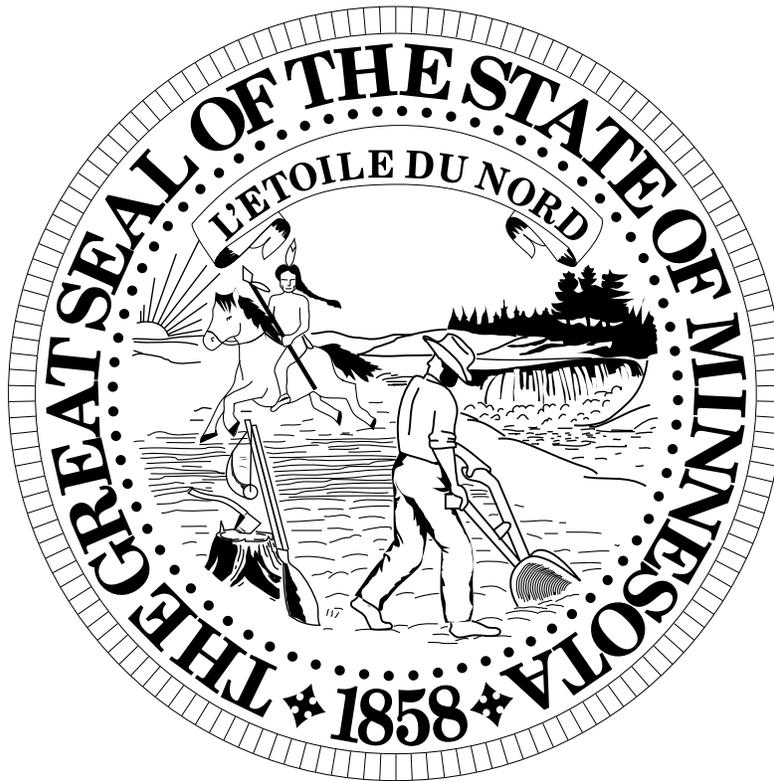


State of Minnesota

# 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 30 July 2001  
Volume 26, Number 5  
Pages 101-118

# 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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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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
#5	Monday 30 July	Noon Wednesday 18 July	Noon Tuesday 24 July
#6	Monday 6 August	Noon Wednesday 25 July	Noon Tuesday 31 July
#7	Monday 13 August	Noon Wednesday 1 August	Noon Tuesday 7 August
#8	Monday 20 August	Noon Wednesday 8 August	Noon Tuesday 14 August

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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 \$122.00 per page, billed in tenths of a page at \$12.20 (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.

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.

## 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](http://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](http://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](http://www.courts.state.mn.us)  
Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155

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Individual copies and subscriptions or the <b>State Register</b> and <b>Solicitation Announcements</b> are available through Minnesota's Bookstore, (651) 297-3000, or toll free: (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 #1-5

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## 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 Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes, Chapter 41C*

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on **August 13, 2001 at 9:00 a.m.** in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41c*, in order to finance the purchase of approximately 176 acres of bare farmland: Parcel #1 is located in Section 21, Harmony Township, Fillmore County, Minnesota one mile south of Harmony on 139 West one mile on gravel; and, parcel #2 is located in Sections 23 and 26 in Bristol Township, Fillmore County, Minnesota four miles west of Harmony on Highway 44 south 1/4 mile on gravel road on behalf of Robin S. and Angela M. Lange, (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$190,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereof, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: July 11, 2001

Jim Boerboom  
RFA Director

### Department of Agriculture

#### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes, Chapter 41C*

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on **August 13, 2001, at 9 a.m.** in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of machinery and approximately 476 acres of bare farmland located three miles east on gravel from U.S. Highway 10, one-half mile east of Murphy Lake in Sections 4, 5 and 8 of Gorman Township, East Ottertail County, Minnesota on behalf of Nathan John Tobkin, (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$250,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: July 11, 2001

Jim Boerboom  
RFA Director

## Official Notices

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### Construction Codes Advisory Council

#### Notice of Rescheduled Meeting of the Construction Codes Advisory Council Meeting

The regular meeting of the Construction Codes Advisory Council scheduled for August 2, 2001, from 1:00 to 4:00 p.m. in the large conference room at the offices of the Building Codes and Standards Division has been rescheduled. The meeting will take place on **August 9, 2001** from 1:00 to 4:00 p.m. in the large conference room at the offices of the Building Codes and Standards Division. Please call Colleen Chirhart at **(651) 296-4329** if you need additional information.

### Minnesota Office of Environmental Assistance

#### Notice Soliciting Nominations for Appointment to the State Solid Waste Advisory Committee

The Office of Environmental Assistance is soliciting names to consider for appointment to a Solid Waste Advisory Committee. This Advisory Committee will develop a series of options to address Minnesota's growing solid waste stream in a manner that is protective of the environment, conserves the state's resources, maximizes landfill abatement, and, which is cost effective, recognizing the costs and benefits of each management option.

The Solid Waste Advisory Committee will consist of key policy makers from the state and local levels and private businesses, including: state legislators; local elected officials; generators of commercial and residential solid waste; waste management facilities, services and programs; and environmental groups. The Appointments Committee may appoint other representatives to the Advisory Committee.

The Solid Waste Advisory Committee members will be appointed by an Appointments Committee which will include: the Chairs of the House and Senate Environmental Policy Committees, Director of the OEA, Chair of the Metropolitan Solid Waste Management Coordinating Board, the Chair of the Association of Minnesota Counties Environmental Policy Committee, the Chair of the Minnesota Chamber of Commerce Environmental Policy Committee, and the Chair of the Minnesota Environmental Partnership.

It is anticipated that the Advisory Committee will need to meet on a periodic basis during the fall of 2001 and that these meetings will be in the Twin Cities Area.

Nominations must be submitted in writing no later than **4 p.m., C.S.T., August 17, 2001**, to:

Sherry A. Enzler, Director of the Office of Environmental Assistance,  
520 Lafayette Rd., 2nd Floor,  
St. Paul, Minnesota 55155-4100

Questions concerning the Solid Waste Advisory Council should be directed to Mr. Bob Meier, Office of Environmental Assistance, at **(651) 215-0206 or 1-800-657-3843**.

### Minnesota Environmental Quality Board

#### Willmar-Paynesville 230 kV Transmission Project Exemption Granted

At a meeting on June 21, 2001, the Minnesota Environmental Quality Board granted an exemption from the full routing process for the Willmar-Paynesville 230 kV transmission project. The Willmar-Paynesville 230 kV Transmission Project proposed by Xcel Energy, Willmar Municipal Utilities and Great River Energy consists of a 230 kV transmission line, approximately 29.25 miles long, between the Willmar Substation in Kandiyohi County and the Paynesville Transmission Substation in Stearns County. The project also includes expansions and modifications at the Willmar Substation and the Paynesville Transmission Substation. The project is an upgrade of an existing 115 kV transmission line and the majority of the project will be constructed on existing right of way. The project must still comply with any applicable state and local zoning, building and land use rules, regulations and ordinances.

If you have any questions about this project or would like more information, please contact the EQB project leader:

Suzanne Lamb Steinhauer,  
Room 300, 658 Cedar St.,  
St. Paul, MN 55155;  
**Phone:** (651) 296-2878 or 1-800-657-3794;  
**e-mail:** *suzanne.steinhauer@state.mn.us*

## Department of Labor and Industry

### Labor Standards Unit

#### Notice of Addition to Commercial and Highway/Heavy Prevailing Wage Rates

An **additional rate** has been made to the Commercial Wage Rates certified 12/18/00, for **Labor Code 431, Wiring System Installer, in Washington County**. Also, an **additional rate** has been made to the Highway/Heavy Wage Rates certified 10/23/00, for **Labor Code 419, Plumbers, in Region 02**.

A Copy of the corrected certification 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 (612) 296-6452. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich  
Commissioner

## Department of Labor and Industry

### Division of Labor Standards

#### Request for Comments on Planned Amendment to Rules Governing Prevailing Wage Determinations, *Minnesota Rules, Parts 5200.1000-5200.1120*

**Subject of Rules.** The Minnesota Department of Labor and Industry, Labor Standards Division, requests comments on its planned amendments to rules governing Prevailing Wage Determinations. The Department is again considering rule amendments that relate to the master job classifications for which the Department makes prevailing wage determinations, definitions, apprentices, corrections of rate determinations, and possibly the minimum number of hours of work required for a worker to be included in the wage survey process. These amendments would apply primarily to highway and heavy construction, but also would have application to commercial construction. Examples of job classification issues to be considered include, but will not be limited to, combining two or more classifications in the general class of Laborer, creating separate classifications and or rates for pieces of equipment used in highway-heavy and commercial construction; creating new classes for or altering the classifications applying to landscaping and seeding; creating new classes for or altering the classifications applying to painting and striping of roads; creating new classes for or altering the classifications applying to warning lights, warning signs and other methods of traffic control supplied to a project during construction; and, articulated haulers and off-road trucks. Examples of definitions issues to be considered include, but are not limited to, commercial construction, highway and heavy construction, and fringe benefits.

**Previous Request for Comments.** This request is a follow up to a similar request published on September 20, 1999 in the *State Register* at 24 S. R. 396. The rule amendments contemplated in the earlier request were put on hold because the departments's prevailing wage rules on trucking issues took longer than anticipated to adopt. The comments and the names of those expressing an interest to serve on an advisory committee in response to the September 1999 Request for Comments have been retained, but the department encourages interested parties to submit new comments on the issues raised and encourages anyone interested in serving on an advisory committee to reply with their interest. The Department expects to appoint an advisory committee to begin meeting in October 2001. The advisory committee meetings will be open to the public.

**Persons Affected.** The amendments under consideration to the rules would likely affect laborers and mechanics engaged in construction, unions whose members are the laborers and mechanics employed in construction, general contractors, construction managers and subcontractors, and the owners of constructions projects financed wholly or in part with state funds.

## Official Notices

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**Statutory Authority.** *Minnesota Statutes*, sections 171.41 to 177.44 and 175.71 authorize the Department to adopt rules for prevailing wage determinations.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing or orally until **4:30 p.m. on Friday September 28, 2001**. Comments received after that date and before further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules may be considered, but comments should be received by September 28, 2001 in order to be considered in determining what rule amendments to propose. The Department does contemplate appointing an advisory committee to comment on the planned rules. Those wishing information about the advisory committee should reach the agency contact person listed below.

**Rules Drafts.** The Department has not yet prepared a draft of the planned rules amendments, but any person interested may request to receive a copy of the draft rules when it has been prepared by reaching the agency contact person listed below.

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules or the advisory committee should be directed to:

Erik Oelker, Senior Labor Investigator  
Department of Labor and Industry  
Labor Standards Division  
443 Lafayette Road  
St. Paul, MN 55155  
**Phone:** (651) 284-5269  
**Fax:** (651) 215-0104  
**Email:** [erik.oelker@state.mn.us](mailto:erik.oelker@state.mn.us)  
TTY users may call the department at (651) 297-4198

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

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

Dated: July 25, 2001

Gretchen B. Maglich, Commissioner  
Department of Labor and Industry

## Minnesota Planning Office of Strategic and Long Range Planning

### Municipal Boundary Adjustments

Minnesota Planning will hold a public meeting on **Wednesday, August 15, 2001 from 9:00 a.m. to 12:30 p.m.**, in Room 301, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. The purpose of this meeting is to collect any thoughts, comments, or criticisms regarding the shift from the former Minnesota Municipal Board to Minnesota Planning regarding municipal boundary adjustments.

Minnesota Planning is mandated to report to the Senate State and Local Government Operations Committee and the House Local Government and Metropolitan Affairs Committee on the effect of the transfer of the duties and authority under the Minnesota Municipal Board statute, Chapter 414, to Minnesota Planning. The report is due February 1, 2002. *Laws 2000*, c. 446, §2.

The report must include "comments, suggestions, and criticisms of the processes" from actual participants in the process and from associations representing local governments. This office is also seeking input from other organizations and individuals not specifically referenced in the statutory mandate.

Written comments, not to exceed five pages will be accepted until September 4, 2001.

If you have any questions, contact Christine Scotillo, Executive Director, Municipal Boundary Adjustments at **(651) 284-3386** or **email:** [christine.scotillo@mnplan.state.mn.us](mailto:christine.scotillo@mnplan.state.mn.us).

## Office of Secretary of State

### Notice of Open Appointment Vacancies

The Secretary of State's office is no longer required to publish Open Appointments vacancies in the *State Register*. A list of vacancies is published on the Secretary of State's website [www.sos.state.mn.us](http://www.sos.state.mn.us) and is updated monthly. The list of vacancies is also published in the form of a press release and interested persons may be added to mailing list by calling **(651) 297-5845**.

## State Grants & Loans

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

## Department of Trade and Economic Development

### Business and Community Development Division

#### Office of Business Finance

### Notice of Availability of Grant Funds for Microenterprise Assistance Grants

**NOTICE IS HEREBY GIVEN** that the Department of Trade and Economic Development requests proposals from non-profit organizations in Minnesota in order to make one time Microenterprise Assistance Grant awards. These grants are intended to support those organizations that provide microenterprises with technical assistance and access to financial assistance. The Department has estimated that any contract will not exceed \$100,000 per organization.

All proposals must be sent to:

Department of Trade and Economic Development  
Attn: Bart Bevins  
121 7th Place East  
St. Paul, MN 55101

Please call or write Mr. Bevins at **(651) 297-1170** or Paul Moe at **(651) 297-1391** for the full Request for Proposal, which will be sent free of charge to interested vendors. Other department personnel are NOT allowed to discuss the Request for Proposal with anyone including responders, before the proposal submission deadline.

All proposals must be received not later than **4:30 p.m., August 27, 2001**.

## Department of Veterans Affairs

### Notice of Grant Funds Available: Application Requests Accepted for Placement on the Funding List for the Minnesota County Veterans Service Officer Operational Improvement Grant Program

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Veterans Affairs is accepting application requests for placement on the funding list for the Minnesota County Veterans Service Officer Operational Improvement Grant Program. This program was created to improve the efficiency of the County Veterans Service Officer system.

## State Grants & Loans

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Applications will be reviewed and processed and grants will be awarded as required in *Minnesota Statutes* 197.608 and *Minnesota Rules*, parts 9055.0500 to 9055.0610.

Applications will be accepted as the address noted below until **4:30 p.m., August 31, 2001**. Only original applications, as provided to the applicants by the Minnesota Department of Veterans Affairs, will be accepted. Applications received on alternative formats will not be accepted.

Applications must be submitted by certified United States Mail to:

County Veterans Service Officer Operational Improvement Grant Program  
Minnesota Department of Veterans Affairs  
20 West 12th Street  
St. Paul, MN 55155-2079

To request an application or further information, contact:

Terrence A. Logan or Dennis Forsberg  
Minnesota Department of Veterans Affairs  
20 West 12 th Street  
St. Paul, MN 55155-2079  
**Phone:** (651) 296-2562

## State 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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

## Minnesota Historical Society

### Request for Bids for Dupuis Tea House Re-Roofing, Sibley House Historic Site, Mendota, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete the re-roofing of the Dupuis Tea House, Sibley House Historic Site, Mendota, Minnesota. Work will include tear off of existing roof, removal and reinstallation of roof deck boards, removal of existing and installation of new insulation, installation of new trusses for structural stabilization, repairs/reconstruction of fascia, soffits, trim and (2) dormers, installation of ridge/soffit ventilation system, new flashing, reconstruction of basement stairway addition and associated painting. The historic nature of the building and grounds dictates that all work is executed from the exterior of the structure and that care be taken not to disturb the existing structure and grounds. All work will be in accordance with the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, the Drawings, and the Request for Bids.

### Submission of Bids

All bids must be received by Chris M. Bonnell, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or an authorized agent no later than **2:00 p.m. Central Daylight Savings Time, Tuesday, August 21, 2001**. A bid opening will be conducted at that time. Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. A Bid Bond must be included in the amount of 5% of the total base bid if the total base bid is over \$50,000. Late bids will not be considered.

Authorized agents for receipt of bids are the following: Chris M. Bonnell, Contracting Officer or any Work Service Center staff member, both located in the Finance and Administration Division on the 4th floor of the History Center. Bids may not be delivered to the information desk, to the guard or to any location or individual other than as specified above.

Submit one copy of the bid using the form provided, sealed in an envelope or package with the bidder's name, address, and the name of the project for which the bid is being submitted clearly written on the outside. Bids must be signed in ink by the bidder or an authorized agent of the bidder firm. The Society reserves the right to request supplemental information from bidders.

**PLEASE NOTE THAT THE ABOVE ADDRESS IS THE MINNESOTA HISTORY CENTER. IF PROPOSALS ARE BEING HAND DELIVERED, VENDORS MAY PARK IN THE ON-SITE LOT, BUT SHOULD ALLOW ENOUGH TIME TO DELIVER THEIR PROPOSALS TO THE CONTRACTING OFFICE ON THE 4TH FLOOR OF THE BUILDING. ACTUAL RECEIPT OF PROPOSALS BY THE CLOSING TIME IS REQUIRED FOR CONSIDERATION.**

**There will be a mandatory pre-bid meeting for all interested parties on Tuesday, August 14 at 10:00 a.m.,** at the site. The site is located on Hwy 13 in Mendota, just northeast of the Mendota Bridge.

## Society Contacts

Bid documents and questions regarding this request should be directed to Chris Bonnell, Contracting Officer, at **(651) 297-5863**  
email: [chris.bonnell@mnhs.org](mailto:chris.bonnell@mnhs.org)

Documents have been submitted to:

Minneapolis Builders Exchange  
1123 Glenwood Avenue  
Minneapolis, MN 55405  
**Phone:** (612) 381-2620  
**FAX:** (612) 381-2621

Construction Market Data, Inc  
9443 Science Center Drive  
New Hope, MN 55428  
**Phone:** (612) 537-7730  
**FAX:** (612) 537-6932

Builders Exchange of Saint Paul  
445 Farrington Street  
Saint Paul, MN 55103  
**Phone:** (651) 224-7545  
**FAX:** (651) 224-7549

F. W. Dodge  
7600 Parklawn Ave, #352  
Edina, MN 55435

## Conditions of Receipt of Proposals

This Request for Proposals does not obligate the Society to award any specific project. The Society reserves the right to cancel this solicitation or to change its scope if it is considered in the best interest of the Society.

The Society reserves the right to waive irregularities in proposal content or to request supplemental information from bidders. This provision will be liberally interpreted to permit consideration of all proposals received by the stated deadline for submission.

This entire presentation, including the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, and the Request for Bids does not constitute a legal offer. A legal binding contract will not be formed until all parties involved have fully executed a written contract which incorporates all mutually agreed instructions, specifications, conditions, and bids.

Dated: 30 July 2001

## Department of Human Services

### Aging Initiative

### Notice of Request for Proposals to Expand Home- and Community-Based Services For Older Adults

The Minnesota Department of Human Services, Aging Initiative, is soliciting proposals from qualified applicants to expand home- and community-based services for older adults as directed by *Laws of Minnesota 2001*, First Special Session, Chapter 9, Article 4, Sections 3 and 32. The goal of the Community Service/Community Services Development grants awarded under this Request for Proposals (RFP) process are to help communities rebalance their long-term care service system for persons age 65 years and older by reducing reliance on nursing facility care and increasing the supply of home- and community-based services, including

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housing and services options. DHS will give preference to proposals from communities that have had or will have a voluntary nursing facility closure.

DHS is seeking proposals that will: 1. Increase home- and community-based services in target communities, especially housing and services; 2. Increase the numbers of older Minnesotans using home- and community-based services in target communities; 3. Increase the use of informal and quasi-formal care systems; and 4. Coordinate with existing services funded by State, Federal, and other sources.

Eligible applicants for the Community Service Grants and Community Services Development Grants are non-profit agencies and units of government. For-profit entities, including nursing facilities, housing owners and service providers, are eligible applicants for Community Services Development Grants. DHS encourages coordination and collaborations among applicants.

The Department intends to award grant contracts to qualified grantees in three funding cycles. The total FY 2002 appropriation of \$4,000,000 for both grant programs is available to award on November 15, 2001 (October 15 application deadline), any remaining funds not awarded for FY 2002 will be available to award March 15, 2002 (February 15 application deadline). The total FY 2003 appropriation of \$6,000,000 will be available on July 1, 2002 (June 1 application deadline).

Applicant Conferences will be held as the final hour of the following meetings:

- August 6** - Detroit Lakes, NW Tech College, Room 105E, 900 Hwy 34E (9:00 a.m.)
- August 6** - Slayton, SW Regional Dev. Commission, 2401 Broadway Ave., Suite 2 (1:00 p.m.)
- August 7** - Litchfield, Meeker County Court House, 325 N. Sibley Avenue (1:00 p.m.)
- August 7** - Thief River Falls, Northland Comm & Tech College, Room 601, Hwy 1 E. (1:00 p.m.)
- August 8** - Baxter, LSS Office, 2405 Forthun Road, (1:00 p.m.)
- August 8** - Bemidji, Peoples Natural Gas Company, Meeting Room, 301 2nd St NW (1:00 p.m.)
- August 8** - St. Cloud, Whitney Senior Center, Herberger Rm., 1527 Northway Dr. (1:00 p.m.)
- August 9** - Appleton, Civic Center, City Council Chamber, 323 W. Schlieman Ave. (1:00 p.m.)
- August 13** - Mora, Mora Public Library, 200 W. Maple Ave. (1:00 p.m.)
- August 13** - Mankato, Best Western, 1111 Range Street N. (1:00 p.m.)
- August 14** - Rochester, Rochester Senior Center, 121 N. Broadway (1:00 p.m.)
- August 14** - Duluth, Holiday Inn, 200 W. 1st Street (1:00 p.m.)
- August 15** - Fridley, Fridley Senior Center, 6085 7th St. NE (9:00 p.m.)
- August 15** - St. Paul, Merrick Community Center, 1526 E. 6th St. (1:30 p.m.)

The full text of the RFP, which includes requirements that must be met in order to submit a proposal and proposal evaluation criteria, is available on the internet at:

<http://www.state.mn.us/agingint/policy/rfp.htm>

or upon request by contacting:

Rolf Hage, Community Capacity Consultant  
Aging Initiative  
444 Lafayette Rd. S.  
St. Paul, MN. 55155-3843  
[Rolf.hage@state.mn.us](mailto:Rolf.hage@state.mn.us)  
**Phone:** 800-882-6262  
**TTY:** 800-627-3529

## Department of Natural Resources

### Notice of Availability of Contract for Neighborhood Wilds Program Coordinator

The Minnesota Department of Natural Resources is requesting proposals for the purpose of coordinating the Neighborhood Wilds Program during a pilot project through November 30, 2003. Under the program, property owners are encouraged to manage their natural resources in a coordinated, ecologically appropriate manner. The program coordinator will work with the Neighborhood Wilds Steering Committee to recruit and select neighborhoods in the seven-county Metro area to participate in the program.

Participating groups of property owners will receive technical assistance and a written management plan provided by an interdisciplinary team of professional resource managers from DNR and partner organizations. Some neighborhoods will also be selected to participate in a cost-share demonstration projects in which management activities will be implemented on private property.

Work is proposed to start after August 15, 2001.

A Request for Proposals will be available by mail from this office through July 30, 2001. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After July 30, 2001, the Request for Proposals must be picked up in person.

The Request for Proposal can be obtained from:

Don Mueller  
DNR, Division of Forestry  
1200 Warner Road  
St. Paul, MN 55106  
**Fax:** (651) 772-7599

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **4:30 p.m. Central Daylight Time on August 6, 2001. Late proposals will not be considered.**

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Natural Resources

### Division of Parks & Recreation

#### Notice of Request for Proposals to Provide Centralized Reservation Services for Public Camping, Lodging Accommodations, and Tours

The Department of Natural Resources, Division of Parks & Recreation is requesting proposals for a vendor provided reservation system for camping, lodging and tours in Minnesota State Parks. The State welcomes all interested parties to submit proposals. It is the Department's intent in administrating this Request for Proposal to select a vendor that will design, provide, and implement a complete turnkey business solution meeting the Department's centralized reservation and registration needs. Final award will depend on the Department's ability to negotiate a satisfactory contract with a respondent.

It is anticipated that the contract resulting from this RFP will be effective for a three year period, with an option for an additional two year extension.

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

Minnesota Department of Natural Resources  
Division of Parks & Recreation  
500 Lafayette Road  
St. Paul, Minnesota 55155-4039  
**Phone:** (612) 296-9223  
**Office hours:** 8:00 a.m. - 4:30 p.m. Central Time Monday thru Friday

Proposal responses must be received at the above address no later than **2:00 p.m. Central Time on Monday, August 27, 2001.** It is anticipated that evaluation and selection will be completed by Monday, October 8, 2001.

## Minnesota Legislature

### Request for Proposals for a Service Award Recognition Program

The Minnesota Legislative Coordinating Commission and the Minnesota House of Representatives are requesting proposals to contract for a customized service award program for its staff of 400 employees. The eventual contractor will have demonstrated their experience developing programs for other organizations, possess a track record of both quality and reliability, and incorporate creativity and innovation into their proposal.

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All proposals must satisfy the criteria as outlined in the full text of the Request for Proposals. For a copy of the full text of the RFP, go to [www.commissions.leg.state.mn.us/lcc/serviceaward.pdf](http://www.commissions.leg.state.mn.us/lcc/serviceaward.pdf), or contact:

Kelly Knight  
Human Resources Director  
Minnesota House of Representatives  
198 State Office Building  
St. Paul, MN 55155  
**Phone:** (651) 296-1121

**Proposals must be received by August 31, 2001, at 4:00 p.m. No late proposals will be accepted.** All expenses incurred in responding to this notice shall be borne by the responder.

## Minnesota Department of Transportation Program Support Division Office of Bridges and Structures

### Request for Proposal for Statewide Inspections of Minnesota Trunk Highway Light Poles

The Minnesota Department of Transportation (Mn/DOT) is requesting proposals for the inspection of 134 high tower light poles located on the trunk highway system. 65 of the poles are located within the Twin City metropolitan area and the remainder are located outstate. Federal law requires that high tower light poles be inspected at least every five years. It is Mn/DOT's objective to complete all inspections and reports in calendar year 2001. 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 August 13, 2001.

After August 13, 2001, prospective responders will be required to pickup 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 CDT August 20, 2001**, according to the time and date stamp on the Office of Consultant Services 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 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 Request for Proposals (RFP) for MetroGIS Internet-Enabled Data Distribution Mechanism

#### Contract 01P068

The Metropolitan Council is requesting professional services proposals for the design and implementation of an Internet-based, data delivery mechanism that provides the range of desired functionality identified as part of the Metro GIS Regional Parcel Data Pilot Project.

*Issue Requests for Proposals*  
*Receive Proposals*  
*Contract negotiated, executed, NTP*  
*Project Completion*

**July 23, 2001**  
**September 4, 2001**  
**October, 2001**  
**August, 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:

Amanda Petersen, Administrative Assistant, Contract and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1585  
**Fax:** (651) 602-1138  
**Email:** [amanda.petersen@metc.state.mn.us](mailto:amanda.petersen@metc.state.mn.us)

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund, **Phone:** (651) 602-1801.

*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 - Metro Transit

### Purchase of Shelving

The Metropolitan Council is soliciting sealed bids for providing and installing shelving at Metro Transit's East Metro Transit Facility. Bids are due at 2:00 p.m. on August 20, 2001.

Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
**Phone:** (612) 349-5070

## Non-State Contracts & Grants

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### 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](http://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.



