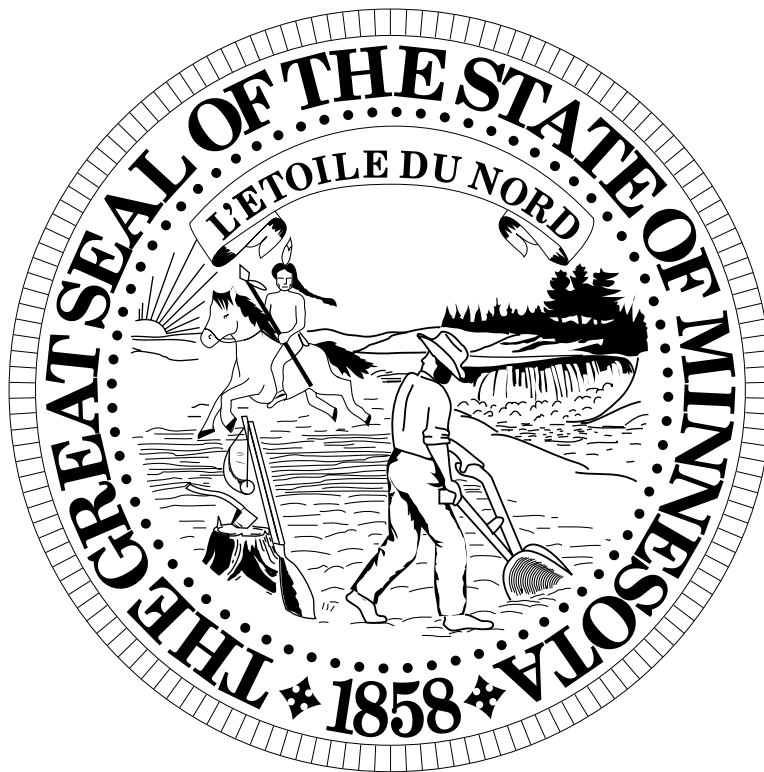


State of Minnesota

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 13 March 2000
Volume 24, Number 37
Pages 1273-1302

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, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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Printing Schedule and Submission Deadlines

Vol. 24 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
#37	Monday 13 March	Noon Wednesday 1 March	Noon Tuesday 7 March
#38	Monday 20 March	Noon Wednesday 8 March	Noon Tuesday 14 March
#39	Monday 27 March	Noon Wednesday 15 March	Noon Tuesday 21 March
#40	Monday 3 April	Noon Wednesday 22 March	Noon Tuesday 28 March

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Publication Number: 326630. (ISSN 0146-7751)

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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.

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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

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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 issue 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.

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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*.

Secretary of State

Proposed Permanent Rules Relating to Election Official Training

DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing Are Received

Proposed Amendment to Rules Governing Training of County Auditors, Local Election Officials, and Election Judges, *Minnesota Rules*, chapter 8240

Introduction. The Minnesota Secretary of State intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on Wednesday, April 12, 2000, a public hearing will be held in Room 300 South, State Office Building, 100 Constitution Avenue, St. Paul, Minnesota 55155, starting at 9:00 a.m. on Tuesday, May 2, 2000. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after April 12, 2000 and before May 2, 2000.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is:

J. Bradley King
Director, Elections Division
Office of the Secretary of State
180 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1299
(651) 215-1440
(877) 600-8683
elections@sos.state.mn.us

TTY users may call the Secretary at (800) 627-3529

Subject of Rules and Statutory Authority. The proposed rules are about election administration training for county auditors, municipal and school district clerks, training authorities, and election judges. Specifically, the proposed rules (1) establish a training program to certify county auditors in election administration; (2) establish an election administration training program that municipal and school district clerks must successfully complete before administering elections; (3) modify the current training program for training authorities and election judges; and (4) repeal existing *Minnesota Rules*, parts 8240.1650, 8240.1655, subpart 5, and 8240.1700, which concern obsolete procedures and redundant provisions. The statutory authority to adopt the rules is *Minnesota Statutes*, section 204B.25, subdivision 2. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. Additional copies of the rules are available upon request from the agency contact person listed above.

Comments. You have until 4:30 p.m. on Wednesday, April 12, 2000, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on Wednesday, April 12, 2000. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format/Accommodation. 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, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for May 2, 2000, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at (651) 215-1440 after Wednesday, April 12, 2000 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge George A. Beck is assigned to conduct the hearing. Judge Beck can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone 612-341-7601, and FAX 612-349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons, including representatives of associations or 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 rules. 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 person 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. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

<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>
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Proposed Rules

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification 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 statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: First Floor South, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 651-296-5148 or 1-800-657-3889.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. 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.

Adoption Procedure After a Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the Administrative Law Judge's report will become available, and 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 rules and files them with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

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

Dated: 1 March 2000

Mary Kiffmeyer
Secretary of State

8240.0100 DEFINITIONS.

Subpart 1. **Scope.** Terms used in parts 8240.0100 to ~~8240.2500~~ shall 8240.2900 have the meanings given them.

Subp. 2. Election cycle. "Election cycle" means the period from January 1 of an even-numbered year until December 31 of an odd-numbered year.

Subp. 3. Home county. "Home county" means the county where the administrative offices of a municipality or school district are located.

Subp. 4. Municipal clerk. "Municipal clerk" means the person authorized or required to administer elections in a municipality.

Subp. 5. School district clerk. "School district clerk" means the person authorized or required to administer the school district election.

Subp. 6. Training authority. "Training authority" means a county auditor ~~of~~ and designees or the municipal election official to whom the county auditor has delegated election judge training duties.

Subp. 7. Training program. "Training program" means a system of instruction to promote the competence of election ~~judges~~ officials by supplying necessary information to improve election-related skills.

8240.0200 SCOPE AND PURPOSE.

Subpart 1. Election judge training. Parts 8240.0100 to 8240.2500 establish the program for training ~~of~~ election judges required by *Minnesota Statutes*, section 204B.25.

~~The purpose of the training program is to provide for uniform application of Minnesota election laws and rules by election judges and to promote accuracy, honesty, and efficiency in election procedures.~~

Subp. 2. Municipal clerk training. Part 8240.2700 establishes the program for training municipal clerks required by *Minnesota Statutes*, section 204B.25, subdivision 4.

Subp. 3. School district clerk training. Part 8240.2800 establishes the program for training school district clerks required by *Minnesota Statutes*, section 204B.25, subdivision 4.

Subp. 4. County auditor certification. Part 8240.2900 establishes the program for certifying county auditors in election administration required by *Minnesota Statutes*, section 204B.27, subdivision 10.

Subp. 5. Minimum standards. Parts 8240.0100 to ~~8240.2500~~ shall be construed as 8240.2900 are the minimum standards required of training programs conducted pursuant to under Minnesota Statutes, section sections 204B.25 and 204B.27, subdivision 10. Nothing in ~~parts 8240.0100 to 8240.2500~~ shall restrict this chapter restricts training authorities from implementing training programs more comprehensive than are required by parts 8240.0100 to ~~8240.2500~~ 8240.2900.

8240.0300 PROFICIENCY DEMONSTRATION.

To successfully complete a course required by this chapter, a person must take the entire course and demonstrate proficiency in a manner approved by the secretary of state. A person may consult the training materials provided during a training course while demonstrating proficiency for that course. A person who fails to demonstrate proficiency as required by this chapter may attempt to do so until the person demonstrates proficiency or until the deadline set by the training authority.

8240.1050 ELECTION CONFERENCE.

An auditor shall attend an election conference given by the secretary of state once every election cycle.

8240.1100 TRAINING AUTHORITY CONFERENCE.

Before each state primary election, each training authority shall attend a conference on election administration and training on adult education methods conducted or approved by the secretary of state before each state primary election. If a county auditor delegates the duty to train election judges to a municipal election official and an election is to take place in that municipality ~~prior to~~ before the next training conference held by the secretary of state, the county auditor shall train the municipal election official in administration of a training program.

8240.1200 TRAINING PROGRAM.

A training program ~~shall consist~~ consists of a basic training course, ~~a review course;~~ a head election judge training course; an emergency training course and, for election judges and head election judges; in municipalities conducting absentee voting pursuant to Minnesota Statutes, section 203B.11, a health care facility absentee voting course; any other election judge training course required by the training authority; a course on adult education methods; a municipal clerk election administration training course; a school district clerk election administration training course; and a county auditor election administration course. ~~A training authority~~ The person responsible for training may design the courses to meet the election problems conditions peculiar to the jurisdiction, but the courses ~~shall~~ must meet at least the minimum standards ~~set forth~~ in parts 8240.1600 to ~~8240.1900~~ 8240.2900.

8240.1300 COURSES REQUIRED ELECTION JUDGE BASIC TRAINING REQUIREMENT.

~~An election judge who must receive training pursuant to Minnesota Statutes, section 204B.25, shall~~

Subpart 1. Election judge basic training course. To serve as an election judge, a person must successfully complete a basic training course which that meets the requirements of part 8240.1600. After completing the basic training course, an election judge may serve at future elections by successfully completing a review course once every two years which meets the requirements of part 8240.1700. The basic training course need not be repeated if the judge serves at least one election every four years.

Subp. 2. Certification of training. A training authority must issue a certification of election judge basic training to a person who successfully completes a basic training course.

Subp. 3. Maintaining certification. A person must successfully complete the basic training course once every 24 months to remain qualified to serve as an election judge.

Subp. 4. Timing. The basic training course and the review course shall must be conducted not more than 60 days before the state primary election or fewer than three days before the state general election. When one or more election judges are unable to attend a scheduled training session, a makeup session shall be held which conforms to the scheduled training session so far as practicable.

A special training course must be conducted for all election judges not more than 60 nor fewer than three days before a presidential primary election. The county auditor shall establish either a one or two hour training course for the presidential primary. The length of training for the presidential primary should be determined by the voting method used at the presidential primary, and the experience level of election judges with the voting method.

Subp. 5. Training between primary and general elections. ~~No~~ An election judge who successfully completes the training required by parts 8240.0100 to 8240.2500 for a state primary election ~~shall be~~ is not required to complete additional training for the succeeding general election.

<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>
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The training authority shall determine the maximum number of trainees in each training session conducted pursuant to parts 8240.1600 and 8240.1700. The maximum number of trainees shall be appropriate to the methods of instruction used.

8240.1350 HEAD ELECTION JUDGE TRAINING REQUIREMENT.

Subpart 1. Head election judge training. Before serving as a head election judge, a person must successfully complete a basic election judge training course that meets the requirements of part 8240.1600 and a head election judge training course that meets the requirements of part 8240.1750.

Subp. 2. Certification of training. A training authority must issue a certification of head election judge training to a person who successfully completes a head election judge training course.

Subp. 3. Maintaining certification. A person must successfully complete the head election judge training course every 24 months to remain eligible to serve as a head election judge.

Subp. 4. Supplemental head election judge training. A training authority may require head election judges to attend a supplemental head election judge training course for an election. A head election judge must attend the supplemental training course to be eligible to serve as a head election judge for that election.

8240.1400 HEALTH CARE FACILITY ABSENTEE VOTING REQUIREMENT.

Subpart 1. Health care facility absentee voting course. Each election judge who conducts absentee voting in health care facilities pursuant to under Minnesota Statutes, section 203B.11, shall successfully complete ~~the~~ a course for health care facility absentee voting as provided in part 8240.1800 before performing duties that meets the requirements of part 8240.1800 in addition to the election judge basic training course.

Subp. 2. Certification of training. A training authority must issue a certification of health care facility absentee voting training to a person who successfully completes a health care facility absentee voting training course.

Subp. 3. Maintaining certification. A person must successfully complete the health care facility absentee voting course every 24 months to remain eligible to conduct absentee voting in a health care facility.

8240.1500 EMERGENCY TRAINING REQUIREMENT.

Subpart 1. Emergency election judge training. An election judge who is ~~elected~~ appointed after the ~~opening of the polls training period ends~~ and who has not successfully completed the basic training course ~~or review course~~ conducted for that election shall ~~must~~ complete the emergency training course as provided in part 8240.1900 before serving as an election judge.

Subp. 2. Emergency head election judge training. A head election judge who is appointed after the training period ends and who has not successfully completed a head election judge training course must complete the emergency head election judge training course as provided in part 8240.1950 before serving as a head election judge.

8240.1600 ELECTION JUDGE BASIC TRAINING COURSE.

Subpart 1. Length. The election judge basic training course shall ~~must~~ be at least two hours long.

Subp. 2. Materials. The training authority shall provide ~~each election judge trainee with~~ examples of all forms which election judges must complete in the course of their duties; with examples of ~~all~~ forms of identification acceptable for purposes of election day registration, including any forms of student identification issued by educational institutions in the area; and with ~~all~~ the materials contemplated in the training plan approved by the secretary of state pursuant to part 8240.2400. Additional materials may be provided by the training authority as the authority ~~deems~~ considers useful.

Subp. 3. Use of equipment. An electronic voting system or specimen paper ballot and ballot box shall ~~must~~ be ~~utilized~~ used at each training session to familiarize each election judge with the voting procedures for the method of voting employed in the precinct where the judge will serve.

Subp. 4. Course content. A basic training course shall ~~must~~ include necessary information and skill development in the following areas:

A. ~~judges' duties before election day; supplies; voter registration cards; voting system checkout; and ballots~~ how to use the training materials to find answers to questions arising in the polling place on election day;

B. preparations on election day before polls open;

C. judges' duties during voting hours:

(1) election day voter registration;

(2) persons allowed in polling place;

(3) challenge process;

- (4) voting process;
- (5) spoiled ballots;
- (6) assistance to disabled voters; and
- (7) absentee ballots;

D. basic election judges' duties after polls close: closing polls; canvass process; defective and spoiled ballots; summary statements; and delivery of election materials;

E. new laws, rules, forms, and procedures; ~~and~~

F. major problems at prior elections; and

G. how to follow instructions from the head election judge.

8240.1655 QUALIFICATIONS FOR TRAINEE ELECTION JUDGES.

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

Subp. 2. **Training.** A trainee election judge must successfully complete the basic ~~two-hour~~ election judge training course as defined in part 8240.1650 before serving in a special, primary, or general election.

Subp. 3. **Qualifications.** A trainee election judge must be a United States citizen, a resident of the municipality in which the trainee election judge serves, and ~~be~~ at least 16 years of age. Trainee election judges must provide certification from their school that they are enrolled in a Minnesota high school, have completed or ~~be~~ are enrolled in a course on government at the time of service, and are performing at an academic level acceptable to the principal of the trainee's high school.

Subp. 4. **Appointment.** Trainee election judges may be appointed by the municipality or school district conducting the election if:

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

D. the request and certificate are submitted to the student's principal at least ten days ~~prior to~~ before the election; and

E. the appointment will not require the trainee election judge to serve past 10:00 p.m.

Subp. 5. [See repealer.]

[For text of subp 6, see M.R.]

8240.1750 HEAD ELECTION JUDGE TRAINING.

Subpart 1. Length. A head election judge training course must be at least one hour long.

Subp. 2. Course content. The head election judge training course must include information on the following topics:

A. head election judges' duties before election day;

B. head election judges' duties to open the polling place on election day;

C. how to use the voting equipment;

D. how to provide emergency election judge training;

E. how to use the training materials to find answers to questions arising in the polling place on election day;

F. how to help election judges work together in the polling place;

G. head election judges' duties at the polling place after the polls close; and

H. how to return election materials to the local election official after the ballots have been counted.

8240.1800 COURSE FOR HEALTH CARE FACILITY ABSENTEE VOTING.

Subpart 1. Length. The health care facility absentee voting course must be at least one hour long.

Subp. 2. Course content. The course content ~~shall~~ must include information on the following topics:

A. who is eligible to vote absentee from health care facilities;

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- B. application process;
- C. registration process, including methods for providing proof of residence;
- D. assistance to voters;
- E. voting procedures;
- F. procedures for transporting voted ballots;
- G. names and addresses of eligible health care facilities;
- H. name of contact person at each facility; and
- I. particular problems encountered in previous elections.

8240.1900 EMERGENCY ELECTION JUDGE TRAINING COURSE.

Subpart 1. **At the polls.** The ~~chief~~ head election judge shall conduct emergency training if needed at the polling place. The training authority shall provide an outline of emergency training procedures and otherwise ensure that the ~~chief~~ head election judge is prepared to conduct emergency training, if necessary.

Subp. 2. **Course content.** The ~~chief~~ head election judge shall review with a replacement judge all procedures and duties that are assigned to the replacement judge.

Subp. 3. **Ongoing instruction.** The ~~chief~~ head election judge shall provide additional instruction to the replacement judge as necessary throughout election day.

8240.1950 EMERGENCY HEAD ELECTION JUDGE TRAINING.

The training authority shall conduct emergency head election judge training if needed. The county auditor shall provide each training authority with an outline of emergency training procedures and a checklist of head election judge duties.

8240.2000 TRAINING MATERIALS.

The secretary of state shall provide the county auditor with Minnesota Election Judges Guides and training materials concerning changes in election laws, rules, forms, and procedures. The county auditor shall transmit these materials to training authorities in the county. ~~At each training session,~~ The training authority shall provide election ~~judge trainees~~ judges with copies of the Minnesota Election Judges Guide ~~received from the county auditor and to use at training sessions,~~ with at least one copy for each ~~polling place~~ head election judge. The municipal clerk or, for school district elections not held on the same day as another election, the school district clerk shall ensure that a Minnesota Election Judges Guide is available at each polling place on election day for use by the election judges.

8240.2100 TRAINING RECORD.

Each municipal clerk, and county auditor in unorganized territory, shall maintain a record of all election judges who receive training. The record ~~shall be a list or a card system containing~~ must contain the election judge's name; precinct ~~number~~ of residence; party affiliation, if any; dates of training; type of course completed on each date; and dates of election judge service. The record ~~shall~~ must be kept current for each election judge in the county or municipality.

8240.2200 ELIMINATING JUDGE FROM RECORD.

An election judge may be eliminated from the training record ~~if she or he who~~ who has not ~~served as an election judge or~~ received election judge basic training during the preceding ~~four~~ two years.

8240.2300 CERTIFICATION OF TRAINING.

~~Each election judge who successfully completes a basic training course or review course shall receive a certification of training. The~~ A certification shall of training issued for completing an election judge training course must include the election judge's name, municipality, date of training, course completed, and the signature of the training authority.

~~Except as provided in Minnesota Statutes, section 204B.25, each election judge must show a certification of training to the chief judge of the precinct prior to being sworn in on election day.~~

8240.2400 TRAINING PLAN.

Each training authority shall prepare a training plan.

The training plan ~~shall~~ must include the names of persons conducting training; number of sessions planned; projected attendance at each session; training materials to be used; training methods employed; and an outline of the content of ~~the basic training course, review course, emergency training course, and any health care facility absentee voting course~~ each election judge training course.

Copies of all materials ~~which that~~ will be distributed at the training sessions ~~shall~~ must be included with the training plan.

The training plan must be available for public inspection.

8240.2500 IN-SERVICE REVIEW.

After each primary election and before each ensuing general, special, or municipal election, the training authority shall confer or correspond with the ~~chief~~ head election judge of each precinct to review problems or questions encountered at the primary. The training authority shall analyze problems indicated by the election returns, incorrect registrations, election judge comments, or voter complaints and shall answer questions of the ~~chief~~ head judges.

8240.2700 MUNICIPAL CLERK TRAINING REQUIREMENT.

Subpart 1. Certification required. To administer an election, a municipal clerk must successfully complete an initial municipal clerk election administration training course and must remain certified in election administration under this part.

Subp. 2. Length of initial training. An initial municipal clerk election administration training course consists of five hours of training given by a county auditor or the secretary of state. The five hours of training must be completed within one election cycle.

Subp. 3. Initial certification. The home county auditor must issue the initial certification of election administration to a municipal clerk who successfully completes the municipal clerk election administration training course. The initial certification of election administration is valid until the end of the election cycle after the election cycle in which the certification was issued.

Subp. 4. Biennial certification maintenance requirement. To remain certified in election administration after receiving the initial certification, a municipal clerk must successfully complete four hours of election administration training during each election cycle. The certification maintenance training must be given by a county auditor or the secretary of state and must be completed before the expiration date of the clerk's certification. The clerk must provide the home county auditor with proof that the clerk has completed certification maintenance training before the expiration date of the clerk's certification. At the beginning of each election cycle, the home county auditor shall issue a new certification of election administration to a municipal clerk who has completed the biennial certification maintenance requirement. The new certification of election administration is valid until the end of the election cycle in which the new certification was issued.

Subp. 5. Training content. An election administration training course for municipal clerks must include training on:

- A. candidate filings;
- B. campaign practices;
- C. campaign finance requirements;
- D. the election calendar;
- E. ballot preparation;
- F. election judge recruitment and duties;
- G. notice requirements;
- H. voting systems, if used in the municipality;
- I. mail elections;
- J. absentee voting; and
- K. post-election duties.

Subp. 6. Alternative training. Election administration training given by an individual other than a county auditor or the secretary of state may fulfill up to four hours of the initial certification requirement or three hours of the biennial certification maintenance requirement if the training covers topics listed in subpart 5. The municipal clerk must provide the home county auditor with a description of the course to receive credit for the alternative training. The home county auditor must review the course description to determine whether the alternative training covers topics listed in subpart 5.

Subp. 7. Training authorities. Time spent attending the adult education training methods course required by part 8240.1100 must not be counted toward fulfillment of a clerk's initial certification requirement or biennial certification maintenance require-

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ment. Time spent giving the first session of each type of election judge training may be counted toward fulfillment of a clerk's initial certification requirement or biennial certification maintenance requirement.

Subp. 8. Record. The home county auditor must keep a record of all municipal clerks who receive election administration training. The record must contain the clerk's name, the clerk's municipality, the name and date of any completed training course, the date certification was completed, the name and date of any completed post-certification courses, and the date the clerk's certification expires. The auditor may remove a clerk's name from the record if the clerk's certification has been expired for at least two years.

Subp. 9. Emergency training. A municipal clerk who has taken office less than six months before an election may administer that election after completing two hours of emergency training given by the home county auditor or secretary of state.

Subp. 10. Certification for municipal staff. Municipal employees designated by the municipal clerk may attend municipal clerk election administration training courses. The home county auditor shall issue a certification of election administration to a municipal designee who successfully completes a municipal clerk election administration training course.

8240.2800 SCHOOL DISTRICT CLERK TRAINING REQUIREMENT.

Subpart 1. Certification required. To administer an election, a school district clerk must successfully complete an initial school district clerk election administration training course and must remain certified in election administration under this part.

Subp. 2. Length of initial training. An initial school district clerk election administration training course consists of five hours of training given by a county auditor or the secretary of state. The five hours of training must be completed within one election cycle.

Subp. 3. Initial certification. The home county auditor must issue the initial certification of election administration to a school district clerk who successfully completes the school district clerk election administration training course. The initial certification of election administration is valid until the end of the election cycle after the cycle in which the certification was issued.

Subp. 4. Biennial certification maintenance requirement. To remain certified in election administration after receiving the initial certification, a school district clerk must successfully complete four hours of election administration training during each election cycle. The certification maintenance training must be given by a county auditor or the secretary of state and must be completed before the expiration date of the clerk's certification. The clerk must provide the home county auditor with proof that the clerk has completed certification maintenance training before the expiration date of the clerk's certification. At the beginning of an election cycle, the home county auditor shall issue a new certification of election administration to a school district clerk who has completed the biennial certification maintenance requirement. The new certification of election administration is valid until the end of the election cycle in which the new certification was issued.

Subp. 5. Training content. An election administration training course for school district clerks must include training on:

- A. candidate filings;
- B. campaign practices;
- C. campaign finance requirements;
- D. the election calendar;
- E. ballot preparation;
- F. election judge duties;
- G. notice requirement;
- H. voting systems, if used in the school district;
- I. mail elections;
- J. absentee voting; and
- K. post-election duties.

Subp. 6. Alternative training. Election administration training given by an individual other than a county auditor or the secretary of state may fulfill up to four hours of the initial election administration training course or three hours of the biennial certification maintenance requirement if the training covers topics listed in subpart 5. The school district clerk must provide the home county auditor with a description of the course to receive credit for the alternative training. The home county auditor must review the course description to determine whether the alternative training covers topics listed in subpart 5.

Subp. 7. Record. The home county auditor must keep a record of all school district clerks who receive election administration training. The record must contain the clerk's name, the clerk's school district, the name and date of any completed training course, the date certification was completed, the name and date of any completed post-certification courses, and the date the clerk's certifi-

cation expires. The auditor may remove a clerk's name from the record if the clerk's certification has been expired for at least two years.

Subp. 8. Emergency training. A school district clerk who has taken office less than six months before an election may administer that election after completing two hours of emergency training given by the home county auditor or secretary of state.

Subp. 9. Certification for school district staff. School district employees designated by the school district clerk may attend school district clerk election administration training courses. The home county auditor shall issue a certification of election administration to a school district designee who successfully completes a school district clerk election administration training course.

8240.2850 IMPLEMENTATION SCHEDULE FOR CERTIFICATION OF MUNICIPAL AND SCHOOL DISTRICT CLERKS.

A municipal clerk who successfully completes at least three hours of election administration training given by a county auditor or the secretary of state before September 1, 2000, is qualified to administer elections until December 31, 2001. A school district clerk who successfully completes at least three hours of election administration training given by a county auditor or the secretary of state before the first school district election held after the adoption of parts 8240.2800 and 8240.2850 is qualified to administer elections until December 31, 2001. Municipal and school district clerks must successfully complete at least two additional hours of training before December 31, 2001, to receive an initial election administration certification. The initial election administration certification received under this subpart is valid until December 31, 2003. To maintain the election administration certification, a municipal clerk must satisfy the biennial certification maintenance requirement in part 8240.2700, subpart 3, and a school district clerk must satisfy the biennial certification maintenance requirement in part 8240.2800, subpart 3.

8240.2900 COUNTY AUDITOR ELECTION ADMINISTRATION CERTIFICATION.

Subpart 1. Length of initial training. To be certified in election administration by the secretary of state, a county auditor must successfully complete a county auditor election administration training course. A county auditor election administration training course consists of 15 hours of training given by the secretary of state. The 15 hours of training must be completed within one election cycle.

Subp. 2. Initial certification. The secretary of state must issue the initial certification of election administration to a county auditor who successfully completes the county auditor election administration training course. The initial certification of election administration is valid until December 31 of the calendar year after the election cycle in which the certification was issued.

Subp. 3. Annual certification maintenance requirement. To remain certified in election administration after receiving the initial certification, a county auditor must successfully complete two hours of election administration training during each calendar year. The certification maintenance training must be given by the secretary of state and must be completed before the expiration date of the auditor's certification. The auditor must provide the secretary of state with proof that the auditor has completed certification maintenance training before the expiration date of the auditor's certification. The secretary of state shall issue a new certification of election administration to a county auditor who has completed the annual certification maintenance requirement. The new certification of election administration is valid until December 31 of the year in which the new certification was issued.

Subp. 4. Training content. An election administration training course for county auditors must include training on:

- A. the voter registration system;
- B. candidate filings;
- C. campaign practices;
- D. campaign finance requirements;
- E. the election calendar;
- F. ballot preparation;
- G. election judge recruitment and duties;
- H. mail elections;
- I. absentee voting;
- J. the election night reporting system;

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K. post-election duties; and

L. the duties performed by municipal and school district clerks.

Subp. 5. **Alternative training.** Election administration training given by an individual other than the secretary of state may fulfill up to 13 hours of the initial certification requirement or one hour of the annual certification maintenance requirement if the training covers topics listed in subpart 4. The county auditor must provide the secretary of state with a description of the course to receive credit for the alternative training. The secretary must review the course description to determine whether the alternative training covers topics listed in subpart 4.

Subp. 6. **Training authority.** Time spent attending the adult education training methods course required by part 8240.1100 must not be counted toward fulfillment of an auditor's initial certification requirement or annual certification maintenance requirement. Time spent giving the first session of each type of election judge training may be counted toward fulfillment of an auditor's initial certification requirement or annual certification maintenance requirement.

Subp. 7. **Record.** The secretary of state must keep a record of all county auditors who receive election administration training. The record must contain the auditor's name, the auditor's county, the name and date of any completed training course, the date certification was completed, the name and date of any completed post-certification courses, and the date the auditor's certification expires. The secretary of state may remove an auditor's name from the record if the auditor's certification has been expired for at least two years.

Subp. 8. **Emergency training.** The secretary of state shall conduct emergency election administration training for a county auditor who has taken office less than two months before an election.

Subp. 9. **Certification for county election staff.** County employees designated by the county auditor may attend county auditor election administration training courses. The secretary of state shall issue a certification of election administration to a county designee who successfully completes a county auditor election administration training course.

REPEALER. Minnesota Rules, parts 8240.1650; 8240.1655, subpart 5; and 8240.1700, 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.

Department of Health

Adopted Permanent Rules Relating to Health Maintenance Organization Fees

The rules proposed and published at *State Register*, Volume 24, Number 18, pages 641-644, November 1, 1999 (24 SR 641), are adopted as proposed.

Higher Education Services Office

Adopted Permanent Rules Relating to Licensure of Private Career Schools

The rules proposed and published at *State Register*, Volume 24, Number 26, pages 932-939, December 27, 1999 (24 SR 932), are adopted with the following modifications:

4880.2500 CATEGORIES OF CHAPTER 141 SCHOOLS.

Subpart 1. **Definitions.** For purposes of this part, the following terms have the meanings given.

F. "Program" means a vocational or professional program preparing students for an occupation which requires licensure or other certification by examination for entry into the occupation in Minnesota and completion of the program is required for admission to the examination. This definition applies only to a category C school under subpart 2, item C, subitem (3).

Subp. 2. **Categories of schools.** Schools licensed under *Minnesota Statutes*, chapter 141, must qualify under one of the three following categories of schools:

C. A category C school must, for reporting purposes, satisfy all of the licensure requirements under parts 4880.1500 to 4880.2800, *Minnesota Statutes*, chapter 141, and meet all of the following applicable performance indicators:

(8) the school must verify annually there have been no unresolved student complaints related to *Minnesota Statutes*, chapter 141, or its attendant rules during the preceding 12 months immediately prior to the relicensure notification from the office. The office will notify a school in writing when the office has determined that a student complaint has been resolved.

Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to 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. Specific *Minnesota Statutes* citations accompanying these emergency expedited rules detail the agency's rulemaking authority.

Department of Human Services

Chemical Dependency Division

Proposed Expedited Permanent Rules Relating to Chemical Dependency Care for Public Assistance Recipients

Notice of Intent to Amend Rules Without a Public Hearing Using the Expedited Rulemaking Process Provided by *Minnesota Statutes* Section 14.389

Proposed Amendments to Rules Governing Criteria Used by Counties to Determine the Appropriate Level of Chemical Dependency Care for Public Assistance Clients, *Minnesota Rules*, parts 9530.6600 to 9530.6655

Introduction. *Laws of Minnesota 1999*, chapter 245, article 8, section 81, subdivision 1 directs the Commissioner of Human Services to follow the expedited rulemaking process under *Minnesota Statutes*, section 14.389 to amend criteria established in *Minnesota Rules*, parts 9530.6600 to 9530.6655. The commissioner is further directed to amend specified rule parts to include assessment criteria that address issues related to parents who have open child protection cases, due in part to chemical abuse. When

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.

Expedited Emergency Rules

a law authorizing or requiring rulemaking refers to *Minnesota Statutes*, section 14.389, the agency may follow the abbreviated process outlined under that section to adopt, amend or repeal a rule. *Minnesota Statutes*, section 14.389, subdivision 2, specifies that the agency must give notice of its intended action and allow thirty (30) days for public comments after the rule and the notice are published in the *State Register*.

Agency Contact Person. Comments or questions on the rules must be submitted to the agency contact person. The agency contact person is:

Alice Weck
Department of Human Services
Appeals & Regulations
444 Lafayette Road
St. Paul, MN 55155
Phone: (651) 297-4302
Fax: (651) 297-3173
Email: alice.weck@state.mn.us
For TTY, contact Minnesota Relay Services at 1-800-627-3529

Subject of Rule and Statutory Authority. *Minnesota Rules*, parts 9530.6600 to 9530.6655, also known informally as DHS Rule 25, Chemical Dependency Assessment, establish the criteria counties must apply to determine the level of chemical dependency treatment a person will receive when that treatment is to be paid for with public funds. The proposed amendments would add assessment criteria that address issues related to parents who have open child protection cases due in part to chemical abuse, per the statutory authority in *Laws of Minnesota 1999*, chapter 245, article 8, section 81, subdivision 1. The intent is to allow the social services delivery system to address chemical use problems and parenting deficits at the same time.

To achieve the legislative intent of the proposed amendments, it is necessary to amend three parts of the rule. Part 9530.6605 includes definitions of two key terms used in the rule to determine whether a client needs chemical dependency treatment. Part 9530.6605, subpart 18 defines "inappropriate and harmful use" and part 9530.6605, subpart 20 defines "pathological use." Both these definitions need amending to make explicit the legislature's intent that assessors consider whether client behavior that required protective services for a child in the client's care was related to chemical use by the client. Under the rules as currently written, an assessor can consider the connection but is not explicitly directed to do so.

Part 9530.6620, subpart 1 is amended to add child protection-related issues to the information an assessor must consider when determining the most appropriate level of care or placement for a client. Under the current rule, an assessor can, but is not required to, consider child protection-related issues when determining an appropriate level of treatment for a client.

Finally, part 9530.6650 is amended so that an exception to placement criteria can be made to place a client with child protection-related issues in certain programs that would address parenting deficits or allow the family to remain unified or has specialized services to address the needs of the client's children. For instance, if the placement criteria suggest outpatient treatment as the best alternative for a client with child protection-related issues and the available outpatient programs do not offer training in parenting skills while an available inpatient program does, the exception would allow the client to go to the inpatient program.

The proposed rule amendments are published herein and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on April 13, 2000 to submit written comment in support of or in opposition to the proposed rule amendments. Your comment must be in writing and received by the above-named agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rule amendments addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rule amendments must also be made during this comment period.

Alternative Format. 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, please contact the agency contact person at the address or telephone number listed above.

Modifications. The Department of Human Services may modify a proposed rule if the modifications do not result in a substantially different rule, as defined in *Minnesota Statutes*, section 14.05, subdivision 2, paragraphs (b) and (c). If the final rule is identical to the rule originally published in the *State Register*, the Department will publish a notice of adoption in the *State Register*. If the final rule is different from the rule originally published in the *State Register*, the Department will publish a copy of the changes in the *State Register*. If the proposed rule amendment affects you in any way, you are encouraged to participate in the rulemaking process.

Adoption and Review of Rules. The agency may adopt the rule amendment after the end of the comment period. The rule amendment will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rule amendment is submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rule

Expedited Emergency Rules

amendment, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 26 February 2000

Thomas Moss
for
Michael O'Keefe, Commissioner

9530.6605 DEFINITIONS.

[For text of subs 1 to 17, see M.R.]

Subp. 18. **Inappropriate and harmful use.** "Inappropriate and harmful use" means use of a chemical which exceeds social or legal standards of acceptability, the outcome of which is characterized by three or more of the following:

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

- F. chemical use that prohibits one from meeting work, school, family, or social obligations; ~~or~~
- G. continued use of chemicals by a woman after she has been informed that she is pregnant and that continued use may harm her unborn child; or
- H. behavior related to chemical use that contributes to the need for child protection services.

[For text of subp 19, see M.R.]

Subp. 20. **Pathological use.** "Pathological use" means the compulsive use of a chemical characterized by three or more of the following:

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

- F. continuing use despite a serious physical disorder that the individual knows is exacerbated by continued use; ~~or~~
- G. continued use of chemicals by a woman after she has been informed that she is pregnant and that continued use may harm her unborn child; or
- H. behavior related to chemical use that contributes to the need for child protection services.

[For text of subs 21 to 25, see M.R.]

9530.6620 PLACEMENT INFORMATION.

Subpart 1. **Level of care determination.** The information in items A to ~~I~~ J must be considered when determining the level of care for a client. If a treatment provider identifies additional information that indicates that a client has not been placed in the most appropriate level of care, the treatment provider shall, in compliance with confidentiality and data privacy provisions in *Minnesota Statutes*, chapter 13; sections 144.343 and 254A.09; and *Code of Federal Regulations*, title 42, sections 2.1 to 2.67, provide the county with the additional information for the county to consider in determining whether the placement was made at the appropriate level of care and whether an alternative placement must be made.

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

J. The client's difficulties with parenting as indicated by reports of child neglect or abuse, or interaction with the child protection or juvenile court systems, and the extent to which chemical use is a factor in those difficulties.

[For text of subp 2, see M.R.]

9530.6650 EXCEPTIONS TO PLACEMENT CRITERIA.

Subpart 1. **General exceptions.** Clients may be placed in a program even though they do not meet the criteria established under parts 9530.6625 to 9530.6650 if one of the following exceptions applies:

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

- D. the client is placed by a committing court as defined in *Minnesota Statutes*, section 253B.02, subdivision 4; ~~or~~
- E. the funding source available to the client does not reimburse for the appropriate level of care, and the assessor and the client agree on an alternative placement; or

Expedited Emergency Rules

F. the client has been found to abuse chemicals or to be chemically dependent and has a history of involvement with the child protection system due to reports of child neglect or child abuse or both, and a program is available that addresses parenting skill deficits, allows the family to remain unified, or has specialized services to address the needs of the client's children.

[For text of subps 2 to 4, see M.R.]

Official Notices

*Pursuant to Minnesota Statutes §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.*

Campaign Finance and Public Disclosure Board

Notice of 2000 Election Year Campaign Expenditure Limits

In accordance with *Minnesota Statutes* §§ 10A.25 and 10A.255, the following are election year campaign expenditure limits for 2000 by office sought: State Senate, \$50,630; State Representative, \$25,320.

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 Wednesday, March 15, 2000, at Allina Health Systems, 5601 Smetana Drive, Minnetonka, MN at 1:00 p.m.

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

Minnesota Housing Finance Agency

Notice of Public Hearing on 2001 Housing Tax Credit Allocation Plan

The Minnesota Housing Finance Agency (MHFA) will hold a public hearing pursuant to Section 42 of the Internal Revenue Code of 1986, as amended. The public hearing will be held at the time and place listed below:

Friday, April 7, 2000
9 a.m. - 12 p.m. - Jelatis North
Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN

The Omnibus Budget Reconciliation Act of 1989 (OBRA) requires that Housing Tax Credit Allocating Agencies develop a plan for allocating tax credits within their jurisdiction, setting forth criteria to determine priorities for selection of developments to receive tax credits. The OBRA also requires Tax Credit Agencies to hold a public hearing to receive public comment on the Allocation Plan.

The above public hearing is for the 2001 Allocation Plan developed by MHFA, in cooperation with local government representatives, for use within the Tax Credit Allocation jurisdiction of the MHFA. Other Tax Credit Suballocating Agencies in Minnesota will be holding public hearings for their areas of jurisdiction. Currently, the following cities and counties are eligible to be Suballocating Agencies in Minnesota: Duluth, St. Cloud, Rochester, Minneapolis, St. Paul, Washington County and Dakota County.

All persons interested will be given an opportunity to express their views. In order to more effectively plan for the conduct of the hearings, persons desiring to speak at the hearing must so request in writing at least 24 hours before the hearing. Oral remarks by any person will be limited to 10 minutes. Written comments may also be submitted to the undersigned, and will be considered at the hearing.

Note that this public hearing is not a workshop or training session, but is intended to solicit the comments of the public.

Copies of summaries of the proposed changes to the Housing Tax Credit Procedural Manual and Qualified Allocation Plan may be picked up at the address listed below and also by written or phone request (651) 296-9837 to MHFA.

Minnesota Housing Finance Agency
Multifamily Underwriting
Housing Tax Credit Program
400 Sibley Street, Suite 300
St. Paul, MN 55101

Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Highway/Heavy Prevailing Wage Rates

An **additional** rate has been added to the Highway/Heavy Prevailing Wage Rates certified 10/25/99, for **Labor Code 415, Painters, in Becker, Big Stone, Clay, Douglas, Grant, Mahnomen, Otter Tail, Pope, Stevens, Swift, Traverse, and Wilkin Counties, Region 4.**

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$.65 for each page. Make check or money order payable to the State of Minnesota.

Gretchen B. Maglich
Commissioner

Office of the Ombudsman for Mental Health and Mental Retardation

Notice of Meeting

The Ombudsman for MH/MR Advisory Committee will hold a general meeting from 9:00 a.m. to 1:00 p.m. on Thursday, March 16, 2000. The meeting will be held in Suite 420 of the Metro Square Building on 7th & Robert St., St. Paul.

Metropolitan Council

Notice of Public Hearing on Adoption of Housing Agency Plan

The Metropolitan Council's Livable Communities Committee will conduct a public hearing to discuss the Public Housing Agency Plans and receive public comment.

The Public Housing Agency Plan is required by HUD. The Plan includes basic housing agency policies, rules and requirements concerning its operations, programs and services. The Plan is intended to be a convenient source of information for public housing residents, participants in the tenant-based assistance programs and other members of the public. The Plan includes one-year program goals such as maximizing utilization of Section 8 program funding. The five-year plan includes long-term goals such as establishing and operationalizing up to 300 units of public housing in suburban locations. To the extent practicable, the PHA plans will eventually consolidate all PHA information that is required to be submitted under existing HUD planning and reporting requirements into one document.

Official Notices

The public hearing will be held:

- 3:30 p.m., Monday, April 17, 2000
- Metropolitan Council
- Council Chambers
- Mears Park Centre Building
- 230 East Fifth St.
- St. Paul, MN 55101

The Housing Agency Plan is available for public review at the HRA administrative offices, located at 230 East Fifth Street in St. Paul, and on the Metropolitan Council's website at www.metrocouncil.org. All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling **Sue Putz at 651-602-1584 or TTY at 651-291-0904**. Upon request, the Council will provide a reasonable accommodation to persons with disabilities. In addition to speaking at the hearing comments may be made in the following ways:

Written, faxed, e-mail and voice mail comments to:

Sue Putz
Metro HRA
230 East Fifth St.
St. Paul, MN 55101
Telephone: 651-602-1584
Fax: 651-602-1313
Email: susan.putz@metc.state.mn.us

- Comments must be received by Friday, April 14, 2000.

Public Employee Retirement Association (PERA)

Notice of Meeting of the Facilities Management Committee of the Boards of the Minnesota State Retirement System, Public Employees Retirement Association, and Teachers Retirement Association

The Facilities Management Committee meeting of the Boards of the Minnesota State Retirement System (MSRS), Public Employees Retirement Association (PERA), and Teachers Retirement Association (TRA) will be held on Tuesday, March 14, 2000, at 10:30 a.m., in the Training Center of the PERA offices, 514 St. Peter Street, Suite 200, St. Paul, Minnesota.

Department of Transportation

Office of EEO Contract Compliance

Disadvantaged Business Enterprise (DBE) Goal

The Minnesota Department of Transportation (Mn/DOT) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

For the purposes of the DBE Program, Mn/DOT proposes to set its annual overall goal for DBE participation on DOT assisted contracts at 11.6%. This represents the percentage of all DOT funds that Mn/DOT expends during FY 2000 with DBEs for construction contracts, materials, supplies and equipment and professional services for the period of March 15, 2000 through and inclusive of September 30, 2000. Hereinafter, Mn/DOT will advertise annually for public comment on its DBE Program and on its proposed DBE participation.

The goal for the time frame listed above and its rationale are available for public inspection during normal business hours, from 8:00 a.m. to 4:30 p.m., at the Office of EEO Contract Management, located in the Transportation Building on the first floor, 395 John Ireland Boulevard, Saint Paul, Minnesota, for 30 days from the date of publication of this notice. Written comments will be

accepted for 45 days from the date of this publication. All comments must be sent to the mailing address, E-mail address or by facsimile to the fax number listed below.

Mn/DOT's goal of 11.6% for FY 2000 may be adjusted in response to comments received during the forty-five (45) day comments period.

All written comments should be addressed to:

Ernest L. Lloyd or Debbie Mason-Moore
Office of EEO Contract Management
Minnesota Department of Transportation
395 John Ireland Blvd. M.S. 170
Saint Paul, MN 55155
E-Mail: Debbie.Masonmoore@dot.state.mn.us
Fax: (651) 297-2158

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 to be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute. In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals are prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Minnesota State Colleges and Universities

Public Affairs

Request for Proposals to Develop an Integrated Marketing Campaign

Minnesota State Colleges and Universities is seeking proposals from qualified marketing, public relations and design firms to develop an integrated marketing communications campaign that will address all appropriate media. The statewide campaign should build the positive image of Minnesota State Colleges and Universities as institutions that attract top students, offering them a quality education at an affordable price. The message also should stress that the institutions are part of a strong network of institutions supported by the state.

Deadline for receipt of proposals is 3 p.m., Friday, March 24, 2000. Proposals will be opened at 3 p.m. in conference room 502 World Trade Center, 30 E. 7th Street, St. Paul. Copies of the complete Request For Proposal are available from:

Joyce Petsch
Public Affairs
Minnesota State Colleges and Universities
500 World Trade Center
30 E. 7th Street
St. Paul, MN 55101
651-297-2720

Professional, Technical & Consulting Contracts

Minnesota State Colleges and Universities (MnSCU)

Winona State University

Request for RFP for Laptop Computer Service Program

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed proposals for a vendor managed Laptop Computer Service Program.

Proposal specifications will be available March 13, 2000 from Sandra Schmitt, Purchasing Director, P.O. Box 5838, 205 Somsen Hall Winona State University, Winona, MN 55987 or by calling 507-457-5067.

Sealed proposals must be received by Sandra Schmitt, P.O. Box 5838 or Somsen 205G, Business Office, Winona State University, Winona, MN, 55987 by 3:00 p.m., April 4, 2000.

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

Department of Corrections

Notice of Request for Proposals for Medical Transcription Services for Minnesota Correctional Facilities

The Minnesota Department of Corrections (DOC) is requesting proposals for providing medical transcription services to ten Minnesota Correctional Facilities.

It is expected that this contract will be for a period from May 15, 2000 to June 30, 2001, with a three year extension possible at the discretion of the DOC and with the concurrence of the potential contractor. The estimated cost for this project should not exceed \$70,000.00, however, this proposal does not obligate the agency to spend the estimated dollar amount.

Potential responders interested in submitting a proposal on this project should call, write, e-mail or fax for the full RFP which will be sent free of charge to interested vendors. Proposals must be submitted to the DOC contact listed below. Other DOC personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline. Proposals must be received by the contact person listed below not later than 4:00 p.m. CDT, Monday, April 3, 2000.

Contact Person: Karen Linsmayer, Administrative Assistant
Health Services
Minnesota Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108-5219
Phone: (651) 603-0011
Fax: (651) 523-7139
E-mail: KLinsmayer@co.doc.state.mn.us

Public Employees Retirement Association

Notice of Request for Proposal (RFP) for Professional Services for the Production of Annual PERA Personal Benefits Statement of Account

The Public Employees Retirement Association of Minnesota (PERA) requests proposals from qualified vendors to produce the annual PERA Personal Benefits Statement of Account (PBS). Qualified vendors will be required to design, print, and finish the product for mailing of the Fiscal Year 2000 statement.

Established by the Minnesota Legislature in 1931, PERA administers three defined benefit plans. PERA's membership includes over 50,000 retirees, survivors and dependents; 33,000 inactive members; and 160,000 active members. The PBS is mailed annually to those active members with a balance in their account and a valid address on file with PERA.

Professional, Technical & Consulting Contracts

The statement produced must allow for flexibility for the addition of variable information required to be disseminated to the different audiences within the membership who depend upon PERA for concise, up-to-date and accurate information regarding their benefit plan. Vendors must ensure the integrity and protection of each member's private data and be able to develop programs to extract this personal data, merge it with the variable text of the statement and guarantee PERA that the data for each member is included in the correct member's statement.

At minimum the statement must include the following:

- Member Personal Data
- Account Balance and Transaction Data
- Service Credit Data
- Estimate Calculations
- Data Change Form
- Beneficiary Data

To receive a complete copy of the RFP, please mail, fax, or e-mail your request to:

Sandy Stolt, Administrative Secretary
Public Employees Retirement Association
Suite 200-Skyway Level
514 Saint Peter Street
St. Paul, MN 55102-1090
(651) 297-2547 (fax)
sandy.stolt@state.mn.us

Proposals must be received no later than 4:00 p.m. on March 30, 2000. Late proposals will not be considered.

Minnesota Department of Transportation

Metro-Division – Rail Office

Notice of Request for Information on Communication Systems for the Hiawatha Light Rail Transit Line

The Minnesota Department of Transportation (Mn/DOT) is soliciting information from companies and firms regarding communications systems for the Hiawatha Light Rail Transit (LRT) line in Minneapolis and Bloomington, Minnesota.

The project will run from the vicinity of the Nicollet Mall on 5th Street South in Minneapolis, Minnesota, and proceed southward along 5th Street South, pass the Hubert H. Humphrey Metrodome, and follow the former Soo Line Railroad to Franklin Avenue. The line will then follow along the Hiawatha Avenue/Trunk Highway 55 corridor to the Fort Snelling area. Then, the line will proceed through the Minneapolis-St. Paul Airport via a 1.6 mile tunnel and then on to the vicinity of the Mall of America in Bloomington, Minnesota.

The communications systems will be included under the design-build contract for the construction of the Hiawatha LRT line.

Mn/DOT is seeking information from firms or companies that are committed to quality, have proven experience in LRT communications systems, will bring innovative approaches to LRT communications, and are willing to share information that will ensure the ultimate success of the Hiawatha LRT project.

Companies or firms interested in sharing information regarding communications systems for the Hiawatha LRT line should send a Letter of Interest (LOI) by March 27, 2000, to:

Ann-Therese Schmid
Hiawatha Project Office
Minnesota Department of Transportation
Metro Division
Waters Edge
1500 West County Road B-2
Roseville, MN 55113

The LOI must state who may be contacted at the company or firm to provide further information regarding LRT communications systems.

Professional, Technical & Consulting Contracts

Department of Transportation

Program Support Division/Office of Bridges and Structures

Request for Proposal for Statewide Underwater Inspections of Minnesota Trunk Highway Bridges

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals for underwater bridge inspections of approximately 150 Trunk Highway Bridges spanning waterways. Federal law requires that all bridges spanning waterways be inspected every five years to document underwater deterioration or damage. State personnel will inspect those bridges over shallow waters (i.e. easily waded or probed). This RFP addresses inspections of the remaining bridges spanning waterways (approximately 150). The last underwater inspections took place in 1995 and 1996.

To receive a copy of the complete Request for Proposal, prospective responders will be required to submit a written request, either by direct mail or fax, to the address indicated below through April 4, 2000. After April 4, 2000, prospective responders will be required to pick up the Request for Proposal in person from our offices. This document is available in alternative formats for persons with disabilities.

Complete Requests for Proposal may be obtained from:

David B. Baker
Agreement Administrator
Minnesota Department of Transportation
Seventh Floor North
395 John Ireland Boulevard, Mail Stop 680
St. Paul, MN 55155-1899
Fax (651) 282-5127

The responses to the Request for Proposals must be received by 2:00 PM CST April 11, 2000, according to the time and date stamp on the Consultant Services Unit receptionist's desk, 7th floor north - Transportation Building. **Late Submittals will not be considered.** 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. All proposals will become public information after contract is awarded, under the Minnesota Data Practices Act, and will remain the property of the Minnesota Department of Transportation.

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 *State 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.

Anoka County

Advertisement for Request for Proposals to Provide Professional Services to Investigate the Feasibility of a Joint Venture Aimed at Creating a Common Integrated Property Tax and Land Records System

The Counties of Anoka, Dakota, Hennepin, Ramsey and Washington are soliciting sealed proposals from qualified organizations to provide professional services to assess cooperative efforts aimed at creating a common integrated property tax and land records system.

Sealed proposals will be received at the office of the Anoka County Administrator, Anoka County Government Center, 2100 Third Avenue, Anoka, Minnesota 55303, until 2:00 p.m. on Monday, April 17, 2000 at which time they will be publicly opened and read aloud in room 710, Seventh Floor, Anoka County Government Center.

Proposal documents may be obtained from Jolene Jorgensen, Project Manager, Property Records and Taxation, Anoka County Government Center, 2100 Third Avenue, Anoka Minnesota 55303, telephone 612-323-5432.

A pre-proposal meeting will be held at the Anoka County Government Center on Thursday, March 30, 2000, at 10:00 a.m. The meeting will take place in Administration Reception Area Room 710, Anoka County Government Center, 2100 Third Avenue, 7th Floor, Anoka, Minnesota. Proposers are encouraged to attend this meeting to ask questions and gain clarification regarding this Request for Proposals.

All proposals shall be accompanied by a bidder's bond or a certified cashier's check made payable to the Treasury Manager of Anoka County in the amount of 5% of proposal amount. No proposal may be withdrawn within 60 days after opening of proposals.

The right is reserved to reject or waive any irregularities of any or all proposals, or reject any or all proposals.

If you need an accommodation because of a disability, such as an interpreter or printed material in an alternate format (i.e., braille or large print), please contact Jolene Jorgensen at 612-323-5432.

John "Jay" McLinden
Anoka County Administrator

Dan Klint
Assistant Anoka County Attorney

Metropolitan Airports Commission

Notice of Call for Proposals for Fire Station Alerting and Public Address System

Sealed proposals will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until 2:00 p.m., Local Time, Thursday, APRIL 6, 2000, for the procurement of **FIRE STATION ALERTING & PUBLIC ADDRESS SYSTEM**.

At that time and place the proposals will be publicly opened and the names and address of those responding read aloud. If mailed, the Commission's mailing address is 6040 28th Avenue South, Minneapolis, MN 55450-2799, **and proposals to be considered must be received by the Commission by the date and hour set for opening of proposals.**

A **MANDATORY pre-proposal conference** will be held at 1:00 p.m., Minnesota time, MONDAY, MARCH 13, 2000, at the MAC FIRE STATION, 6307 34th Avenue South, Minneapolis, MN 55450. Failure to attend this meeting will result in rejection of the proposal.

Non-State Public Bids, Contracts & Grants

Proposals shall be according to the specifications. The Commission reserves the right to reject any or all proposals or portions thereof, and to waive any minor irregularities or informalities therein. Copies of the Specifications may be obtained at the office of the Commission, 6040 28th Avenue South, Minneapolis, Minnesota 55450. (phone 612-726-8146)

Dated: 3 March 2000

METROPOLITAN AIRPORTS COMMISSION
JoAnn Brown/Buyer-Administrator

Metropolitan Council

Notice of Request for Proposals (RFP) for Design Engineering Services for the South Washington County Interceptor – MCES Project Number 970100 – MCES Contract Number 00P0026

The Metropolitan Council is requesting design engineering services proposals for the South Washington County Interceptor, which will serve Cottage Grove and Woodbury. The project includes an ultimate 23 mgd lift station near Colby Lake in Woodbury, one flow metering station, 8,000 feet of 24-inch dual forcemain, and 37,000 feet of 36-inch to 54-inch gravity sewer. The project schedule is shown below:

Receive Letters of Interest	March 13, 0000
Issue Request of Proposals	March 17, 2000
Receive Proposals	April 10, 2000
Metropolitan Council Authorization	May 10, 2000
Notice To Proceed	May 15, 2000
Complete Design	January, 2001
Begin Construction	April, 2001
Complete Construction	December, 2002

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

Gordon Backlund, Contract Administrator, Contracts and Procurement Unit
Metropolitan Council Environmental Services
230 East Fifth Street
Mears Park Centre
St. Paul, MN 55101

Inquiries regarding technical aspects of the project should be directed to Wayne Rikala at 651-602-1127.

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.

City of Moorhead

Request for Proposals for Engineering and Construction Inspection Services

The City of Moorhead is soliciting proposals from consultants for the following project:

Engineering and construction inspection services in connection with construction of 34th Street from Ridgewood Boulevard to Southeast Main Avenue with the City of Moorhead, Minnesota.

The City of Moorhead reserves the right to reject any or all submittals. Qualification based selection criteria will be used to analyze submittals from responding consultants. Upon completion of the technical rankings, the City of Moorhead will enter into contract negotiations with the firm evaluated most qualified.

Interested firms should contact Robert Martin in the City of Moorhead Public Works Department to obtain a full copy of the RFQ. He can be reached at Moorhead City Hall, 500 Center Avenue, P.O. Box 779, Moorhead, MN 56561, (218) 299-5390 (phone), (218) 299-5399 (fax). Any questions or comments pertaining to the RFQ may also be directed to Mr. Martin.

All proposals received by 4 p.m. on March 31, 2000 at the Moorhead Public Works Director's office will be given equal consideration. Minority, women-owned, and disadvantaged businesses are encouraged to participate.

All proposals must clearly identify on the outside of the envelope the following:

Proposal for Engineering and Construction Inspection Services for 34th Street from Ridgewood Boulevard to Southeast Main Avenue.

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 Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

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



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