to Minnesota's Self Determination Project

Purpose

The Minnesota Department of Human Services (DHS) is seeking consultation and recommendations from qualified parties to assist Minnesota's Self Determination Project (subsequently referred to as "the Project") with the evaluation of resources and the development and promotion of consumer-driven, culturally competent services.

Background

The Project was created to establish a framework for changing current service delivery systems and supporting persons with developmental disabilities in new and creative ways. Blue Earth, Dakota, and Olmsted counties were chosen as local project sites to implement "a new way of thinking" in promoting individualized choice and control. The Project's goals provide for improvement in access to services and quality of services.

Objective

Consultation, training, and technical assistance for the following outcomes is sought:

Outcome #1: Building community connections will be implemented with consideration for cultural diversity within the Project counties.

Outcome #2: Access issues regarding culturally competent supports for persons receiving services within the Project counties will be identified and an action plan developed for addressing identified issues.

Outcome #3: Cultural diversity considerations will be used as an integral part of planning as related to the state wide implementation of self determination philosophies and methodologies.

DHS estimates that the total cost of this consultation will not exceed \$8,000.

Inquiries and Proposals

The complete Request for Proposals may be obtained by contacting Jane Wiemerslage at the address or telephone number below. Questions regarding this proposal may be addressed solely and only to:

Jane Wiemerslage
Minnesota Department of Human Services
Community Supports for Minnesotans with Disabilities
444 Lafayette Road
St. Paul, MN 55155-3857
Phone (prior to 12/4/98): (651) 297-5875
Phone (after 12/4/98): (651) 582-1956
FAX: (651) 282-3787
E-Mail Address: jane.wiemerslage@state.mn.us

Minnesota House of Representatives Public Information Office

Public Notice of Request for Bid for Mailing of the House Public Information Office Publication *Session Weekly*

NOTICE IS HEREBY GIVEN that the Minnesota House of Representatives Public Information Office is seeking bids from qualified mail houses to provide mailing services for the publication *Session Weekly*.

The size of the publication will be 8.5" X 11" and it is mailed Second Class.

All bids must be submitted on the forms accompanying the specifications in a sealed envelope and delivered to Room 175, State Office Building, no later than **Wednesday, December 16, 1998, at 2 p.m.** Bid submittals will be opened publicly on that date and time.

A copy of the Request for Bid packet can be obtained by calling: Paul Battaglia, 175 State Office Building, St. Paul, Minnesota 55155-1298, (651) 296-8904.

Other department personnel are NOT allowed to discuss the Request for Bid with anyone, including responders, before the proposal submission deadline.

Minnesota State Lottery

Request for Bids for Promotional Merchandise

The Minnesota State Lottery will purchase a variety of promotional items for the purpose of marketing lottery games. Those items will be purchased under provisions of *Minnesota Statutes* 349A.07 which states in part:

"The director shall utilize an open bid process and shall take into account the particularly sensitive nature of the state lottery and shall consider the competence, quality of product, experience, and timely performance of each potential vendor in order to promote and ensure security, honesty, fairness, and integrity and the operation and administration of the lottery."

Since time frames of these purchases will often be extremely constrained, the Lottery will establish a list of vendors willing to deliver specific items or groups of items. Invitations to bid on specific items will then be mailed to these vendors and responses mailed directly to the Lottery offices in Roseville.

Companies interested in being included on the Minnesota State Lottery vendor list for promotional merchandise should submit: business name, address, contact person, phone number, fax number, brief description of your product line.

All responses should be sent to: Susie Kivi, Minnesota State Lottery, 2645 Long Lake Road, Roseville, Minnesota 55113. Vendors may request their names and product lines be added to the list at anytime.

Department of Natural Resources

Request for Proposal for Itasca State Park and Lake Bemidji State Park Exhibits

This Request for Proposal 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.

A. Scope of Project

This project will provide orientation, natural history and cultural history exhibits for Itasca State Park's planned new visitor center and some new replacement displays at Lake Bemidji State Park. For Itasca's exhibits, the work will involve concept design, research, writing, design, fabrications, delivery and installation for a 4,000+ square foot exhibit hall. Depending upon the concept design, the design and fabrication work may involve any or all of the following: diorama, model building, touch screen computer interactives, historic figure life forms, children's interactive displays, artist conceptions, artifact reproductions, graphic panels, and video production. For Lake Bemidji's exhibits, see C. General Description below.

B. Project Costs (including design, fabrication, temporary storage, delivery, and installation)

The Department has established a budget of \$500,000 for the Itasca Visitor Center exhibits and a budget of \$35,000 for the Lake Bemidji display project. The Department will be maintaining separate budgets for each project and the exhibit contractor needs to maintain separate cost coding to assure no shortages or overruns occur affecting the other project.

Professional, Technical & Consulting Contracts

C. Department Contacts

Prospective responders who have any questions regarding this Request for Proposal, or would like to request a copy of the Itasca State Park Visitor Management Plan and Visitor Center Program, may call:

Bryce Anderson, Regional Naturalist (218) 755-2869

PLEASE NOTE: Other department personnel are not allowed to discuss the project with responders before the submittal of proposal deadline.

D. Submission of Proposals

All proposals must be sent to and received by:

Bryce Anderson, Regional Naturalist
DNR Parks & Recreation
2115 Birchmont Beach Road NE
Bemidji, MN 56601
Phone: 218-755-2869
Fax: 218-755-4075 or 4024
E-mail: bryce.anderson@dnr.state.mn.us

not later than 4:00 p.m., January 8, 1999.

Late proposals will not be considered. Submit two copies of proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

E. State of Minnesota - Affirmative Action Data Page

Responders must complete and submit with proposal. Request copy from contact person.

F. Targeted Group Sub-Contracting

The Department of Administration has set a 10% sub-contracting goal for this contract. Prime contractors are required to sub-contract at least 10% of their contract to certified Targeted Group businesses or individuals. A listing of certified Targeted Group businesses may be obtained by contacting the Materials Management Division at (651) 297-4412 or (651) 296-2600 TTY (651) 282-5799, or by FAX: (651) 297-3996. **The complete updated listing is also available on the Materials Management Division Website at www.mmd.admin.state.mn.us.**

This provision does not apply to those businesses that are certified Targeted Group businesses.

A listing of the Targeted Group businesses or individuals to be utilized, and the percentage of utilization on this contract must be submitted with the proposal in order for the proposal to be considered. The total percent to be subcontracted must be equal to or in excess of the stated goal.

Prime contractors may request a waiver from this subcontracting goal by submitting documented unsuccessful efforts to obtain certified subcontractors to Materials Management Division, 112 Administration Building, St. Paul, MN 55155.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request For Proposal.

Pollution Control Agency

Request for Proposals for Multi Site Contract to Conduct Site Assessment, Remedial Investigations/Feasibility Studies, Interim Response Actions, Remedial Designs/Remedial Action Plans, Remedial Action Oversight, and Long-Term Remedial Action/Operation and Maintenance Activities at Superfund Sites

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) is seeking proposals from consultants/contractors qualified to conduct site assessment, remedial investigations/feasibility studies, interim response actions, remedial designs/remedial action plans, remedial action oversight, and long-term remedial action/operation and maintenance activities at sites located in Minnesota where there has been a release or threatened release of hazardous substances or pollutants or contaminants. The MPCA and MDA desire to contract with these qualified consultants/contractors for services from February 4, 1999, through December 30, 2000. No actual work or payment is guaranteed pursuant to the contract.

Professional, Technical & Consulting Contracts

The term of the contract will be two years with an execution date anticipated for February 4, 1999. The MPCA and MDA may contract with multiple consultants/contractors and the MPCA and MDA reserve the right to limit the number of parties to the contract.

A complete Request for Proposal (RFP) describing the requirements necessary for the contract has been prepared. Request for the complete RFP document should be directed to:

Jayne Stilwell Lamb
Minnesota Pollution Control Agency
Metro District/Site Remediation Section
520 Lafayette Road
St. Paul, Minnesota 55155-4194
Voice: (651) 297-8584
FAX: (651) 296-9707

Proposers should submit in writing a list of questions they would like addressed. Questions must be faxed or mailed to Jayne Stilwell Lamb and received by 4:00 p.m. on December 17, 1998.

The deadline for receipt of completed proposals is 2:00 p.m. January 14, 1999. Proposals should be submitted to the attention of the above MPCA contact person. Late submittals will not be considered.

Dated: 7 December 1998

Peder A. Larson
Commissioner

Department of Transportation

Engineering Services Division

Request for Proposal for Landscape Architecture Design Services

The Minnesota Department of Transportation (Mn/DOT) is soliciting general qualifications and interest proposals for Planning, Preliminary Design, Detail Design, and Construction Support as it relates to Landscape Architecture Services. These services will be used on an as-needed basis by Mn/DOT's Districts and Metro Division.

The primary purpose is to establish a Transportation Contract Program (T-contract) involving multiple Landscape Architect and Site Design contractors to provide planning, location, design, construction inspection/management, and research documentation associated with specific transportation programs and projects. It is estimated that this total T-contract program will be \$2,300,000.00 over three years.

To receive a copy of the complete Request for Proposal, Contractors will be required to submit a written requested either by direct mail or fax to the address indicated below through December 28, 1998. After December 28, 1998, Contractors will be required to be pickup in person from our offices a copy of the complete Request for Proposal. Complete Requests for Proposals can be obtained from:

Joseph D. Pignato, P.E.
Sr. Agreements Administrator
Consultant Services Unit, 7th Floor
Minnesota Department of Transportation
395 John Ireland Boulevard, Mail Stop 680
St. Paul, Mn 55155-1899
Phone: (651) 297-1172, FAX: (651) 282-5127

The responses to the Request for Proposals must be received by 2:00 PM January 6, 1999. **Late Submittals will not be considered. No time extensions will be granted.**

Firms will be selected and placed on the T-Contract program list from this solicitation.

The successful responders will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

This request does not obligate the Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation at any time. All expenses incurred by submitting contractors responding to this notice will be borne by the responder.

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.

Metropolitan Council (Minneapolis-St. Paul, MN Metropolitan Area)

Notice of Request for Proposals (RFP) for Assisting the Council's Environmental Services Division with Program Management Services

The Metropolitan Council Environmental Services (MCES) owns and operates nine wastewater treatment plants and 550 miles of interceptor sewers that convey wastewater from municipal sewer systems. MCES plants process 300 million gallons of wastewater everyday from 2.2 million residents in 104 communities and 839 industrial clients.

The objectives of these program management services for this RFP include:

- 1. Program Management:** Manage the work of other architectural/engineering firms on major capital improvement projects, including capital budget, scheduling, risk analysis, regulatory compliance and permitting, use of design standards, internal and external communications, staffing implications, operations and maintenance coordination, and start-up/training coordination.
- 2. Process Engineering:** Provide process engineering support to operations and maintenance staff regarding wastewater treatment and solids processing, including multiple hearth incineration.
- 3. Construction Support Services:** Provide construction management services on capital projects delivered primarily using MCES labor.

A tentative schedule for consultant selection is:

Receive letters of interest	early December 1998
Issue Request for Proposals	early December 1998
General Informational Meeting	mid December 1998
Receive Proposals	late December 1998
Evaluate and Shortlist Proposals	early January 1999
Interview Shortlisted firms	mid January 1999
Council approval	late January 1999
Contract negotiated, executed, NTP	early February 1999

All firms interested in being considered for these program management services and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Administrative Assistant, Contracts and Documents Unit
Metropolitan Council Environmental Services
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101

Inquiries regarding this project should be directed to William G. Moore at (651) 602-1162.

Minnesota Statutes, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

Ramsey County

Advertisement for Space Needs Assessment

Ramsey County is seeking a qualified consultant to conduct a space needs assessment for the possible relocation of its Public Works Department. The Department's primary responsibility is construction, maintenance and operation of the approximately 300 mile County road system. The Department employs approximately 140 people and maintains over 400 pieces of equipment.

The space needs assessment should include a review of the Department's current operations and functions, comparing them with generally accepted architectural criteria and determining the minimum and ideal space required for each function. The assessment will also include an analysis of the relationships between each function. When complete, the assessment should provide the information necessary to determine the approximate cost and size of a new facility and be able to provide adequate space needs data for a future architect to begin designing the facility.

Consultants interested in working with Ramsey County on this project should submit federal forms 254 and 255 along with a statement of qualifications that adequately indicates the expertise and experience necessary to perform the needs assessment. The statement of qualifications must not exceed 10 pages.

Ramsey County will evaluate the Statement of Qualifications and select five firms to submit proposals and complete an oral interview. Consultants for this first phase of the project will be selected using the following criteria:

- Experience in performing a space needs assessment.
- Experience working for other public works agencies.
- Examples of completed projects similar to a Public Works facility.
- Proximity of principal owners of the firm to project location.
- References.
- Ability to meet time lines and submittal requirements.

The consultant selected for this initial phase will not be excluded from providing services for future phases of this project.

Statements of Qualifications should be submitted no later than 4:30 p.m. December 18, 1998, to Paul Kirkwold, Director, Ramsey County Public Works Department, Suite 910, RCGC-West, 50 West Kellogg Blvd., St. Paul, MN 55102.

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.fnop.umn.edu>. Choose BID Information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.

Non-State Public Bids, Contracts & Grants

Upper Minnesota Valley Regional Development Commission

Notice of Request for Proposals (RFP) for Professional Consultant Services to Produce Promotional Materials for the Minnesota River Valley Scenic Byway


The Upper Minnesota Valley Regional Development Commission is requesting proposals for the design, development, production, and implementation of a brochure, internet website, video, and preliminary concept recommendations for interpretive kiosks for the Minnesota River Valley Scenic Byway. Project duration January 1, 1999 - June 30, 2000. Proposal cost estimates not to exceed \$33,000.

All firms interested in being considered for this project and desiring to receive a complete RFP package are invited to submit a Letter of Interest to:

Dawn E. Hegland
UMVRDC Physical Development Director
323 West Schlieman Avenue
Appleton, MN 56208

Inquiries can be directed to Dawn E. Hegland at (320) 289-1981 or umvrdc@info-link.net.

Proposals must be received no later than **4:00 P.M. on December 21, 1998.**



Minnesota Living -- A Great Recruitment Tool

At last-- an up-to-date employee recruitment publication that's affordable and effectively presents the best of Minnesota!

This full-color, glossy 24-page magazine highlights our state's many assets:

- * excellent education opportunities
- * affordable, safe communities
- * unlimited year-round recreational activities
- * world class arts and entertainment
- * rural values and urban sophistication
- * innovative companies
- * quality jobs

Individual copies sell for \$1.00 ea.*

SAVE! Purchase a complete CASE of 175 copies for \$150.00*

**plus sales tax and shipping fee*

TO ORDER:


Minnesota's Bookstore

651.297.3000 / 800.657.3757

Mon-Fri, 8am-5pm

Phone orders ONLY please.

Craig Blacklock, noted nature photographer



Lake Superior Images

Photos by Craig Blacklock

Be swept away by the force of this outstanding collection of photographs by noted nature photographer, Craig Blacklock. This softcover edition presents 154 color photos taken as Blacklock first hiked and then sea-kayaked to places inaccessible by road along 1,200 miles of shoreline. Softcover, 192pp.

Stock No. 19-64 \$29.95 + tax & shipping also by Blacklock—


Border Country #19-37 \$35.00

Seasons Calendar #15-50 \$10.95

Meet Craig Blacklock at our Holiday Booksigning

Friday, Dec. 4

11am-1pm



Minnesota's Bookstore

117 University Ave. St. Paul

651.297.3000 / 800.657.3757

Winter Fun in Minnesota



Ski Minnesota

90 cross-country ski trails within 60 miles of the metro area. Maps, ratings, rips, directions... **Stock No. 19-30 \$10.95***

North Central GPS Companion

Navigate your way through Minn., Wisc., and Iowa with 8200 towns & landmarks charted. **Stock No. 12-4 \$13.95***

PRIM Maps, Plat Map Books, Atlases

If you're a hunter, be sure to check out our selection of PRIM maps (DNR Public Recreation Information Maps), County Plat Map Books & State Atlases.

Twin Cities Winter Recreation Guide

95 parks and trails within the metro area for sledding, skiing, snowmobiling, skating, rental information, etc. **Stock No. 19-68 \$14.95***

**plus sales tax and shipping fee*

Phone orders
ONLY please.

TO ORDER:

Minnesota's
Bookstore

651.297.3000 / 800.657.3757
Mon-Fri, 8am-5pm

Eleanor Ostman, St. Paul Pioneer Press food columnist
Eleanor's writing style:

"Erma Bombeck meets the Reader's Digest".
...favorite recipes from among nearly 4,000 tested
for the column

Always on Sunday

Eleanor Ostman's Best Tested Recipes
Take advantage of Eleanor Ostman's 30 years experience in testing, tasting and judging recipes for her *St. Paul Pioneer Press Food* column. This cookbook comes with a bonus! It is seasoned with anecdotes of her meeting with such celebrities as James Beard, Paul Newman, Julia Childs, and others. Softcover, 360pp. **Stock No. 19-69 \$19.95 + tax & shipping**



Meet **Eleanor Ostman** at
our Holiday Booksigning
Friday, Dec. 4
11am-1pm



Minnesota's
Bookstore

117 University Ave. St. Paul
651.297.3000 / 800.657.3757

Compare Minnesota -- An economic & statistical fact book

An in-depth look at Minnesota's business & economic environment

... a great companion piece to Minnesota Living!

This 1998-99, tabbed 100+ page reference takes a comprehensive look at how Minnesota compares to other states using a variety of measures:

- * industry mix
- * energy & telecommunications
- * transportation
- * demographics
- * labor
- * education
- * construction & real estate
- * major Minnesota industries
- * government
- * quality of life
- * capital resources

Individual copies sell for \$6.95 ea.*

SAVE! Purchase a complete CASE of 14 copies for \$70.00*

Phone orders
ONLY please.

TO ORDER:

Minnesota's
Bookstore

651.297.3000 / 800.657.3757
Mon-Fri, 8am-5pm

**plus sales tax and shipping fee*



Department of Administration
Communications Media Division

Periodicals
U.S. Postage
Paid
Permit No.
326630
St. Paul, MN

117 University Avenue • St. Paul, Minnesota 55155
Metro Area 651-297-3000
Toll Free 1-800-657-3757
FAX 651-297-8260
Metro Area 651-282-5077 Greater MN 1-800-657-3706

Please notify us of any address changes so that we can continue to give you our best service. Include your old mailing label to speed your service.

 Printed on recycled paper
20% post-consumer waste

TO ORDER:

Complete attached order blank. Please include sales tax. Include either your VISA/MasterCard, American Express or Discover credit card number with the expiration date, or a check/money order made out to the State of Minnesota. Orders by phone are accepted when purchasing with your credit card. Please include a phone number where you can be reached during the day in case we have questions about your order.

PREPAYMENT REQUIRED.

Merchandise may be returned if it is in resalable condition.

NOTE:
State Register and other subscriptions do not require sales tax or postage and handling fees.

Shipping Charges	
Subtotal	Add:
Up to \$25.00	\$3.00
\$25.01 - \$50.00	\$5.00
\$50.01 - \$100.00	\$7.00
\$100.01 - \$1,000.00	\$10.00

For Your Convenience, photocopy this order blank

Code No.	Quantity	Description	Item Price	Total
Name or Company			Subtotal	
Attention				
Address			6 1/2 % tax MN residents 7% St. Paul residents	
City	State	Zip		
American Express/VISA/MasterCard/Discover No.				
Signature			TOTAL	
Expiration Date		Telephone (During Day)		



Prices subject to change without notice.
Please allow about 6 weeks for delivery.
In a hurry? Stop by our Bookstore.
Bookstore hours: 8:00-5:00 Monday-Friday