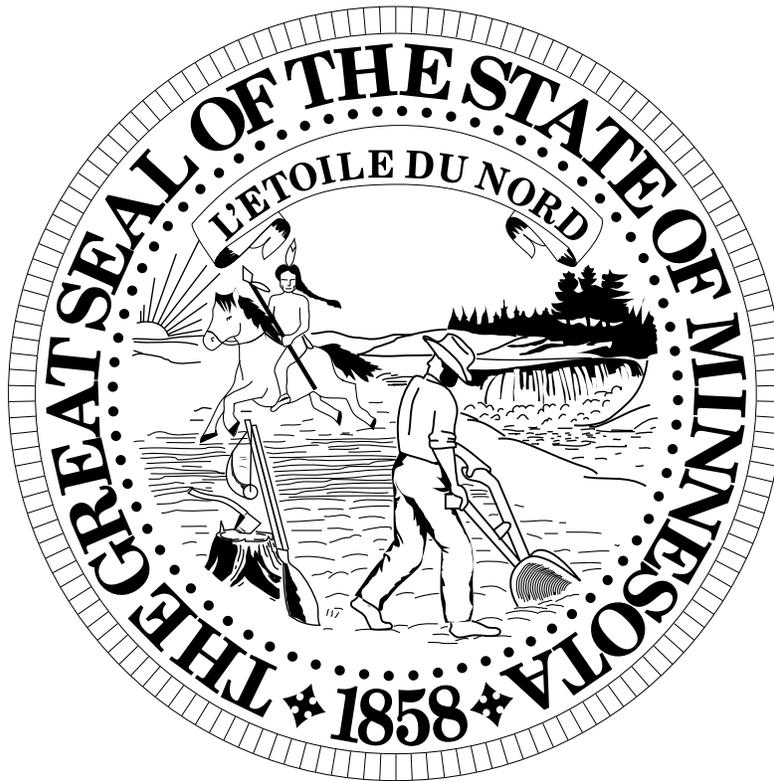


State of Minnesota

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 28 January 2002
Volume 26, Number 32
Pages 989-1008

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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

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 \$12.20 per tenth 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.

Printing Schedule and Submission Deadlines

Vol. 26 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
#32	Monday 28 January	Noon Wednesday 16 January	Noon Tuesday 22 January
#33	Monday 4 February	Noon Wednesday 23 January	Noon Tuesday 29 January
#34	Monday 11 February	Noon Wednesday 30 January	Noon Tuesday 5 February
#35	TUESDAY 19 FEBRUARY	Noon Wednesday 6 February	Noon Tuesday 12 February

Copyright © 2002 Communications Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630 (ISSN 0146-7751)

The *State Register* is published by Communications Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

Jesse Ventura, Governor (651) 296-3391	Mike Hatch, Attorney General (651) 297-4272	Mary Kiffmeyer, Secretary of State (651) 296-2079
Mae Schunk, Lt. Governor (651) 296-3391	Judi Dutcher, State Auditor (651) 297-3670	Carol Johnson, State Treasurer (651) 296-7091
Department of Administration: David F. Fisher, Commissioner (651) 296-1424 Kent Allin, Asst. Commissioner (651) 297-4261	Communications Media Division: Mary Mikes, Director (651) 297-3979 Chris Schanus, Manager (651) 282-2974	Robin PanLener, Editor (651) 297-7963 Jane Schmidley, Assistant Editor (651) 296-4273 Jessie Rahmeyer, Subscriptions (651) 297-8774

SUBSCRIPTION SERVICES: Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Solicitation Announcements*. See the *State Register* and *Solicitation Announcements* at website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
 - *Solicitation Announcements* (published every Tuesday and Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
 - **13-week trial subscription** which includes both the *State Register* and *Solicitation Announcements* \$65.00
 - **Single issues** are available for a limited time: *State Register* \$5.00, *Solicitation Announcements* \$1.00. Shipping is \$3.00 per order.
- "Affidavit of Publication" costs \$10.00 and includes a notarized "Affidavit" and a copy of the issue.

Legislative Information

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

Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146

State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155

Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Minnesota State Court System

Court Information Office (651) 296-6043 Website: www.courts.state.mn.us
Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155

Minnesota Rules: Amendments & Additions		
Volume 26, Issue #29-32	992	
Proposed Rules		
Abstractors Board - Revenue Department		
Licensure, education and conduct of assessors	993	
Errata		
Human Services Department		
Errata: Adopted Permanent Rules relating to hospital medical assistance payment	1000	
Official Notices		
Labor and Industry Department		
Correction to commercial prevailing wage rates for sprinkler fitters in Anoka County	1000	
Teachers Retirement Association		
Meeting of the Board of Trustees Thursday 14 February 2002	1000	
		State Contracts
		Colleges and Universities, MnSCU
		Request for proposals for individual audits of six colleges and Universities, fiscal years 2002-2004
		1001
		Colleges and Universities, MnSCU - Ridgewater College
		Request for bids for construction of dog kennel
		1002
		Employee Relations
		Request for information on state employee newsletter
		1002
		Revisor of Statutes
		Request for computer pilot program services
		1003
		Request for systems and programming services
		1004
		Non-State Contracts & Grants
		Metropolitan Council
		Invitation for Bids for Compaq EVO W4000 Workstations
		1005
		Invitation for Bids for RS/6000 pSeries 660 Systems
		1005
		University of Minnesota
		Bid Information Service (BIS) available for all potential vendors
		1006

Commodity, Service, and Construction contracts are published Tuesday and Friday in a bulletin, the *Solicitation Announcements*. Award results are available from the Materials Management Helpline (651) 296-2600. **Website:** www.mmd.admin.state.mn.us

Individual copies and subscriptions or the *State Register* and *Solicitation Announcements* are available through Minnesota's Bookstore, (651) 297-3000, or (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 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

Volume 26, Issues # 29-32

Agriculture Department

1540.0590; .2030; .2470; .2870; .3030; .3530; .4455; .4460; .4480; .4490; 1545.0200; .0300; .0310; 1555.6660 (proposed).....	919
1540.0580; .1390; .2460; .3140 -.3410; .3510; .3580; .3590; .3650 -.3690; .3710 -.3750; .3770; .3790 -.3940; .4130; .4160 -.4180; .4230 -.4260; .4280; .4310; .4380 -.4440; 1545.0010 -.0140; .0240; .0330 -.0350; .0420 -.1480; .1730; .1800 -.1850; .2080 -.2720; .2740 -.2830; 1550.0050; .0070; .0210 -.0270; .0300; .0310; .0340; .0590; .0610; .0620; .0860; .0990; .1640; .2110; 1555.6330 -.6650; .6670 -.6710 (proposed repealer)	919

Abstractors Board – Revenue Department

1950.1000; .1010; .1020; .1030; .1040; .1050; .1060; .1070; .1080; .1090 (proposed)	993
1950.1000, s.2, 14, 16 (proposed repealer)	993

Pharmacy Board

6800.0700; .0910; .1300; .2150; .3110; .3350; .4210; .4220; .4230; .4240; .5100; .5300; .5400; .7520 (proposed).....	922
6800.3110 s.2a (proposed repealer).....	922

Pollution Control Agency

7077.0175; .0185; .0195 (adopted exempt)	931
--	-----

Racing Commission

7871.0050; .0150; 7873.0110; .0195; .0199; .0210; 7877.0170; 7883.0100; 7890.0100; .0140 (proposed).....	969
7871.0150 s.3,4,4a; 7873.0186; .0192; .0198 (proposed repealer)	969

Minnesota State Retirement System

7900.0200; .0400 (adopted).....	977
---------------------------------	-----

Human Services Department

9500.1090; .1100; .1105; .1110; .1115; .1116; .1120; .1121; .1122; .1123; .1124; .1127; .1128; .1129; .1140 (adopted).....	976
9500.1100 s. 36; .1150; .1155 (repealed)	976
9500.1090; .1100; .1105; .1110; .1115; .1116; .1120; .1121; .1122; .1123; .1124; .1127; .1128; .1129; .1140 (errata adopted).....	1000
9500.1100 s. 36; .1150; .1155 (errata repealed).....	1000
9505.0045; .0065; .0075; .0110; .0115 (adopted).....	977
9505.0015, s.2,7,10,15,26,29,30,35,43; .0016; .0020; .0030, s. 2,3; .0040; .0044; .0055, s. 1,2,3,4; .0058; .0059; .0060; .0061; .0062; .0063; .0064; .0065, s. 2,3,4,5,6,7,8,9,10,11,12; .0070, s.9; .0071, s.3,4; .0075, s.1,2,3,5,6,7,8,9,10; .0090, s.1; .0110, s.2; .0115, s.3,5; .0120; .0130, s.3; .0135, s.5,6; .0145; .0150 (repealed).....	977
9505.0323; .0324; .0326; .0327 (federal approval)	931

Available at
Minnesota Bookstore
Order form on back page

Celebrating our Rural Heritage



Death of the Dream: Farmhouses in the Heartland

Death of the Dream tells the story of America's rural past and a forgotten lifestyle-- the vanishing farmhouse of the Midwest and the rich lives that were lived in them. Trace the evolution of the classic farmhouse --from its humble origins through the high tech present-- and learn about the impact that changing economies have had on lives of midwestern farm families. 87 illustrations, including 72 tritone photo plates. Softcover, 128pp.
Stock No. 19-19 \$24.95 + shipping & sales tax



Small Town Minnesota: A to Z

Author and photographer Tony Andersen toured Minnesota focusing on 26 communities - one for each letter in the alphabet - that are home to less than 1,000 residents. Follow along with Tony as he writes of the generosity and friendly curiosity of the people on the rural landscape and be reminded of the beauty a small town offers through 160 color photographs.
Stock No. 19-2 \$24.95 + shipping & sales tax

Visit our web site:

www.minnesotasbookstore.com

Proposed Rules

Comments on Planned Rules or Rule Amendments

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

Rules to be Adopted After a Hearing

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

Rules to be Adopted Without a Hearing

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

Department of Revenue

Proposed Permanent Rules Governing Licensure, Education, and Conduct of Assessors

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Amendment to Rules Governing Licensure, Education and Conduct of Assessors, *Minnesota Rules*, Chapter 1950

Introduction. The State Board of Assessors intends to adopt rule amendments 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. You may submit written comments on the proposed rule changes and may also submit a written request that a hearing be held on the rules until February 27, 2002

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rule amendments must be submitted to the agency contact person. The agency contact person is: Lance Staricha at the Minnesota Department of Revenue, Mail Station 2220, St. Paul, Minnesota 55146-2220, **phone:** (651) 215-5941, **fax:** (651) 296-8229, and **email:** lance.staricha@state.mn.us. **TTY** users may call the Department of Revenue at (651) 297-2196.

Subject of Rules and Statutory Authority. The proposed rule amendments are about Licensure, Education and Conduct of Minnesota Assessors, *Minnesota Rules*, Chapter 1950. The statutory authority for the Board to adopt rules is *Minnesota Statutes*, section 270.47. A copy of the proposed rule amendments is published in the *State Register*. These amendments deal with the following topics: the time period during which an assessor's license will be effective; the differing educational requirements for different levels of licensure; employment activities that constitute a conflict of interest for county assessors; and, the use of the Board's license-level designations by persons who are no longer licensed. A free copy of the rule amendments is available upon request from the agency contact person listed above.

Comments. You have until 4:30 p.m. on Wednesday, February 27, 2002, to submit written comment in support of or in opposition to the proposed rules and 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 comment should identify the portion of the proposed rules 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 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 February 27,

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

Proposed Rules

2002. 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 when 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 valid 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. 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 proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, 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.

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. Copies of the statement may be obtained at the cost of reproduction from the agency.

Adoption and Review of Rules. 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.

Dated: 15 January 2002

Deborah Volkert, Secretary Treasurer
State Board of Assessors

1950.1000 DEFINITIONS.

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

Subp. 2. [See repealer.]

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

Subp. 5. **City assessor.** “City assessor” means ~~a the person employed as an assessor by a statutory city or municipality under Minnesota Statutes, section 270.49, 270.493, or 270.494, and chapters 270 and 273 as the assessor of a city of the first class.~~

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

Subp. 7. **County assessor.** “County assessor” means ~~a the person employed as an the county assessor by a county under Minnesota Statutes, section 273.064 chapters 270 and 273.~~

[For text of subps 8 and 9, see M.R.]

Subp. 10. **Local assessor.** “Local assessor” means ~~a the person employed as an the assessor by townships or cities not for a township or city, under Minnesota Statutes, chapters 270 and 273, excluding city assessors for cities of the first class under Minnesota Statutes, section 270.49, 270.493, or 270.494.~~

[For text of subps 11 to 13a, see M.R.]

Subp. 14. [See repealer.]

[For text of subp 15, see M.R.]

Subp. 16. [See repealer.]

1950.1010 PURPOSE AND APPLICATION.

This chapter is intended to clarify and implement *Minnesota Statutes*, sections 270.41 to 270.53, so the provisions of these laws may be best effectuated and the public interest most effectively served.

Except as provided in part 1950.1090, subpart 7, this chapter applies to persons holding an assessor’s license in Minnesota under *Minnesota Statutes*, sections 270.41 to 270.53, and to persons applying to the board for an assessor’s license.

1950.1020 LICENSURE.**Subpart 1. Basic requirement for licensure.**

~~A. No assessor may be employed by a taxing authority. Except as provided in subpart 4, no person shall be employed as a city, county, or local assessor without being licensed as qualified by the board.~~

~~B. A~~ Except as provided in subpart 4, no person shall be employed by to work under the supervision of a licensed assessor to assist in making assessment decisions must become licensed within three years from the date of employment. A local, city, or county assessor must be licensed as provided for in this part upon employment exemption, classification, or valuation decisions without being licensed as qualified by the board.

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

Subp. 3. Criteria for licensing levels. There are four established levels of licensure for ~~Minnesota assessors. In establishing the four levels of licensure, and requiring a specified level of licensure for~~ designated assessing positions. The board shall consider the following criteria:

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

D. recommendation of the appropriate county assessor.

A complete listing of the specific level of licensure needed for each city and township in Minnesota has been prepared. The latest edition of this listing, entitled "List of Assessor License Levels for Minnesota Taxing Jurisdictions," 1989 edition, Minnesota Board of Assessors, existing as of December 1 each year, is annually incorporated by reference into this rule. The list is available at no cost from the board. The list is also available at the State Law Library. The list is subject to frequent change.

[For text of subp 3a, see M.R.]

Subp. 4. New hires; deadline for obtaining and upgrading license. County and city assessors must be licensed as of the date of employment, and must obtain licensure at the level required for the position within two years from the date of employment. The commissioner of revenue shall not approve the appointment of a county or city assessor to the remainder of a four-year term if that person has not obtained licensure at the required level within two years of the person's probationary appointment as county or city assessor.

~~A taxing jurisdiction local assessor must be licensed at the date of employment, except that a city, other than a city of the first class, or township requiring an assessor with a designation license level greater than that of a certified Minnesota assessor may hire a person with a designation license one level lower than the required designation. This level, and this person has one year from the date of hire, except for county assessors who have two years from the date of first hire, to attain the required level license. A local assessor who fails to obtain the required designation license within the one-year period must be dismissed.~~

Every person employed by an assessor to assist in making exemption, classification, or valuation decisions must become licensed at the level required for that position within three years from the date of employment. A person employed to assist an assessor in making exemption, classification, or valuation decisions who does not obtain the required license within the time allowed must be dismissed.

Subp. 5. Reinstatement. ~~An assessor~~ Before a license will be issued to a person who has not been licensed for a period of five years or more, that person must:

A. successfully complete course A, assessment laws, history and procedure, and;

B. pay both a reinstatement fee; and

C. pay the appropriate license fee before a license will be issued; and

D. supply documentation of having completed all required continuing education requirements for the most recent four-year period.

1950.1030 CERTIFIED MINNESOTA ASSESSOR (CMA).

A person assisting the assessor of a taxing jurisdiction in making ~~assessment exemption, classification, or valuation~~ decisions must obtain ~~the designation of licensure as a~~ certified Minnesota assessor ~~within three years of employment.~~ A local assessor employed by a township or city not requiring a higher level of licensure as shown in the "List of Assessor License Levels for

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

Proposed Rules

Minnesota Taxing Jurisdictions” must ~~be certified before employment~~ obtain licensure as a certified Minnesota assessor. Requirements ~~for~~ to initially obtain licensure as a certified Minnesota assessor are given in items A to F.

[For text of item A, see M.R.]

B. A passing grade in course B, residential appraisal or ~~one of these alternate courses~~ a board-approved alternative course such as:

- (1) IAAO 1, fundamentals of real property appraisal; ~~or~~
- (2) ~~SREA 101, introduction to appraising real property;~~
- (3) ~~AIREA, basic valuation procedures; or~~
- (4) ~~AIREA, residential valuation~~ Appraisal Institute, appraisal principles.

[For text of item C, see M.R.]

D. Or, in lieu of items A, B, and C, successful completion of course A and four self-directed programmed instruction courses, or correspondence courses, offered by the IAAO. A listing of approved self-directed and correspondence courses is shown in the educational bulletin available from the board.

[For text of items E and F, see M.R.]

1950.1040 CERTIFIED MINNESOTA ASSESSOR SPECIALIST (CMAS).

A local assessor employed by a township or city shown on the “List of License Levels for Minnesota Taxing Jurisdictions” under the heading “Certified Specialist” must ~~have the designation of~~ obtain licensure as a certified Minnesota assessor specialist. ~~A township or city requiring this level of assessor may hire a certified Minnesota assessor if the assessor obtains the required designation within one year of hire. An assessor who fails to obtain the required designation must be dismissed.~~ Requirements ~~for~~ to initially obtain licensure as a certified Minnesota assessor specialist are given in items A to E.

A. ~~The designation~~ A certified Minnesota assessor license or meeting of all requirements for a certified Minnesota assessor license.

B. A passing grade on two elective courses. The list of approved elective courses is available from the board at no cost. These courses must not have been used to meet the educational requirements of the certified Minnesota assessor ~~designation~~ license. Four days of seminars may also be substituted for one elective course if the seminars receive prior approval of the board. The seminars may only be approved if the content is appropriate to the enhancement of the assessor’s professional skills.

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

1950.1050 ACCREDITED MINNESOTA ASSESSOR (AMA).

~~An~~ A local assessor employed by a township or city shown on the “List of Assessor License Levels for Minnesota Taxing Jurisdictions” under the heading “Accredited” must obtain ~~the licensure as an~~ an accredited Minnesota assessor ~~designation.~~ ~~A jurisdiction requiring this level of assessor may hire a certified Minnesota assessor specialist if the assessor obtains the required designation within one year of hire. An assessor who fails to obtain the required designation must be dismissed.~~ Requirements ~~for~~ to initially obtain licensure as an accredited Minnesota assessor are given in items A to E.

[For text of item A, see M.R.]

B. A passing grade on one demonstration narrative appraisal. In lieu of this narrative appraisal, the applicant may substitute;

- (1) obtaining the designation of ~~senior residential appraiser~~ SRA from the ~~Society of Real Estate Appraisers~~ Appraisal Institute or its successor organization;
- (2) obtaining the designation of residential evaluation specialist (RES) from the International Association of Assessing Officers; ~~or residential member from the American Institute of Real Estate Appraisers or its successor organization~~
- (3) a four-year degree from an accredited college or university with a major in real estate.

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

1950.1060 SENIOR ACCREDITED MINNESOTA ASSESSOR (SAMA).

Subpart 1. **Basic requirement.** A county assessor or a city assessor employed by a city shown on the “List of Assessors License Levels for Minnesota Taxing Jurisdictions” under the heading “Senior Accredited” must obtain ~~the designation of~~ licensure as a senior accredited Minnesota assessor. ~~A county or city requiring this level of assessor may hire an accredited Minnesota assessor if the assessor obtains the required designation within one year of hire. An assessor who fails to obtain the required designation must be dismissed.~~

Subp. 2. **Specific requirements for SAMA.** Requirements ~~for to initially obtain licensure as a~~ senior accredited Minnesota assessor are given in items A to ~~F~~ E.

A. ~~The designation of An~~ accredited Minnesota assessor license or meeting of all requirements for an accredited Minnesota assessor license.

B. A passing grade on a demonstration narrative appraisal. This narrative appraisal must have been completed no more than five years prior to the date of the application on which it is listed, and is in addition to the one that must be written to fulfill the requirements for the accredited Minnesota assessor ~~designation~~ license. At least one of these narratives must be of an income-producing property. In lieu of this narrative appraisal, the applicant may substitute ~~obtaining~~ one of the following ~~designations~~:

(1) ~~Member, Appraisal Institute~~ obtaining the designation of MAI from the American Institute of Real Estate Appraisers Appraisal Institute or its successor organization;

(2) obtaining the designation of certified assessment evaluator (CAE) from the International Association of Assessing Officers;

(3) ~~senior real estate analyst from the Society of Real Estate Appraisers or its successor organization;~~

(4) ~~senior real property appraiser from the Society of Real Estate Appraisers or its successor organization; or~~

(~~5~~) obtaining the designation of assessment administrative specialist (AAS) from the International Association of Assessing Officers;

C. As an alternative to obtaining a passing grade on a narrative appraisal, the applicant may substitute one of the following:

(1) ~~successful completion of the IAAO computer assisted mass appraisal track for the certified assessment evaluation designation; or~~

(~~2~~) (4) successful completion of ~~both an IAAO 300 series course relating to the mass appraisal of income producing property, and the IAAO case studies examination.~~ The board may substitute another comprehensive written examination as an alternative to the IAAO case studies examination; or

(5) a narrative appraisal of income-producing property developed for use in Minnesota tax court, or higher Minnesota court, that is introduced as evidence of value and is the subject of testimony by the preparer, if upon review the board determines that preparation of this appraisal required substantially the same expertise, or more, as would preparation of the demonstration narrative appraisal described in item B. This appraisal must have been introduced as evidence no more than five years prior to the date of the application on which it is listed.

~~D. C.~~ Five years of assessment experience or four years of experience and a master's degree in a related field.

~~E. D.~~ Application to the board, and the appropriate fee.

~~F. E.~~ A passing grade on one educational course dealing with the appraisal of income producing property. This course must be in addition to the income appraisal course needed to meet the requirements of the accredited Minnesota assessor ~~designation~~ license. Approved educational courses for this requirement are: course J, basic income approach to valuation; IAAO 2, appraisal of income producing property; and an IAAO 300 series course relating to the mass appraisal of income producing property or approved alternative.

Subp. 6. **Change in Alternate method for meeting SAMA designation license requirements.** As an alternative to the ~~requirements shown in subpart 2, items A to F, an assessor may meet the requirement for the accredited Minnesota assessor demonstration narrative appraisal requirement, a person initially applying for a senior accredited Minnesota assessor~~ designation by license

A. ~~completing the requirements shown in subpart 2, items A, D, E, and F;~~

~~B. showing may substitute~~ proof of having been awarded a bachelor's, master's, or doctor's degree from an accredited university or college; ~~and~~

~~C. achieving a passing grade on a demonstrative narrative appraisal of an income producing property. An appraisal of a non-income producing property is not sufficient to meet the requirement of this part. In lieu of this narrative appraisal of an income producing property the applicant may substitute obtaining one of the designations shown in subpart 2, item B. This subpart is limited to initial applications for a senior accredited Minnesota assessor license that are submitted on or before June 30, 2004.~~

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

Proposed Rules

1950.1070 FEES.

The board shall charge the following fees:

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

~~E.~~ \$15 for a certified Minnesota assessor designation application;

~~F.~~ \$25 for a certified Minnesota assessor specialist, accredited Minnesota assessor, and senior accredited Minnesota assessor designation application;

~~G.~~ \$40 for a course challenge examination;

~~H.~~ F. \$20 for grading a form appraisal;

~~I.~~ G. \$50 for grading a narrative appraisal;

~~J.~~ H. \$20 for a reinstatement fee;

~~K.~~ I. \$15 for a record retention fee;

~~L.~~ J. \$10 for an educational transcript;

~~M.~~ K. \$20 for all retests of board sponsored educational courses; and

~~N.~~ L. in addition to the fees listed in items A to ~~M~~ K, the board may impose an investigatory surcharge on all license holders. This surcharge will be imposed in an amount sufficient to cover the cost of all investigations and subsequent appeals incurred by the board pursuant to its responsibilities under *Minnesota Statutes*, chapters 14 and 214.

Fees are reviewed annually by the board and set in accordance with *Minnesota Statutes*, sections ~~16A.128~~ 16A.1283, 16A.1285, and 214.06, which require boards to be self-sufficient.

1950.1080 CONTINUING EDUCATION.

[For text of subs 1 and 2, see M.R.]

Subp. 3. **Repetition of courses, seminars, and conferences.** Educational credit is not given for repeating any course or seminar ~~that is repeated more than once within a four-year period.~~ An exception to this rule is the property valuation short course. Assessors licensed as certified Minnesota assessors or certified Minnesota assessor specialists may attend this course each year and receive continued education units. Assessors licensed as accredited Minnesota assessors or senior accredited Minnesota assessors may only receive credit for attending two property valuation short courses within a four-year educational period. Approved conferences may also be attended for credit more than twice within an educational period. Instructors of board-approved courses or seminars receive credit for each course or seminar taught, without limitation based on repetitions within a particular time period.

Subp. 3a. **Exams and challenging exams.** A person who fails two consecutively taken exams for a board-sponsored course must retake the course before taking the exam again. A person may challenge the exam for a board-sponsored class, in order to received credit for mastering the subject without attending the class. The exams will not be offered within 30 days of the beginning, nor within 30 days of the conclusion of any scheduled offering for the course. If the person fails the challenged exam, they must take the course before retaking the exam.

Subp. 4. **Licensing at a lower level.** An accredited Minnesota assessor or senior accredited Minnesota assessor who does not obtain the necessary five continuing education units or board education units within an educational period may be licensed at the level of certified Minnesota assessor specialist if the assessor has obtained at least four continuing education units or board education units. If the assessor has not obtained at least four continued education units or board education units, no license will be issued. The issuance of a certified Minnesota assessor specialist license to an assessor does not entitle the assessor to work in a taxing jurisdiction that requires an accredited Minnesota assessor or senior accredited Minnesota assessor ~~designation~~ license.

Subp. 4a. **Record retention.** An assessor who does not have the required continuing education units for issuance of a license, or for any other reason does not wish to obtain a license, may pay an annual record retention fee. The payment of this fee will keep the individual's files in a current status and enable the assessor to receive all mailings sent from the board. If neither a licensing fee or a record retention fee is paid, the assessor's files will be purged from the system after a period of one year from the date the assessor's license expired. ~~An assessor~~ If an individual whose files have been purged wishes to be relicensed, that person must:

A. submit a reinstatement fee;

B. submit the required license fee; and

C. supply documentation of having completed all ~~required continuing~~ education ~~if the individual wishes to be relicensed~~ requirements for the preceding four-year period.

[For text of subp 5, see M.R.]

Subp. 6. Standards of practice requirement for senior accredited Minnesota assessors. The continuing education requirements under this part for a senior accredited Minnesota assessor include the requirement that a senior accredited Minnesota assessor attend, within each four-year period, at least one four-hour uniform standards of professional appraisal practice (USPAP) seminar or one standards of professional conduct and ethics seminar.

1950.1090 CONDUCT AND DISCIPLINE.

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

Subp. 2. **Refusal to grant license.** The board may refuse to grant or issue an assessor's license for the following causes:

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

F. conviction of a felony; ~~and~~ or

G. performing fee appraisals within the assessor's specific assessing jurisdiction.

As used in this part, "performing fee appraisals" includes (1) being engaged as a real estate sales or purchase agent for a seller or purchaser of real estate or (2) owning a real estate sales or purchasing agency.

Subp. 3. **Suspension of license.** The board may suspend an assessor's license for the following offenses:

[For text of items A and B, see M.R.]

C. preparing or writing an appraisal narrative for another person's signature, or contracting with another person to prepare or write a narrative appraisal that will be submitted to the board under the license requirements in part 1950.1020; ~~and~~ or

[For text of item D, see M.R.]

Subp. 4. **Revocation of license.** The board may revoke an assessor's license for the following offenses:

[For text of items A and B, see M.R.]

C. unprofessional conduct caused by knowingly and willingly failing to comply with the duties of assessors in *Minnesota Statutes*, chapters 272, 273, and 274, the result of which is an adverse or injurious impact on the taxpayer of the assessor's jurisdiction; ~~and~~

D. performing fee appraisals within the assessor's specific taxing jurisdiction; or

E. beginning at the later of the 2004 assessment, or in situations where a contract is in effect on March 1, 2002, at the expiration of that contract without giving effect to renewals or extensions that require the agreement of both contracting parties, performing under contract the duties of local assessor for a specific assessing jurisdiction within the county for which the person is the county assessor.

The board may specify that the revocation is permanent, or it may specify a period of time after which the assessor may reapply for a license. If an assessor's license has been revoked, all assessor education credits and designations authorized by the board are also revoked and the assessor must meet all educational requirements of the level of license being applied for anew. The board shall consider the same factors in license revocation proceedings as are considered in matters of license suspension.

[For text of subps 5 and 6, see M.R.]

Subp. 7. Use of board designations by unlicensed persons. In order to prevent confusion for consumers of appraisal or real estate services in this state, no person in this state may use the designations "certified Minnesota assessor," "certified Minnesota assessor specialist," "accredited Minnesota assessor," or senior accredited Minnesota assessor;" or the initials "CMA," "CMAS," "AMA," or "SAMA" on the person's official or professional correspondence, on the person's business cards, on other advertising materials, or in any other manner that implies the person has the associated board issued assessor's license, unless that person holds a currently valid board issued license at that level. The board may refuse to grant a subsequent annual license to such person, or may suspend a currently valid license issued by the board for that person. The length of time that the board refuses to grant or suspends a license for this reason is at the board's discretion. The board shall give due consideration to evidence that shows the behavior was intentional and was likely to cause confusion for consumers of appraisal or real estate services or the public generally.

REPEALER. Minnesota Rules, part 1950.1000, subparts 2, 14, and 16, are repealed.

<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>
--

ERRATA

Corrections to agency errors in rules or in following the rulemaking processes, as well as incomplete notices, mislabeled rules, incorrect notices and citations will appear in this section. Whenever an error is corrected in this section, it's corresponding rule number(s) will also appear in the *State Register's* index to rulemaking activity, **Minnesota Rules: Amendments and Additions**.

Department of Human Services

Errata: Adopted Permanent Rules Relating to Hospital Medical Assistance Payment

The Notice of Adoption relating to rules governing payment of inpatient hospital services provided under the Medical Assistance (MA) and General Assistance Medical Care Programs (GAMC) as published in the *State Register*, Volume 26, Number 31, Pages 976 to 977, (26 SR 976) is hereby corrected to read as follows:

“EFFECTIVE DATE. The amendments to *Minnesota Rules*, parts 9500.1090 to 9500.1110; 9500.1115, subparts 1 to 3 and 6; 9500.1116, subparts 1, item A, and 2, item A; 9500.1120; 9500.1121; 9500.1122, subparts 1 and 2; 9500.1123; 9500.1124, subpart 1; and 9500.1127 to 9500.1140 are effective five working days after publication of the notice of adoption in the *State Register* according to *Minnesota Statutes*, section 14.27.

The amendments to *Minnesota Rules*, parts 9500.1115, subparts 4, 5 and 5a; 9500.1116, subparts 1, item B, and 2, item B; 9500.1122, subparts 3, 4, and 5; and 9500.1124, subpart 2, items A and B, are effective January 1, 2003.”

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.

Department of Labor and Industry

Labor Standards Unit

Notice of Correction to Commercial Prevailing Wage Rates

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/17/01, for **Labor Code 422, Sprinkler Fitters, in Anoka County**.

Copies of the certified wage rates for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase
Commissioner

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, February 14, 2002 at 9:30 a.m., in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

State Contracts

Informal Solicitations

Effective December 1, 2001, informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration's, Materials Management Division's web page (www.mmd.admin.state.mn.us).

Formal Requests for Proposals

Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

Minnesota State Colleges & Universities

Notice of Request for Proposal for Individual Audits of Six Colleges and Universities, Fiscal Years 2002 - 2004

NOTICE IS HEREBY GIVEN that the Minnesota State Colleges and Universities is seeking to acquire individual audits of six colleges and universities from an independent accounting firm duly licensed to practice in the State of Minnesota, pursuant to *Minnesota Statutes* Section 326.192, or a similarly qualified government agency.

Proposals are being sought from parties interested in providing financial statement audits for one or more of the following six colleges and universities on an annual basis for the three-year period from July 1, 2001 to June 30, 2004. The six colleges and universities are:

- St. Cloud State University
- Minnesota State University, Mankato
- Winona State University
- Minnesota State University Moorhead
- Bemidji State University
- Northwest Technical College

This request for proposal does not obligate MnSCU to complete the proposed project, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest.

Responders may propose additional tasks or activities if they will substantially improve the results of the project.

All proposals must be sent to and received by:

John Asmussen, Executive Director
Office of Internal Auditing
Minnesota State Colleges and Universities
500 World Trade Center
30 E. 7th Street
St. Paul, Minnesota 55101-4946

Not later than **4 p.m., on Friday, March 1, 2002**, as indicated by the date and time indicated on each response package by the MnSCU mail room, if packages are delivered by U.S. Mail, or the MnSCU reception desk (5th Floor, World Trade Center), if packages are hand-delivered or delivered by courier.

Late proposals will not be considered.

All costs incurred in responding to this RFP will be borne by the responder.

Submit five copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

Contacts

An information meeting for bidders interested in Bemidji State University, Minnesota State University Moorhead, or Northwest Technical College will be held on Wednesday, February 6, 2002 at 1 p.m., at the Administrative Office of Northwest Technical College, 150 Second Street Southwest in Perham, Minnesota. An informational meeting for bidders interested in Minnesota State University, Mankato, St. Cloud State University, or Winona State University will be held on Monday, February 11, 2002 at 9 a.m., on the 4th floor of the World Trade Center (30 E. 7th Street) in St. Paul, Minnesota. Persons interested in attending either informa-

State Contracts

tional meeting should notify Jeannette Nelson by **phone** at: (651) 296-3471 or **email**: jeannette.nelson@so.mnscu.edu by 4 p.m., on Monday, February 4, 2002.

To request a full Request for Proposal, please contact Jeannette Nelson by **phone** at: (651) 296-3471 or **email**: jeannette.nelson@so.mnscu.edu

Other questions should be directed to any of the following persons:

John Asmussen, Executive Director of Internal Auditing

Phone: (651) 296-2430

Email: john.asmussen@so.mnscu.edu

Rosalie Greeman, Associate Vice Chancellor for Financial Reporting

Phone: (651) 297-1309

Email: rosalie.greeman@so.mnscu.edu

Margaret Jenniges, System Director for Financial Reporting

Phone: (651) 297-5759

Email: margaret.jenniges@so.mnscu.edu

No one other than the persons listed above may answer questions or provide information regarding this proposal.

Minnesota State Colleges and Universities

Ridgewater College

Veterinary Technology Program

Notice of Request for Bids for Construction of Dog Kennel

NOTICE IS HEREBY GIVEN that Ridgewater College is soliciting bids for the construction of a dog kennel at their Willmar MN campus.

The project consists of the construction of a one-story addition to the existing College Agricultural Facility including spaces for reception, animal labs, isolation and food storage. The building addition will contain approximately 1,140 gross square feet and will be located adjacent to and connected to the existing Veterinary Kennel area, which is attached to the Agriculture Shop. The addition will have load bearing masonry cavity walls, steel joists, metal deck and a built-up roof membrane. The mechanical and electrical systems include plumbing, warm air heating, ventilating, air conditioning, power and lightning systems. Demolition, site grading and excavating is also included.

For more information contact:

Beth Hepola

Ridgewater College

Two Century Avenue

Hutchinson, MN 55350

Phone: (320) 234-0255

This is the only person designated to answer questions regarding this request for interested vendors.

Minnesota Department of Employee Relations

Request For Information (RFI) for a State Employee Newsletter

The Minnesota Department of Employee Relations is seeking information from vendors (and other interested parties) to help the Department create and run a state employee newsletter. As the largest employer in the state of Minnesota, it is important to communicate with our employees. Currently, the agency communicates to the workforce through a variety of specifically targeted newsletters and communications. There is a need to collapse these communications into one overall communication strategy and publication.

Proposed Format & Project Summary

This proposed newsletter would be a bi-monthly electronic publication produced by the Department of Employee Relations and a potential vendor.

Possible elements of the newsletter:

- Article or column from the Governor
- Articles from agencies on Big Plan and other work that has state-wide importance/Legislative updates
- Opportunities to respond and provide feedback
- Items of interest to employees regarding their total compensation
- Calendar of events
- Classified job section/Statewide announcements
- Employee Wellness articles/Health Insurance Issues
- Training Opportunities

Although the Department intends to use the information it obtains from this RFI to develop an RFP for this Project, the Department of Employee Relations does not guarantee that any RFP or procurement will be forthcoming, or that any vendor responding to this RFI will be awarded a contract to perform work on the project. The Department reserves the right to waive minor irregularities in vendor responses to this RFI at its sole discretion.

All informational proposals must be received no later than February 15, 2002. Please direct all correspondence related to this RFI to:

Michael Shaw, Communications Director
Department of Employee Relations
Centennial Office Building, Suite 200
658 Cedar St.
St. Paul MN 55155

Office of the Revisor of Statutes

Notice of Request for Computer Pilot Program Services

NOTICE IS HEREBY GIVEN that the Office of the Revisor of Statutes intends to enter into several contracts for a six-month pilot program to determine if XML technology may be suitable for use in replacing or supplementing existing Revisor's office computer systems. Initially, the Revisor's office seeks contracts in two areas:

- 1) **Pilot Program Management.** The Revisor's office seeks proposals for a part-time consultant to manage the XML pilot program. The consultant must meet the following requirements:
 - a) demonstrated familiarity with legislative computer systems, either here in Minnesota or another state, and
 - b) demonstrated expertise in XML technology, and
 - c) demonstrated, successful implementation of an XML-based system for use by a state legislature.

The consultant will work with Revisor's office staff to conduct the pilot program, make recommendations for additional resources necessary to conduct the pilot, and prepare a report with recommendations about the potential use of XML technology for the Revisor's office and the Minnesota Legislature.

- 2) **XML and Java training.** In order for Revisor's office staff to participate effectively in the pilot program, proposals for the following training and consulting are sought:
 - a) Intermediate and Advanced XML training with a focus on legislative document analysis
 - b) Introductory Java training for the creation of applications to manipulate XML documents
 - c) Intermediate Java and XML Integration training
 - d) Possible pilot program consultation in areas such as the development of schemata, document analysis and automation of processes
 - e) Possible pilot program assistance in the area of documentation of processes

State Contracts

- f) Possible provision of ancillary services that may develop as the pilot progresses, such as publication requirements analysis.

For training proposals, assume up to six students. Trainers must have demonstrated expertise in XML and Java to qualify.

Proposals are due **no later than 4:30 p.m., on Tuesday, February 19, 2002**. The Revisor's office reserves the right to award all, a part, or none of the above-described contracts. Inquiries and responses may be directed to:

Michele Timmons
Revisor of Statutes
Office of the Revisor of Statutes
700 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1297
Phone: (651) 296-2868
TTY use State Relay Services 1-800-627-3529

Office of the Revisor of Statutes

Notice of Request for Systems and Programming Services

NOTICE IS HEREBY GIVEN that the Office of the Revisor of Statutes is seeking the following systems and programming services for the period from January 1, 2002 up to June 30, 2002.

Programming and maintenance on limited functions of an in-house text editing and composition system. This is essentially a maintenance contract based on work that is already in progress. The contract may be modified, however, for consistency with an XML pilot program.

Programming experience in C on Hewlett Packard UNIX operating system is a prerequisite to performing the services. Where experienced contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability. Responses must be received by the Office of the Revisor of Statutes **by 4:30 p.m., on Friday, February 1, 2002**.

Direct inquiries and responses to:

Michele Timmons
Revisor of Statutes
Office of the Revisor of Statutes
700 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1297
Phone: (651) 296-2868
TTY use State Relay Services 1-800-627-3529

Non-State 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.

Metropolitan Council

Notice of Invitation for Bids (IFB) for Compaq EVO W4000 Workstations

Contract Number 02P002

The Metropolitan Council is requesting bids for 60 Compaq EVO W4000 Workstations.

Issue Invitation for Bids	January 28, 2002
Bids Due	February 12, 2002
Award Contract	February 22, 2002

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by email, fax or mail or phone request to:

Sunny Jo Emerson
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1499
Fax: (651) 602-1083
Email: sunnyjo.emerson@metc.state.mn.us

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.

Metropolitan Council

Notice of Invitation for Bids (IFB) for RS/6000 pSeries 660 Systems

Contract Number 01P140

The Metropolitan Council is requesting bids for 1 possibly 2, IBM RS/6000 7026-6H1 pSeries 660 systems with RS64 IV 600 MHZ Processors, each system will be configured differently (Configurations can be reviewed in the Technical Specifications of the IFB).

Issue Invitation for Bids	January 28, 2002
Bids Due	February 19, 2002
Award Contract	February 28, 2002

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by email, fax or mail or phone request to:

Sunny Jo Emerson
Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
230 East Fifth Street
St. Paul, MN 55101
Phone: (651) 602-1499
Fax: (651) 602-1083
Email: sunnyjo.emerson@metc.state.mn.us

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.

University of Minnesota

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

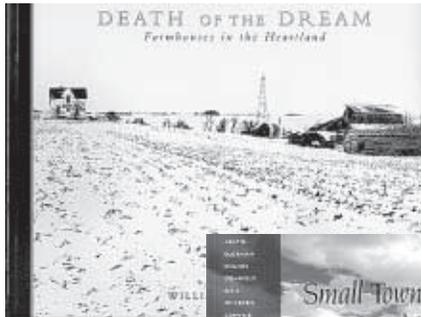
The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

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.

Available at Minnesota Bookstore

Order form on back page

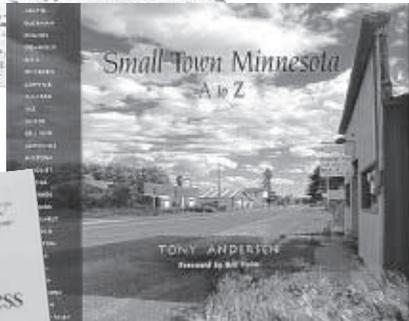
Celebrating our Rural Heritage



Death of the Dream: *Farmhouses in the Heartland*

Death of the Dream tells the story of America's rural past and a forgotten lifestyle-- the vanishing farmhouse of the Midwest and the rich lives that were lived in them. Trace the evolution of the classic farmhouse --from its humble origins through the high tech present-- and learn about the impact that changing economies have had on lives of midwestern farm families. 87 illustrations, including 72 tritone photo plates. Softcover, 128pp.

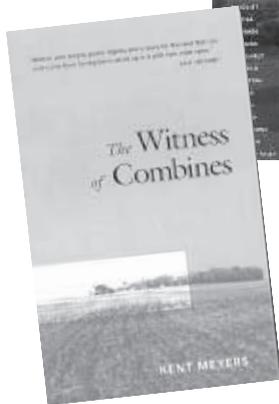
Stock No. 19-19 \$24.95 + shipping & sales tax



Small Town Minnesota: *A to Z*

Author and photographer Tony Andersen toured Minnesota focusing on 26 communities - one for each letter in the alphabet - that are home to less than 1,000 residents. Follow along with Tony as he writes of the generosity and friendly curiosity of the people on the rural landscape and be reminded of the beauty a small town offers through 160 color photographs.

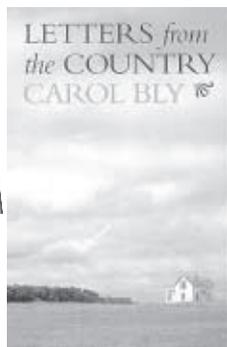
Stock No. 19-2 \$24.95 + shipping & sales tax



The Witness of Combines

Author Kent Meyers speaks of human kindness, family forgiveness, neighborly helpfulness, insightfulness in fixing a huge and crucial peice of equipment and more. Follow him as he tells the story of growing up on the farm, from the joys of playing in the hayloft as a boy to the obstacles and the steady pattern of chores standard to all farm families. Softcover, 229pp.

Stock No. 19-80 \$16.95 + shipping & sales tax



Letters from the Country

Award-winning author, Carol Bly, welcomes readers to life in the small town of Madison, MN through 30 essays about cultural and daily life in the countryside. Critics have said "No one in this country writes of rural life with more understanding, love, and anger... "Fierce and funny... she's the best thing to come out of rural Minnesota since Sinclair Lewis left Sauk Centre". Softcover, 184pp. **Stock No. 19-42 \$14.95 + shpg & sales tax**

Visit our web site:

www.minnesotasbookstore.com

Available at Minnesota Bookstore

Order form on back page

The Pheasant in Minnesota

A fascinating "magazine" devoted to the ring-neck pheasant. Included is the history of the bird, its origin, development and introduction to this region. Color photos, softcover, 48pp.
Stock No. 9-13 \$5.95 + shpg. & sales tax

Dressing & Cooking Wild Game

Now that you've "bagged your catch", what do you do with it? This book offers clear instructions along with color photos to walk you step-by-step from field dressing and transport to hanging, skinning, butchering, dressing, "clean-up" and freezing. With the hard work out of the way, then cook up one of the mouth-watering recipes for cooking big and small game, upland game birds, and waterfowl. Hardcover, 160pp.

Stock No. 19-38 \$19.95 + shpg. & sales tax

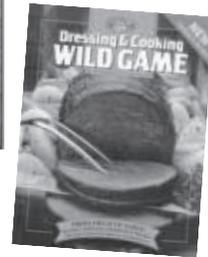
651.297.3000 * 800.657.3757

Mon-Fri 8am-5pm

www.minnesotasbookstore.com



It's Hunting Season!



Hunter's Field Guide

This popular *Outdoor Life* field guide offers practical advice on how to be a safe, successful and responsible hunter. Through easy-to-read illustrations and text, learn tips on: treating common injuries, reloading shot gun shells, the basics of bow hunting, how to hold and carry a muzzle-loader, recommended shot and target range for various game, and much more. Great tool for the beginner as well as the experienced hunter. Softcover, 194pp.

Stock No. 19-31 \$5.99 + shpg. & sales tax

Hunter Education Training Course

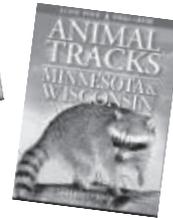
Great tool for teaching the beginner the key to safe, successful hunting. This course includes the Hunter's Field Guide (described above), a Workbook and a Safety video. Excellent refresher for the experienced hunter, too! **Stock No. 19-111 ONLY \$14.99 + shpg. & sales tax**

Animal Tracks of Minnesota & Wisconsin

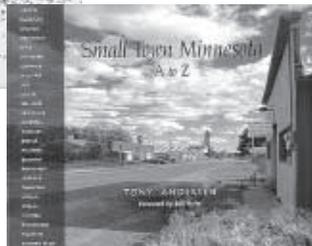
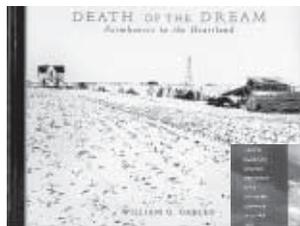
Great drawings and quick reference captions provide a solid picture of more than 60 different mammals, birds and reptiles of our area. Truly pocket-sized, this field guide identifies animal tracks charting the size of fore prints and hind prints, stride and straddle patterns, and descriptive information about the creature's behavior. Softcover, 160pp.

Stock No. 9-72 \$6.95 + shpg. & sales tax

Hunting and Wildlife Guides



Celebrating our Rural Heritage



Death of the Dream: Farmhouses in the Heartland

Death of the Dream tells the story of America's rural past and a forgotten lifestyle-- the vanishing farmhouse of the Midwest and the rich lives that were lived in them. Trace the evolution of the classic farmhouse --from its humble origins through the high tech present-- and learn about the impact that changing economies have had on lives of midwestern farm families. 87 illustrations, including 72 tritone photo plates. Softcover, 128pp.

Stock No. 19-19 \$24.95 + shipping & sales tax

Small Town Minnesota: A to Z

Author and photographer Tony Andersen toured Minnesota focusing on 26 communities - one for each letter in the alphabet - that are home to less than 1,000 residents. Follow along with Tony as he writes of the generosity and friendly curiosity of the people on the rural landscape and be reminded of the beauty a small town offers through 160 color photographs.

Stock No. 19-2 \$24.95 + shipping & sales tax

Visit our web site:

www.minnesotasbookstore.com

