

State of Minnesota

# State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;  
Commissioners' Orders; Revenue Notices; Official Notices;  
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**  
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# State Register

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The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

Printing Schedule and Submission Deadlines						
Vol. 35 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	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			Deadline for Proposed, Adopted and Exempt RULES	
# 34	<b>TUESDAY 22 February</b>	Noon Tuesday	15	February	Noon Wednesday	9 February
# 35	Monday 28 February	Noon Tuesday	22	February	Noon Wednesday	16 February
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# 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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

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

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

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

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Minnesota Board of Assessors

### Proposed Permanent Rules Relating to Licensure

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

#### Proposed Amendment to Rules Governing the Minnesota State Board of Assessors, *Minnesota Rules*, Chapter 1950. Proposed Repeal of *Minnesota Rules*, parts 1950.1000, subpart 4, 1950.1080, subpart 3a and 1950.1080, subpart 6.

**Introduction.** The Board of Assessors intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on March 24, 2011, the Department will hold a public hearing in Conference Room 2040, 2nd Floor, Stassen Building, 600 North Robert Street, St. Paul, Minnesota 55146, starting at 9:30 a.m. on Tuesday, April 5, 2011. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after March 24, 2011 and before April 5, 2011.

**Agency Contact Person.** Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is:

Ms Harriet J. Sims  
Appeals and Legal Services Division  
Minnesota Department of Revenue  
600 North Robert Street,  
St. Paul MN 55146-2220  
**Phone:** (651) 556-4085  
**Fax:** (651) 296-8229  
**E-mail:** [Harriet.sims@state.mn.us](mailto:Harriet.sims@state.mn.us)

TTY users may call the Department of Revenue at Minnesota Relay 711

**Subject of Rules and Statutory Authority.** The proposed rules are about initial licensure requirements, continuing education and discipline of licensed assessors. The statutory authority to adopt the rules is *Minnesota Statutes*, section 270.47 which allows the Board of Assessors to adopt rules necessary to accomplish its purpose. A copy of the proposed rules changes is published in the *State Register* and a draft of the proposed rule changes is posted on the Department of Revenue's web site at: <http://www.taxes.state.mn.us>. A free copy



# Proposed Rules

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of the rules is available upon request from the agency contact person listed above.

**Comments.** You have until 4:30 p.m. on Thursday, March 24, 2011, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. You must also make any comments about the legality of the proposed rules during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Department hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Thursday, March 24, 2011. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. 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, the Department will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

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

**Modifications.** The Department may modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Department will cancel the hearing scheduled for April 5, 2011, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at (651) 556-4085 after March 24, 2011, to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Department will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Kathleen D. Sheehy is assigned to conduct the hearing. Judge Sheehy can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, **telephone:** (651) 361-7848, and **fax:** (651) 361-7936.

**Hearing Procedure.** If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge before the hearing or during the

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## Proposed Rules

comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

**Statement of Need and Reasonableness.** The statement of need and reasonableness summarizes 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. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person or you may obtain a copy from the department of Revenue website at <http://www.taxes.state.mn.us>.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone:** (651) 296-5148 or 1-800-657-3889.

**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The Department will submit the rules and supporting documents 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 either to receive notice of this, to receive a copy of the adopted rules, or to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

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

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

Dated: February 8, 2011

Deb Volkert, Secretary-Treasurer  
Minnesota State Board of Assessors

### 1950.1000 DEFINITIONS.

[For text of subps 1 to 3, see M.R.]

Subp. 4. [See repealer.]

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

Subp. 6. **Continuing education units hours.** "Continuing education ~~units hours~~" means educational ~~units hours~~ approved by the University of Minnesota or other certified postsecondary educational institution and the board. Normally one instructional hour equals ~~one-tenth educational unit~~ one continuing education hour.

[For text of subps 7 to 10, see M.R.]

Subp. 11. **Demonstration narrative appraisal.** "~~Demonstration~~ narrative appraisal" means a written appraisal of a particular property that describes the property in great detail and demonstrates the appraiser's knowledge of the appraisal process by requiring the appraiser to analyze facts regarding the property in order to reach conclusions concerning the property's value using accepted appraisal methods and techniques.

Subp. 12. **Revoke.** "Revoke" means to take away an assessor's license, assessor coursework, and all ~~educational credits~~ assessor education hours granted by the board used to obtain, upgrade, or keep an assessor's license.

[For text of subps 13 to 16, see M.R.]

### 1950.1010 PURPOSE AND APPLICATION.

This chapter is intended to clarify and implement *Minnesota Statutes*, sections 270.41 to ~~270.53~~ 270.50, 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~~ 270.50, and to persons applying to the board for an assessor's license.

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## 1950.1020 LICENSURE.

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

Subp. 3. **Criteria for licensing levels.** There are four established levels of licensure for designated assessing positions. ~~The board shall consider the following criteria~~ In determining the appropriate level of licensure, the board shall, on a ten-year cycle, review and consider the following criteria in addition to other data the board deems relevant:

A. total market value of the taxing jurisdiction;

B. ~~population of the taxing jurisdiction~~ number, value, types, and complexities of properties within the taxing jurisdiction; and

C. ~~number, value, and type of commercial and industrial properties within the taxing jurisdiction; and input of the appropriate county assessor.~~

~~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," 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 subps 3a and 4, see M.R.]

Subp. 5. **Reinstatement.** 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~~ a board-approved Minnesota assessment laws and procedures course;

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

## 1950.1030 CERTIFIED MINNESOTA ASSESSOR (CMA).

A person assisting the assessor of a taxing jurisdiction in making exemption, classification, or valuation decisions must obtain licensure as a certified Minnesota assessor. 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 Minnesota Taxing Jurisdictions" must obtain licensure as a certified Minnesota assessor. Requirements to initially obtain licensure as a certified Minnesota assessor are given in items A to F ~~G~~.

A. A passing grade in ~~course A, assessment laws, history, and procedures~~ a board-approved Minnesota assessment laws and procedures course.

B. A passing grade in ~~course B, residential appraisal or a board-approved alternative course such as: a board-approved residential appraisal principles course with a board-specified minimum number of hours of instruction.~~

(1) ~~IAAO 1, fundamentals of real property appraisal; or~~

(2) ~~Appraisal Institute, appraisal principles.~~

C. ~~A passing grade in a board-approved residential appraisal procedures course with a board-specified minimum number of hours of instruction.~~

~~C. D. A passing grade in one elective course. A listing of approved elective courses is shown in the Minnesota State Board of Assessors' Education and Licensing Manual available from the board~~ a board-approved mass appraisal basics course with a board specified minimum number of hours of instruction.

~~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 Minnesota State Board of Assessors' Education and Licensing Manual available from the board.~~

E. One year's apprenticeship experience under a licensed assessor. In lieu of this requirement the board may consider alternate experience, ~~such as employment in the appraisal field of another governmental agency, fee appraisal experience, or condemnation appraisal~~



experience. Real estate sales experience is not considered as qualifying experience.

F. In addition to the requirements in items A to E, the board may require a passing grade on a board-approved comprehensive examination.

F. G. Application to the board, and the appropriate fee.

### **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 obtain licensure as a certified Minnesota assessor specialist. Requirements to initially obtain licensure as a certified Minnesota assessor specialist are given in items A to E F.

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

~~B. A passing grade on in two elective board-approved income courses with a board-specified minimum number of hours of instruction. The list of approved elective courses is available in the Minnesota State Board of Assessors' Education and Licensing Manual, available from the board at no cost. These courses must not have been used to meet the educational requirements of the certified Minnesota assessor 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.~~

C. A passing grade on one residential form appraisal.

D. Two years of assessment experience.

E. In addition to the requirements in items A to D, the board may require a passing grade on a board-approved comprehensive examination.

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

### **1950.1050 ACCREDITED MINNESOTA ASSESSOR (AMA).**

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 licensure as an accredited Minnesota assessor. Requirements to initially obtain licensure as an accredited Minnesota assessor are given in items A to E.

~~A. A passing grade on the following courses~~ A certified Minnesota assessor license or meeting the requirements for licensure as a certified Minnesota assessor, plus:

~~(1) course A, assessment laws, history, and procedures~~ a passing grade in two board-approved income courses with a board-specified minimum number of hours of instruction;

~~(2) course B, residential appraisal or alternatives as shown in part 1950.1030;~~

~~(3) course H, mass appraisal, or an IAAO 300 series course relating to the mass appraisal of residential or income producing properties, or IAAO correspondence course, mass appraisal of residential property, or IAAO 305, computer-assisted mass appraisal model building;~~

~~(4) (2) IAAO 400; a passing grade in a board-approved assessment administration or approved alternative course with a board-specified minimum number of hours of instruction;~~

~~(5) (3) a passing grade in one elective from the list of approved elective courses shown in the Minnesota State Board of Assessors' Education and Licensing Manual or satisfactory attendance at five days of approved seminars. A list of approved seminars is available from the board at no cost. Alternate seminars may be substituted if they receive prior approval of the board. The seminars will only be approved if the content is appropriate to the enhancement of the assessor's professional skills; and~~

~~(6) a passing grade on course J, basic income approach to valuation, or IAAO 102, income approach to valuation, or an IAAO 300 series course relating to the mass appraisal of income producing properties or approved alternative; and~~

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~~(7)~~ (4) completion of the ~~IAAO seminar, standards of professional practice and professional ethics, or approved alternative a~~ board-approved 15-hour seminar on Uniform Standards of Professional Appraisal Practice.

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

(1) obtaining the designation of SRA or MAI from the Appraisal Institute or its successor organization;

(2) obtaining the designation of residential evaluation specialist (RES) or certified assessment evaluator (CAE) from the International Association of Assessing Officers;

(3) a four-year degree with a major in real estate from an accredited college or university ~~with a major in real estate~~; or

(4) submitting a residential form appraisal that has received a passing grade and successful completion of the a board-approved residential IAAO case studies examination. ~~The board may substitute another comprehensive written examination as an alternative to the IAAO case studies examination.~~

~~C. A satisfactory interview by the board.~~

~~D. C.~~ Three years of assessment experience; ~~or two years of experience and a master's degree in a related field.~~

D. In addition to the requirements in items A to C, the board may require either a passing grade on a board-approved comprehensive examination or a satisfactory interview by the board, or both.

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

## 1950.1060 SENIOR ACCREDITED MINNESOTA ASSESSOR (SAMA).

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

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

A. ~~An accredited Minnesota assessor license or~~ Meeting of all requirements for licensure as an accredited Minnesota assessor license in part 1950.1050.

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 license. At least one of these narratives must be of an income-producing property. In lieu of this narrative appraisal, the applicant may substitute one of the following:

[For text of subitems (1) to (3), see M.R.]

(4) successful completion of ~~the mass appraisal of a~~ board-approved income producing property IAAO case studies examination. ~~The board may substitute another comprehensive written examination as an alternative to the IAAO case studies examination;~~ or

(5) a demonstration 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 this item. 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.

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

D. In addition to the requirements in items A to C, the board may require a passing grade on a board-approved comprehensive examination.

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

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 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.

[For text of subps 3 to 6, see M.R.]

### 1950.1080 CONTINUING EDUCATION.

Subpart 1. **Requirement.** To maintain a specific level of licensure, an assessor must take continuing education. A certified Minnesota assessor or certified Minnesota assessor specialist license holder must obtain at least ~~four~~ 40 continuing education ~~units or board education units~~ hours during a four-year period. An accredited Minnesota assessor or senior accredited Minnesota assessor license holder must obtain at least ~~five~~ 50 continuing education ~~units or board education units~~ hours. ~~Any assessment-related seminar or coursework mandated by statute qualifies for continuing education hours.~~ The four-year educational period begins July 1 of every presidential election year and ends June 30 of the succeeding presidential election year. An assessor who upgrades a license, for example, by moving from a certified Minnesota assessor to an accredited Minnesota assessor, during this four-year period must only obtain the continuing education ~~units or board education units~~ hours needed for the license held at the beginning of the educational period. ~~Any continuing education units or board education units granted by the board prior to the effective date of the 2011 amendments to this chapter may be used during the current or transitional four-year education period.~~

Subp. 2. **Basis of continuing education units hours.** Continuing education ~~units~~ hours are given in ~~four~~ three general categories.

A. ~~Approved assessor~~ Educational courses ~~and or seminars with a minimum of three hours of instruction in assessment or appraisal subjects are eligible for continuing education units hours.~~ The units given for each course are normally awarded on the basis of approximately ~~0.1~~ 1. The sponsor of such courses may apply to the board for continuing education hours approval, or the recipient of the instruction may apply either before or after the course has been given. One continuing education ~~unit per hour~~ hour is given for each instructional hour. Normally, no seminar is approved for credit unless it is at least three instructional hours in length. A complete listing of these courses and the units given for each course is shown in the Minnesota State Board of Assessors' Education and Licensing Manual.

B. Board education units are given for attendance at approved assessment educational or informational conferences. Examples of conferences are those sponsored by the Minnesota Association of Assessing Officers, the Midwestern States Association of Tax Administrators, the North Central Association of Assessing Officers, the National Association of Tax Administrators, and the International Association of Assessing Officers. Normally, 0.5 board education units are given for attendance at these conferences.

~~C. B.~~ In addition to the courses, ~~and seminars, and conferences in items item A and B,~~ the board ~~shall~~ may grant board continuing education units for other educational or informational pursuits that, as determined by the board, enhance the professionalism of the assessor. For purposes of this item, the following would qualify: courses or seminars in management, office practices, employee development, affirmative action, prevention of sexual harassment, computer use, programming, finance, or economics as well as courses or seminars relating directly to the assessment or appraisal field. The sponsor of such courses or seminars may apply directly to the board for board education units approval, or the recipient of the training may apply either before or after the training is received. The board shall examine each course or seminar on its own merits and decide how many board education units are to be awarded. The number of board education units given is based on such factors as length, content, and applicability to the assessment field. ~~hours for coursework and seminars in management, public relations, supervision, and computer applications training that are specific to the assessment field.~~

~~D. C.~~ At the discretion of the board, ~~board continuing education units hours~~ may be given for such activities as writing, developing or, revising a course or seminar, teaching or assisting in the presentation of ~~a an assessment or appraisal course or seminar, and attendance or involvement in specialized meetings or committees.~~ Board Continuing education ~~units hours~~ may be granted in these instances after the board has reviewed such factors as time, content, professional level, and appropriateness of the activity.

Subp. 3. **Repetition of courses, and seminars, and conferences.** Educational credit ~~is~~ Continuing education hours are not given for repeating any course or seminar within a four-year educational period. ~~Approved conferences may be attended for credit more than twice within an educational period.~~ Instructors of board-approved courses or seminars receive ~~credit~~ continuing education hours for each course or seminar taught, without limitation based on repetitions within a particular time period.

Subp. 3a. [See repealer.]

Subp. 4. **Licensing at a lower level.** An accredited Minnesota assessor or senior accredited Minnesota assessor who does not obtain

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the necessary ~~five 50~~ continuing education ~~units or board education units~~ hours or does not successfully complete the weeklong Minnesota Laws course sponsored by the Department of Revenue and required in *Minnesota Statutes*, section 273.0755, within an educational period may be licensed at the level of certified Minnesota assessor specialist if the assessor has obtained at least ~~four 40~~ continuing education ~~units or board education units~~ hours. If the assessor has not obtained at least ~~four 40~~ continuing education ~~units or board education units~~ hours, ~~no a~~ license ~~will must not~~ 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 license.

Subp. 4a. **Record retention.** An assessor who does not have the required continuing education ~~units~~ hours 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 nor~~ 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. If an individual whose files have been purged wishes to be relicensed, that person must:

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

Subp. 5. **Assessor responsibility.** The assessor is responsible for providing documentation for courses or seminars completed; ~~conferences attended~~; or other continued education ~~units or board education units~~ hours earned. The board may require the assessor to submit proof of attendance, certificates of completion, educational transcripts, or other documentation it considers necessary to substantiate the fact that an assessor has completed the necessary educational requirements.

Subp. 6. [See repealer.]

## 1950.1090 CONDUCT AND DISCIPLINE.

Subpart 1. **Board's authority.** The board may refuse to grant, suspend, or revoke an assessor's license if the assessor fails to meet the requirements of subparts 2 to 4, fails to perform statutory duties, or commits acts detrimental to the assessment profession; ~~or in violation of the Code of Conduct and Ethics for Licensed Minnesota Assessors as adopted by the board pursuant to Laws 2005, First Special Session chapter 3, article 1, section 38.~~

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

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

A. cheating on a test given in conjunction with an assessment education course;

B. ~~falsifying attendance records at a course or seminar;~~

~~B; C.~~ plagiarism of an appraisal narrative of any kind submitted to the board under the license requirements in part 1950.1020;

~~C; D.~~ 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; or

~~D; E.~~ inefficiency of office or neglect of the statutory duties of assessors in *Minnesota Statutes*, chapters 272, 273, and 274, the result of which is an adverse or injurious impact on the taxpayers of the assessor's jurisdiction.

The length of suspension is at the discretion of the board. In determining the length of time an assessor's license may be suspended, the board shall consider such factors as the assessor's previous record, the severity and impact of the offense on the assessment community, and the consequence of the assessor's action on the taxpayers of the assessment jurisdiction. Upon completion of the suspension, the assessor's license may be reinstated at the same level held before suspension if the assessor pays the necessary fees and has completed the required continuing education.

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

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

~~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 of the assessor's course work and all assessor education credits and designations authorized by the board~~ hours granted by the board used to obtain, upgrade, or keep an assessor's license and all previous levels of licensure 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 subp 5, see M.R.]

Subp. 6. **Outside activities.** Certain activities outside the scope of the assessor's office may give the appearance of a conflict of interest to the taxpayers of the assessor's jurisdiction. These activities include the performance of fee appraisals, tax representation or consultation, real estate sales, insurance sales, and property management. In order to avoid situations which could compromise the integrity of the assessor's office, each assessor applying for a license is required to list on the license application any ~~for-profit~~ outside activities such as those stated above. All employers of assessors engaged in outside activities will be notified of this fact by the board by December 31 of each year. Whether or not the assessor may continue the outside activities shall be a condition of the employer-employee agreement. The board will not specifically prohibit an assessor from engaging in these outside activities, except that no assessor will be allowed to perform fee appraisals within the assessor's specific assessment jurisdiction. An assessor who performs fee appraisals within the assessor's specific assessment jurisdiction will be subject to the disciplinary measures shown in subparts 2 and 4. An assessor who falsifies a license application by not listing outside activities is subject to the penalties shown in subpart 2.

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, parts 1950.1000, subpart 4; and 1950.1080, subparts 3a and 6, are repealed.



# Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Gambling Control Board Adopted Permanent Rules Relating to Lawful Gambling

The rules proposed and published at *State Register*, Volume 35, Number 18, pages 689-693, November 01, 2010 (35 SR 689), are adopted with the following modifications:

### 7861.0210 DEFINITIONS.

[For text of subps 24 to ~~26~~ 27, see M.R.]

Subp. 31a. ~~Lessor's immediate family.~~ "Lessor's immediate family" means any person residing in the same residence as the lessor of a leased permitted premises.

### 7861.0220 LICENSED ORGANIZATION.

Subp. 8. **Termination of organization license.** If an organization voluntarily or involuntarily terminates all of its gambling activities, it must submit a license termination plan to the board for approval on a form prescribed by the board. The board must require the organization to revise the plan if it does not meet with board approval. The plan must include but is not limited to the following information upon which board approval must be based:

C. an acknowledgment by the organization that it will resolve any pending compliance issues ~~to the satisfaction of~~ as noted in the termination plan as approved by the board as a condition of license reapplication in the future.

### 7861.0230 GAMBLING MANAGER AND ASSISTANT GAMBLING MANAGER.

Subp. 2. **Gambling manager licensing qualifications.** In addition to the qualifications in *Minnesota Statutes*, sections 349.155, subdivision 3, and 349.167, a person does not qualify for a new or continuing license if the person is any of the following:

A. the lessor, an employee of the lessor, a member of the lessor's immediate family, or a person residing in the same residence as the lessor, if the premises is leased;

### 7861.0240 PREMISES PERMITS.

Subp. 3. **Lease required for leased premises.** For premises not owned by the organization, a lease must be on a form prescribed by the board and contain at a minimum the following information:

F. an irrevocable consent from the lessor that:

(4) the lessor, ~~any person residing in the same residence as the lessor~~ the lessor's immediate family, and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized under *Minnesota Statutes*, section 349.181;

(5) the lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule, with a clause stating that the lessor

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must not modify or terminate the lease in whole or in part because of a violation of this provision. If there is a dispute as to whether a violation has occurred, the lease will remain in effect pending a final determination by the compliance review group. The lessor agrees to arbitration when a violation is alleged. For purposes of this subitem, the arbitrator must be the compliance review group of the board; and

Subp. 5. **Issuing or denying a premises permit; violation of lease agreement.** The following items apply to a premises permit issued or denied by the board.

B. The board must deny the application if:

(7) the lessor, ~~the lessor's immediate family,~~ any person residing in the same residence as the lessor, or the lessor's agents or employees have required an organization to perform an action that would violate statute or rule, as referenced in the lease agreement. If such a violation of the lease agreement has occurred, any premises permit application for that site will not be considered for the following periods:

### 7861.0270 BINGO.

Subp. 3a. **Use of electronic bingo devices.** An organization may offer electronic bingo devices, as defined by *Minnesota Statutes*, section 349.12, subdivision 12a, to be used by players to monitor bingo faces if the following requirements are met.

H. An organization must not modify the assembly or operational functions of an electronic bingo device or any of its components; ~~except to activate the audio function, if any, for all players or limit the use of the audio function to players who are visually impaired. If the electronic bingo device has an audio function, the organization may activate the audio function for all players or may limit the use of the audio function to players who are visually impaired.~~

Subp. 7. **Closing a bingo game.** Except for linked bingo games, an organization must close each bingo game with the following procedure.

C. Every winning bingo face must be verified by at least one neutral player who is not ~~a person residing in the same residence as an immediate family member~~ of the player declaring bingo plus an organization employee must read aloud the numbers in the winning bingo if an electronic verification device is not used.

### 7861.0300 PADDLEWHEELS.

Subp. 7. **Use of paddlewheel video surveillance system for paddlewheels with a paddlewheel table.** The following items apply to the conduct of paddlewheels with a paddlewheel table.

H. For purposes of this subpart, an "independent person" does not include the paddlewheel cashier or operator, and if the premises is leased does not include the lessor, ~~a person residing in the same residence as the lessor~~ the lessor's immediate family, or the lessor's employees.

### 7861.0310 RAFFLES.

Subpart 1. **Raffle ticket requirements.** Raffle ticket requirements are as follows.

E. The invoice for the printing of the tickets must show the quantity of tickets printed for each price level, ~~list~~ the range of the sequential numbers, and the selling price printed on the tickets.

Subp. 2. **Multiple pricing levels of raffle tickets.** A raffle may consist of multiple sets of tickets sold at different prices if the tickets comply with the following requirements.

D. The invoice for the printing of the tickets must show the quantity of tickets printed for each price level, ~~list~~ the range of the sequential numbers, and the selling price printed on the tickets.

### 7861.0320 ORGANIZATION OPERATIONS, ACCOUNTS, REPORTS, AND RECORDS.

Subpart 1. **Internal accounting and administrative controls required.**

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## 7865.0210 COMPLIANCE REVIEW GROUP.

Subp. 3. **Definitions.** The following terms have the meanings given them in this chapter.

C. “Complete change of ownership” means that when a violation occurred a person who was the lessor or owner of a site, an immediate family member of a lessor or owner, a person residing in the same household as an owner or lessor, or who otherwise held a direct or indirect financial interest of five percent or more in the site is currently not:

(2) an immediate family member of the new lessor or owner of the site;

~~(2)~~ (3) a person residing in the same household as a lessor or owner of the site; or

~~(3)~~ (4) a holder of a direct or indirect financial interest of five percent or more in the site.

An appropriately recorded contract for deed does not constitute a prohibited direct or indirect financial interest. The existence of a complete change of ownership is an affirmative defense of an organization that has, or is applying for, a premises permit for the site.

## 7865.0260 HEARINGS AND APPEALS OF INCOMPLETE OR DENIED LICENSE AND PERMIT APPLICATIONS.

Subp. 4. **Contested case hearing for denial of renewal application.** A licensed ~~entity~~ distributor, linked bingo game provider, or manufacturer may appeal the denial of a renewal application.

**REPEALER.** *Minnesota Rules*, parts 7861.0210, subparts 10 and 23 ~~and 27~~; 7861.0320, subparts 10, 11, 12, and 13; 7864.0230, subpart 3; 7865.0230, subpart 2; and 7865.0260, subpart 3, are repealed.

# Appointments

*Minnesota Statutes*, Section 15.06, Subd. 5. requires notice of the designation of a commissioner or acting commissioner, or the assumption of office by a temporary commissioner, shall be filed with the president of the senate and the speaker of the house with a copy delivered to the secretary of state and published in the next available edition of the *State Register*.

## Department of Administration (Admin) Notice of Appointment of Acting Commissioner Ryan D. Church

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Ryan D. Church to the office of Acting Commissioner of the Minnesota Department of Administration effective January 3, 2011. He succeeds former Commissioner Sheila Reger who was appointed May 11, 2009.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Administration are:

- *Minnesota Statutes*, Chapters 14 and 16B, 16C, and 16E
- *Minnesota Rules* 1200-1399

Acting Commissioner Church resides at 257 Macalester Street, Saint Paul, Minnesota 55105, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Administration, 50 Sherburne Ave., 200 Administration Bldg., St. Paul, MN 55155.  
**Telephone:** (651) 201-2555. **Web site:** <http://www.admin.state.mn.us>

## Department of Administration (Admin) Notice of Appointment of Commissioner Spencer Roman Cronk

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton has appointed Spencer Roman Cronk to the office of Commissioner of the Minnesota Department of Administration effective February 11, 2011. He succeeds Acting Commissioner Ryan Church who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Administration are:

- *Minnesota Statutes*, Chapters 14 and 16B, 16C, and 16E
- *Minnesota Rules* 1200-1399

Commissioner Cronk resides at 521 South 7th Street, Apartment 224, Minneapolis, Minnesota 55415, Hennepin County, Congressional District Five.

He can be reached at the Minnesota Department of Administration, 50 Sherburne Ave., 200 Administration Bldg., St. Paul, MN 55155.  
**Telephone:** (651) 201-2555. **Web site:** <http://www.admin.state.mn.us>

## Department of Agriculture (DOA) Notice of Appointment of Commissioner David J. Frederickson

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed David Frederickson to the office of Commissioner of the Minnesota Department of Agriculture effective January 3, 2003. He replaces Commissioner Gene Hugoson who was appointed January 6, 2003.

# Appointments

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This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Agriculture are:

- *Minnesota Statutes*, Chapters 17-34, 40-42, 500
- *Minnesota Rules* 1500-1699

Commissioner Frederickson resides at 2952 Fairview Avenue North, Roseville, Minnesota 55113, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Agriculture, 625 Rovert Street North, St. Paul, MN 55155. **Telephone:** (651) 201-6219. **Web site:** <http://www.mda.state.mn.us>

## Department of Commerce

### Notice of Appointment of Acting Commissioner Emmanuel T. Munson-Regala

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Emmanuel T. Munson-Regala to the office of Acting Commissioner of the Minnesota Department of Commerce effective January 3, 2011. He replaces Commissioner Glenn Wilson appointed January 6, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Commerce are:

- *Minnesota Statutes*, Chapters (department) 45; (banking) 45-56, 59A, 168.66, 332; (insurance) 45, 60-79; (securities) 45, 80, 306, 332, 501; (real estate) 82-83; (unclaimed property) 345
- *Minnesota Rules* 2600-2899

Acting Commissioner Munson-Regala resides at 969 Fairmount Avenue, Saint Paul, Minnesota, 55105, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Commerce, 85 East 7th Place, Suite 500, St. Paul, Minnesota 55101. **Telephone:** (651) 297-3067. **Web sites:** <http://www.commerce.state.mn.us>, <http://www.insurance.mn.gov>; <http://www.energy.mn.gov>.

## Department of Commerce

### Notice of Appointment of Commissioner Michael J. Rothman

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Michael J. Rothman to the office of Commissioner of the Minnesota Department of Commerce effective January 12, 2011. He replaces Acting Commissioner Munson-Regala who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Commerce are:

- *Minnesota Statutes*, Chapters (department) 45; (banking) 45-56, 59A, 168.66, 332; (insurance) 45, 60-79; (securities) 45, 80, 306, 332, 501; (real estate) 82-83; (unclaimed property) 345
- *Minnesota Rules* 2600-2899

Commissioner Rothman resides at 4613 Mounthall Terrace, Minnetonka, Minnesota 55345, Hennepin County, Congressional District Three.



He can be reached at the Minnesota Department of Commerce, 85 East 7th Place, Suite 500, St. Paul, Minnesota 55101. **Telephone:** (651) 297-3067. **Web sites:** <http://www.commerce.state.mn.us>, <http://www.insurance.mn.gov>; <http://www.energy.mn.gov>.

## Department of Corrections (DOC)

### Notice of Appointment of Acting Commissioner Christine E. Bray

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Christine E. Bray Acting Commissioner of the Minnesota Department of Corrections effective January 3, 2011. She replaces Commissioner Joan Fabian appointed January 20, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled.

The laws and rules governing the Department of Corrections are:

- *Minnesota Statutes*, Chapters 241-144 and Sections 260.51-.57
- *Minnesota Rules* 2900-2999

Acting Commissioner Bray resides at 10050 Keswick Avenue North, Stillwater, Minnesota 55082, Washington County, Congressional District Six.

She can be reached at the Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219. **Telephone:** (651) 361-7200. **Web site:** <http://www.doc.state.mn.us>

## Department of Corrections (DOC)

### Notice of Appointment of Commissioner Thomas A. Roy

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Thomas A. Roy to the office of Commissioner of the Minnesota Department of Corrections effective January 31, 2011. He replaces Acting Commissioner Christine E. Bray appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled.

The laws and rules governing the Department of Corrections are:

- *Minnesota Statutes*, Chapters 241-144 and Sections 260.51-.57
- *Minnesota Rules* 2900-2999

Commissioner Roy resides at 1646 Stoney Beach Blvd., Box 12, Sawyer, Minnesota 55780, Carlton County, Congressional District 8.

He can be reached at the Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219. **Telephone:** (651) 361-7200. **Web site:** <http://www.doc.state.mn.us>

# Appointments

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## Department of Education (MDE)

### Notice of Appointment of Commissioner Dr. Brenda L. Cassellius

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Dr. Brenda L. Cassellius to the office of Commissioner of the Minnesota Department of Education effective January 3, 2011. She replaces Commissioner Alice Seagren who was appointed effective July 1, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Children, Families and Learning are:

- *Minnesota Statutes*, Chapters 120-129, 134
- *Minnesota Rules* 3500-3799

Commissioner Cassellius resides at 5900 Colfax Avenue South, Minneapolis, Minnesota 55419, Hennepin County, Congressional District Five.

She can be reached at the Minnesota Department of Education, 1500 Highway 36 West Roseville, MN 55113-4266. **Telephone:** (651) 582-8200. **Web site:** <http://www.education.state.mn.us>

## Department of Employment and Economic Development (DEED)

### Notice of Appointment of Acting Commissioner Paul A. Moe

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Paul A. Moe office of Acting Commissioner of the Minnesota Department of Employment and Economic Development effective January 3, 2011. He replaces Commissioner Dan McElroy, appointed January 2, 2007.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Employment and Economic Development are:

- *Minnesota Statutes*, Chapters 116J, 129A, 248, 268
- *Minnesota Rules* 3300-3499 and 4100-4399

Acting Commissioner Moe resides at 225 Willoughby Way West, Minnetonka, Minnesota 55305, Hennepin County, Congressional District Three.

He can be reached at the Department of Employment and Economic Development, 1st National Bank Bldg., 332 Minnesota Street, Suite E200, Saint Paul, Minnesota 55101. **Telephone:** (651) 259-7114. **Toll-free:** 1-800-657-3858. **Web site:** <http://www.positivelyminnesota.com>, **E-mail:** [deed.customerservice@state.mn.us](mailto:deed.customerservice@state.mn.us)

## Department of Employment and Economic Development (DEED)

### Notice of Appointment of Commissioner Mark R. Phillips

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Mark R. Phillips to the office of Commissioner of the Minnesota Department of Employment and Economic Development effective January 31, 2011. He replaces Commissioner Paul A. Moe, appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Employment and Economic Development are:

- *Minnesota Statutes*, Chapters 116J, 129A, 248, 268

• *Minnesota Rules* 3300-3499 and 4100-4399

Commissioner Phillips resides at 772 Heron Avenue North, Oakdale, Minnesota 55128, Washington County, Congressional District Four.

He can be reached at the Department of Employment and Economic Development, 1st National Bank Bldg., 332 Minnesota Street, Suite E200, Saint Paul, Minnesota 55101. **Telephone:** (651) 259-7114. **Toll-free:** 1-800-657-3858. **Web site:** <http://www.positivelyminnesota.com>, **E-mail:** [deed.customerservice@state.mn.us](mailto:deed.customerservice@state.mn.us)

## Office of Enterprise Technology (OET) Notice of Appointment of Acting Chief Information Officer Sara L. Schlauderaff

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Sara L. Schlauderaff to the office of Acting Chief Information Officer at the Office of Enterprise Technology effective January 3, 2011. She replaced Gopal K Khanna who was originally appointed on August 15, 2005.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Administration are:

- *Minnesota Statutes*, Chapter 16E

Acting Chief Information Officer Schlauderaff resides at 26190 Glen Oak Drive, Wyoming, Minnesota 55092, Chisago County, Congressional District Eight.

She can be reached at the Office of Enterprise Technology, 658 Cedar Street, 510 Centennial Office Building, St. Paul, MN 55155. **Telephone:** (651) 296-8888. **Web site:** <http://www.oet.state.mn.us>

## Office of Enterprise Technology (OET) Notice of Appointment of Chief Information Officer Carolyn Parnell

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Carolyn Parnell to the office of Chief Information Officer at the Office of Enterprise Technology effective February 7, 2011. She replaces Sara L. Schlauderaff who was appointed July 2010.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Administration are:

- *Minnesota Statutes*, Chapter 16E

Chief Information Officer Parnell resides at 3319 - 34th Avenue South, Minneapolis, Minnesota 55406, Hennepin County, Congressional District Five

He can be reached at the Office of Enterprise Technology, 658 Cedar Street, 510 Centennial Office Building, St. Paul, MN 55155. **Telephone** (651) 296-8888. **Web site:** <http://www.oet.state.mn.us>

# Appointments

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## Department of Health (MDH)

### Notice of Appointment of Acting Commissioner Jeanne M. Danaher

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Jeanne M. Danaher to the office of Acting Commissioner of the Minnesota Department of Health effective January 3, 2011. She replaces Commissioner Dr. Sanne Dail Jones Magnan appointed November 2, 2007.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Health are:

- *Minnesota Statutes*, 62D, 62J, 62L, 62N, 62P, 62Q, 62R, 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327
- *Minnesota Rules* 4600-4799

Acting Commissioner Danaher resides at 3255 Trading Post Trail South, Afton, Minnesota 55001, Washington County, Congressional District Six.

She can be reached at the Minnesota Department of Health, 625 Robert Street North, Suite C500, Saint Paul, Minnesota 55155. **Telephone:** (651) 201-5000. **Web site:** <http://www.health.state.mn.us>

## Department of Health (MDH)

### Notice of Appointment of Commissioner Dr. Edward P. Ehlinger

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Dr. Edward P. Ehlinger to the office of Commissioner of the Minnesota Department of Health effective January 14, 2011. He replaces Acting Commissioner Jeanne M. Danaher who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Health are:

- *Minnesota Statutes*, 62D, 62J, 62L, 62N, 62P, 62Q, 62R, 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327
- *Minnesota Rules* 4600-4799

Commissioner Ehlinger resides at 4815 Dupont Avenue South, Minneapolis, Minnesota 55409, Hennepin County, Congressional District Five.

He can be reached at the Minnesota Department of Health, 625 Robert Street North, Suite C500, Saint Paul, Minnesota 55155. **Telephone:** (651) 201-5000. **Web site:** <http://www.health.state.mn.us>

## Minnesota Office of Higher Education (OHE)

### Notice of Appointment of Acting Director Barbara S. Schlaefer

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Barbara S. Schlaefer to the office of Acting Director of the Minnesota Office of Higher Education effective January 3, 2011. She replaces David R. Metzen who was appointed Director of the Minnesota Office of Higher Education February 6, 2009.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Office of Higher Education are:

- *Minnesota Statutes*, Chapters 136A
- *Minnesota Rules* 4800-4880

Acting Director Schlaefter resides at 5404 Park Place, Edina, Minnesota 55424, Hennepin County, Congressional District Three.

She can be reached at the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227. Telephone (651) 642-0567. **Web site:** <http://www.mheso.state.mn.us> or <http://www.getreadyforcollege.org> **E-mail:** [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us)

## Minnesota Office of Higher Education (OHE) Notice of Appointment of Director Sheila Wright

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Sheila Wright to the office of Director of the Minnesota Office of Higher Education effective January 26, 2011. She replaces Barbara S. Schlaefter who was appointed Acting Director of the Minnesota Office of Higher Education January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Office of Higher Education are:

- *Minnesota Statutes*, Chapters 136A
- *Minnesota Rules* 4800-4880

Director Wright resides at 1191 Duckwood Trail, Eagan, Minnesota 55123, Dakota County, Congressional District Two.

She can be reached at the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227. Telephone (651) 642-0567. **Web site:** <http://www.mheso.state.mn.us> or <http://www.getreadyforcollege.org> **E-mail:** [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us)

## Minnesota Housing Finance Agency (MHFA) Notice of Appointment of Acting Commissioner Patricia A. Hippe

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Patricia A. Hippe to the Office of Acting Commissioner of the Minnesota Housing Finance Agency effective January 3, 2011. She replaces Dan Bartholomay who was appointed November 10, 2008.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Housing Finance Agency are:

- *Minnesota Statutes*, Chapters 462A
- *Minnesota Rules* 4900-4999

Commissioner Hippe resides at 5024 West 70th Street, Edina, Minnesota 55439, Hennepin County, Congressional District Three.

She can be reached at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101. **Telephone:** (651) 296-7608. **Toll-free:** 1-800-657-3769. **TTY:** (651) 297-2361. **Web site:** <http://www.mhfa.state.mn.us> **E-mail:** [mhfa@state.mn.us](mailto:mhfa@state.mn.us)



# Appointments

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## Minnesota Housing Finance Agency (MHFA) Notice of Appointment of Commissioner Mary Tingerthal

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Mary Tingerthal to the office of Commissioner of the Minnesota Housing Finance Agency effective February 1, 2011. She replaces Patricia A. Hippe who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Housing Finance Agency are:

- *Minnesota Statutes*, Chapters 462A
- *Minnesota Rules* 4900-4999

Commissioner Tingerthal resides at 1490 Mississippi River Blvd., Saint Paul, Minnesota 55116, Ramsey County, Congressional District Three.

She can be reached at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101. **Telephone:** (651) 296-7608. **Toll-free:** 1-800-657-3769. **TTY:** (651) 297-2361. **Web site:** <http://www.mhfa.state.mn.us> **E-mail:** [mhfa@state.mn.us](mailto:mhfa@state.mn.us)

## Department of Human Rights Notice of Appointment of Acting Commissioner Wendy Adler Robinson

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Wendy Adler Robinson Acting Commissioner of the Minnesota Department of Human Rights effective January 3, 2011. She replaces James Kirkpatrick III who was appointed June 1, 2010.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Human Rights are:

- *Minnesota Statutes*, Chapter 363A
- *Minnesota Rules* 5000.0050-.3600

Acting Commissioner Robinson resides at 3749 Garfield Avenue South, Minneapolis, Minnesota 55409, Hennepin County, Congressional District Five.

She can be reached at the Minnesota Department of Human Rights, Sibley Square at Mears Park, 190 E. Fifth Street, Suite 700, St. Paul, MN 55101. **Telephone:** (651) 296-9038. **Toll-free:** 1-800-657-3704. **Web site:** <http://www.humanrights.state.mn.us>

## Department of Human Rights Notice of Appointment of Commissioner Kevin M. Lindsey

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Kevin M. Lindsey to the office of Commissioner of the Minnesota Department of Human Rights effective March 2, 2011. He replaces Wendy Adler Robinson who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Human Rights are:

- *Minnesota Statutes*, Chapter 363A
- *Minnesota Rules* 5000.0050-.3600

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# Appointments

Commissioner Lindsey resides at 1947 Dayton Avenue, Saint Paul, Minnesota 55104, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Human Rights, Sibley Square at Mears Park, 190 E. Fifth Street, Suite 700, St. Paul, MN 55101. **Telephone:** (651) 296-9038. **Toll-free:** 1-800-657-3704. **Web site:** <http://www.humanrights.state.mn.us>

## Department of Human Services (DHS) Notice of Appointment of Acting Commissioner Anne M. Barry

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Anne M. Barry to the office of Acting Commissioner of the Minnesota Department of Human Services effective January 3, 2011. She replaces Commissioner Cal Ludeman appointed December 30, 2006

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Human Services are:

- *Minnesota Statutes*, Chapters 245-261
- *Minnesota Rules* 9500-9799

Acting Commissioner Barry resides at 3735 Westview Drive, Deephaven, Minnesota 55391, Hennepin County, Congressional District Three.

She can be reached at the Minnesota Department of Human Services, 444 Lafayette Road, P.O. Box 64998, St. Paul, Minnesota 55155. **Telephone:** (651) 431-2000. **TTY/TDD:** 1-800-627-3529. **Web site:** <http://www.dhs.state.mn.us> **E-mail:** [DHS.info@state.mn.us](mailto:DHS.info@state.mn.us)

## Department of Human Services (DHS) Notice of Appointment of Commissioner Lucinda E. Jesson

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Lucinda E. Jesson to the office of Commissioner of the Minnesota Department of Human Services effective January 13, 2011. She replaces Commissioner Anne M. Barry appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Human Services are:

- *Minnesota Statutes*, Chapters 245-261
- *Minnesota Rules* 9500-9799

Commissioner Jesson resides at 1992 Lincoln Avenue, Saint Paul, Minnesota 55105, Ramsey County, Congressional District Four.

She can be reached at the Minnesota Department of Human Services, 444 Lafayette Road, P.O. Box 64998, St. Paul, Minnesota 55155. **Telephone:** (651) 431-2000. **TTY/TDD:** 1-800-627-3529. **Web site:** <http://www.dhs.state.mn.us> **E-mail:** [DHS.info@state.mn.us](mailto:DHS.info@state.mn.us)

## Iron Range Resources and Rehabilitation Notice of Appointment of Acting Commissioner Brian Hiti

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Brian L. Hiti to the office of Acting Commissioner of Iron Range Resources and Rehabilitation effective January 3, 2011. He replaces Sandra K.

# Appointments

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Layman who was reappointed January 2, 2007. She was originally appointed on May 5, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Iron Range Resources and Rehabilitation Board are:

- *Minnesota Statutes*, Section 298.22

Acting Commissioner Hiti resides at 4749 Ponderosa Drive, Gilbert, Minnesota 55741, Saint Louis County, Congressional District Eight.

He can be reached at the Iron Range Resources and Rehabilitation Board, 4261 Highway 53 South, P.O. Box 441, Eveleth, MN 55744. **Telephone:** (218) 744-7400. **Web site:** <http://www.ironrangeresources.org>

## Iron Range Resources and Rehabilitation Notice of Appointment of Commissioner Anthony Sertich

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Anthony Sertich to the office of Commissioner of Iron Range Resources and Rehabilitation effective January 14, 2011. He replaces Brian L. Hiti who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Iron Range Resources and Rehabilitation Board are:

- *Minnesota Statutes*, Section 298.22

Commissioner Sertich resides at 702 N.W. 2nd Street, Chisholm, Minnesota 55719, Saint Louis County, Congressional District Eight.

He can be reached at the Iron Range Resources and Rehabilitation Board, 4261 Highway 53 South, P.O. Box 441, Eveleth, MN 55744. **Telephone:** (218) 744-7400. **Web site:** <http://www.ironrangeresources.org>

## Department of Labor and Industry (DLI) Notice of Appointment of Commissioner Kenneth B. Peterson

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Kenneth B. Peterson to the office of Commissioner of the Minnesota Department of Labor and Industry effective January 3, 2011. He replaces Commissioner Steve Sviggum, appointed July 17, 2007.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Labor and Industry are:

- *Minnesota Statutes*, Chapters 175-178, 181-184 and 326
- *Minnesota Rules* 5200-5499

Commissioner Peterson resides at 292 Ryan Avenue, Saint Paul, Minnesota 55102, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Labor and Industry, 443 Lafayette Road, Saint Paul, Minnesota 55155. **Telephone** (651) 284-5005. **Web site:** <http://www.doli.state.mn.us> **E-mail:** [dli.commissioner@state.mn.us](mailto:dli.commissioner@state.mn.us)

### Minnesota Department of Management and Budget (MMB) Notice of Appointment of Commissioner James D. Schowalter

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton has appointed James D. Schowalter to the renamed office of Commissioner of the Minnesota Department of Management and Budget (formerly Department of Finance), effective January 3, 2011. He replaces Commissioner Steve Sviggum appointed December 2, 2010 who succeeded Commissioner Thomas J. Hanson, appointed on December 30, 2006.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Finance are:

- *Minnesota Statutes*, Chapters 16A

Commissioner Schowalter resides at 1875 Carroll Avenue, Saint Paul, Minnesota 55104, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Finance, 400 Centennial Bldg., 658 Cedar Street, Saint Paul, Minnesota 55155.  
**Telephone:** (651) 201-8000. **Web site:** <http://www.mmb.state.mn.us>

### Mediation Services Bureau (BMS) Notice of Appointment of Acting Commissioner Robert J. Weisenburger

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Robert J. Weisenburger to the office of Acting Commissioner of the Minnesota Bureau of Mediation Services effective January 3, 2011. He replaces Commissioner Steven G. Hoffmeyer who was appointed January 5, 2009.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Bureau of Mediation Services are:

- *Minnesota Statutes*, Chapters 179 and 179A
- *Minnesota Rules* 5505-5530

Acting Commissioner Weisenburger resides at 5215 Parker Avenue, White Bear Township, Minnesota 55110, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Bureau of Mediation Services, 1380 Energy Lane, Suite Two, St. Paul, Minnesota 55108-5253.  
**Telephone:** (651) 649-5421. **Web site:** <http://www.bms.state.mn.us>

### Mediation Services Bureau (BMS) Notice of Appointment of Commissioner Josh L. Tilsen

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Josh L. Tilsen to the office of Commissioner of the Minnesota Bureau of Mediation Services effective February 15, 2011. He replaces Commissioner Robert J. Weisenburger who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Bureau of Mediation Services are:

- *Minnesota Statutes*, Chapters 179 and 179A
- *Minnesota Rules* 5505-5530

Commissioner Tilsen resides at 1124 Fairmount Avenue, Saint Paul, Minnesota 55105, Ramsey County, Congressional District Four.  
(Cite 35 SR 1289)

# Appointments

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He can be reached at the Minnesota Bureau of Mediation Services, 1380 Energy Lane, Suite Two, St. Paul, Minnesota 55108-5253. **Telephone:** (651) 649-5421. **Web site:** <http://www.bms.state.mn.us>

## Metropolitan Council

### Notice of Appointment of Chairwoman Susan M. Haigh

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Susan M. Haigh to the office of Chair of the Metropolitan Council effective January 3, 2011. She replaces Chairman Peter Bell who was appointed in 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Metropolitan Council are:

- *Minnesota Statutes*, 473.121-.249; 473.371-.451; 473.501-.549
- *Minnesota Rules* 5800, 5900

Chairwoman Haigh resides at 910 Fairmount Avenue, Saint Paul, Minnesota 55105, Ramsey County, Congressional District Four.

She can be reached at the Metropolitan Council, 230 East Fifth Street, Mears Park Centre, St. Paul, MN 55101. **Telephone:** (651) 602-1453. **Web site:** <http://www.metrocouncil.org>

## Department of Natural Resources (DNR)

### Notice of Appointment of Acting Commissioner Laurie H. Martinson

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Laurie H. Martinson to the office of Acting Commissioner of the Minnesota Department of Natural Resources effective January 3, 2011. She replaces Commissioner Mark Holsten who was appointed January 2, 2007.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Natural Resources are:

- *Minnesota Statutes*, Chapters 84, 84A, 85, 86, 86A, 88-94, 87-112
- *Minnesota Rules* 6100-6299

Acting Commissioner Martinson resides at 608 Diffley Road, Eagan, Minnesota 55123, Dakota County, Congressional District Two.

She can be reached at the Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4001. **Telephone:** (651) 259-5022. **Toll-free:** 1-888-646-6367. **Web site:** <http://www.dnr.state.mn.us>. **E-mail:** [info@dnr.state.mn.us](mailto:info@dnr.state.mn.us)

## Department of Natural Resources (DNR)

### Notice of Appointment of Commissioner Thomas J. Landwehr

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Thomas J. Landwehr to the office of Commissioner of the Minnesota Department of Natural Resources effective January 6, 2011. He replaces Commissioner Laurie Martinson who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this



appointment is superseded or annulled. The laws and rules governing the Department of Natural Resources are:

- *Minnesota Statutes*, Chapters 84, 84A, 85, 86, 86A, 88-94, 87-112
- *Minnesota Rules* 6100-6299

Commissioner Landwehr resides at 5824 Churchill Street, Shoreview, Minnesota 55126, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4001. **Telephone:** (651) 259-5022. **Toll-free:** 1-888-646-6367. **Web site:** <http://www.dnr.state.mn.us>. **E-mail:** [info@dnr.state.mn.us](mailto:info@dnr.state.mn.us)

## Pollution Control Agency

### Notice of Appointment of Acting Commissioner Rebecca J. Flood

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Rebecca J. Flood to the office of Acting Commissioner of the Minnesota Pollution Control Agency effective January 3, 2011. She replaces Paul Eger appointed January 26, 2009.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Pollution Control Agency are:

- *Minnesota Statutes*, Chapters 115-116H
- *Minnesota Rules* 4760, and 7000-7199

Acting Commissioner Flood resides at 1354 Osceola Avenue, Saint Paul, Minnesota 55105, Ramsey County, Congressional District Four.

She can be reached at the Minnesota Department of Pollution Control, 520 Lafayette Road North, Saint Paul, Minnesota 55155-4194. **Telephone:** (651) 296-6300. **Toll-free:** 1-800-657-3864. **Website:** <http://www.pca.state.mn.us>

## Pollution Control Agency

### Notice of Appointment of Commissioner Paul W. Aasen

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Paul W. Aasen to the office of Commissioner of the Minnesota Pollution Control Agency effective January 18, 2011. He replaces Rebecca J. Flood appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Pollution Control Agency are:

- *Minnesota Statutes*, Chapters 115-116H
- *Minnesota Rules* 4760, and 7000-7199

Commissioner Aasen resides at 1570 Sixth Avenue North, Orono, Minnesota 55356, Hennepin County, Congressional District Three.

He can be reached at the Minnesota Department of Pollution Control, 520 Lafayette Road North, Saint Paul, Minnesota 55155-4194. **Telephone:** (651) 296-6300. **Toll-free:** 1-800-657-3864. **Website:** <http://www.pca.state.mn.us>

# Appointments

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## Department of Public Safety (DPS)

### Notice of Appointment of Acting Commissioner Michael W. Campion

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Michael W. Campion to the office of Acting Commissioner of the Minnesota Department of Public Safety effective January 3, 2011. He held the position of Commissioner in the previous administration, originally appointed on June 17, 2004.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Public Safety are:

- *Minnesota Statutes*, Chapters 12, 168-71, 299A-299I, 340
- *Minnesota Rules* 7400-7599

Acting Commissioner Campion resides at 4236 Rice Street, Vadnais Heights, Minnesota 55126, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Public Safety, Bremer Tower, Suite 1000, 445 Minnesota Street, St. Paul, Minnesota 55101. **Telephone:** (651) 201-7160. **Web site:** <http://www.dps.state.mn.us>

## Department of Public Safety (DPS)

### Notice of Appointment of Acting Commissioner Mary R. Ellison

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Mary R. Ellison to the office of Acting Commissioner of the Minnesota Department of Public Safety effective January 24, 2011. She replaces Acting Commissioner Michael W. Campion who was retained from his position as Commissioner in the previous administration, originally appointed on June 17, 2004.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Public Safety are:

- *Minnesota Statutes*, Chapters 12, 168-71, 299A-299I, 340
- *Minnesota Rules* 7400-7599

Acting Commissioner Ellison resides at 2491 Prairie Oak Trail, Woodbury, Minnesota 55125, Washington County, Congressional District Six.

She can be reached at the Minnesota Department of Public Safety, Bremer Tower, Suite 1000, 445 Minnesota Street, St. Paul, Minnesota 55101. **Telephone:** (651) 201-7160. **Web site:** <http://www.dps.state.mn.us>

## Department of Public Safety (DPS)

### Notice of Appointment of Commissioner Ramona L. Dohman

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Ramona L. Dohman to the office of Commissioner of the Minnesota Department of Public Safety effective March 1, 2011. She replaces Acting Commissioner Mary R. Ellison who was appointed January 24, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Public Safety are:

- *Minnesota Statutes*, Chapters 12, 168-71, 299A-299I, 340
- *Minnesota Rules* 7400-7599

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# Appointments

Commissioner Dohman resides at 9481 Dallas Lane, Maple Grove, Minnesota 55369, Hennepin County, Congressional District Three.

She can be reached at the Minnesota Department of Public Safety, Bremer Tower, Suite 1000, 445 Minnesota Street, St. Paul, Minnesota 55101. **Telephone:** (651) 201-7160. **Web site:** <http://www.dps.state.mn.us>

## Department of Revenue

### Notice of Appointment of Acting Commissioner Daniel Salomone

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Daniel Salomone to the office of Acting Commissioner of the Minnesota Department of Revenue effective January 3, 2011. He held the position of Commissioner in the previous administration, originally appointed on January 6, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Revenue are:

- *Minnesota Statutes*, Chapters 270-299
- *Minnesota Rules* 8000-8199

Acting Commissioner Salomone resides at 2734 Gerald Avenue, North Saint Paul, Minnesota 55109, Ramsey County, Congressional District Four.

He can be reached at the Minnesota Department of Revenue, 600 Robert Street North, St. Paul, Minnesota 55146. **Telephone:** (651) 296-3403. **Web site:** <http://www.taxes.state.mn.us>

## Department of Revenue

### Notice of Appointment of Commissioner Myron L. Frans

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Myron L. Frans to the office of Commissioner of the Minnesota Department of Revenue effective April 21, 2011. He replaces Acting Commissioner Daniel Salomone, who held the position in the previous administration, having been appointed January 6, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Revenue are:

- *Minnesota Statutes*, Chapters 270-299
- *Minnesota Rules* 8000-8199

Commissioner Frans resides at 1704 Humboldt Avenue South, Minneapolis, Minnesota 55403, Hennepin County, Congressional District Five.

He can be reached at the Minnesota Department of Revenue, 600 North Robert Street, St. Paul, MN 55146. **Telephone:** (651) 296-3403. **Web site:** <http://www.taxes.state.mn.us>

## Department of Transportation (Mn/DOT)

### Notice of Appointment of Commissioner Thomas K. Sorel

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Thomas K. Sorel to the office of Commissioner of the Minnesota Department of Transportation effective January 3, 2011. He held this (Cite 35 SR 1293)

# Appointments

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position in the previous administration having been appointed April 27, 2008.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Transportation are:

- *Minnesota Statutes*, Chapters 11A, 13, 15A, 16B, 17, 84, 103A, 103C, 103E, 116, 116C, 117, 160-162, 165, 167, 169, 173, 174, 216C, 218, 219, 221, 222, 360, 457A and 505
- *Minnesota Rules* 8800-8870

Commissioner Sorel resides at 11397 Halstead Trail, Woodbury, Minnesota 55129, Washington County, Congressional District Six.

He can be reached at the Minnesota Department of Transportation, 395 John Ireland Boulevard, St. Paul, MN 55155. **Telephone:** (651) 366-3037. **Toll-free:** 1-800-657-3994. **Web site:** <http://www.dot.state.mn.us> **E-mail:** [info@dot.state.mn.us](mailto:info@dot.state.mn.us) **Road Condition Information:** dial 5-1-1, or go to: <http://www.511mn.org>

## Department of Veterans Affairs

### Notice of Appointment of Acting Commissioner Gilbert Acevedo

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Gilbert Acevedo to the office of Acting Commissioner of the Minnesota Department of Veterans Affairs effective January 3, 2011. He replaces Commissioner Michael Pugliese who was appointed April 14, 2010.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Veterans Affairs are:

- *Minnesota Statutes*, Chapters 196, 197, 198
- *Minnesota Rules* 9050

Acting Commissioner Acevedo resides at 14822 Blanca Avenue, Rosemount, Minnesota 55068, Dakota County, Congressional District Two.

He can be reached at the Minnesota Department of Veterans Affairs, Veterans Service Bldg., 2nd Floor, 20 West 12th Street, St. Paul, Minnesota 55155. **Telephone:** (651) 296-2784. **Web site:** <http://www.mdva.state.mn.us>

## Department of Veterans Affairs

### Notice of Appointment of Commissioner Major General Larry Shellito

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Mark Dayton appointed Major General Larry Shellito to the office of Commissioner of the Minnesota Department of Veterans Affairs effective January 13, 2011. He succeeds Commissioner Gilbert Acevedo who was appointed January 3, 2011.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Veterans Affairs are:

- *Minnesota Statutes*, Chapters 196, 197, 198
- *Minnesota Rules* 9050

Commissioner Shellito resides at 7597 Newbury Road, Woodbury, Minnesota 55125, Washington County, Congressional District Six.

He can be reached at the Minnesota Department of Veterans Affairs, Veterans Service Bldg., 2nd Floor, 20 West 12th Street, St. Paul, Minnesota 55155. **Telephone:** (651) 296-2784. **Web site:** <http://www.mdva.state.mn.us>

## 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.

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## Minnesota Comprehensive Health Association (MCHA) Notice of Board of Director's Meeting March 2, 2011

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held at 1:00 p.m. on Wednesday, March 2, 2011 at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

For additional information, please call Mary McCaffrey at (952) 593-9609.

## Minnesota Comprehensive Health Association (MCHA) Notice of Enrollee Appeal Committee Meeting March 1, 2011

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 10:00 a.m. on Tuesday, March 1, 2011, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E.10, subd. 4.

For additional information, please call Lynn Gruber at (952) 593-9609.

# Official Notices

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## Department of Commerce Office of Energy Security Energy Facility Permitting

### Notice of Permit Decision in the Matter of the Route Permit Application for the Potato Lake 115 kV Transmission Line and Substation in Park Rapids, Minnesota (Docket Number: ET2/TL-10-86)

**NOTICE IS HEREBY GIVEN** at a meeting on November 9, 2010, and in an Order issued November 17, 2010, the Minnesota Public Utilities Commission determined that the environmental assessment and the record created at the public hearing had adequately addressed the issues identified in the scoping decision. The Commission issued a high-voltage transmission line route permit for the Potato Lake project, authorizing Great River Energy to construct seven and one-quarter miles of 115 kilovolt transmission line in Hubbard County connecting Great River Energy's existing Mantrap Sub Tap 34.5 kV line to a new Mantrap substation to be located in Arago Township, Minnesota.

If you have any questions about this project or would like more information, please contact the Office of Energy Security state permit manager: Scott Ek, 85 - 7th Place East, Suite 500, St. Paul, MN 55101, **phone:** (651) 296-8813, **e-mail:** [scott.ek@state.mn.us](mailto:scott.ek@state.mn.us).

Documents relative to this project may be viewed on the Commission's website:

<http://www.energyfacilities.puc.state.mn.us/Docket.html?Id=26124>

## Minnesota Department of Health (MDH) Notice of Hospital Public Interest Review

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Health has received a letter of intent from Park Nicollet Health Services that it is seeking to transition 39 beds from residential status to inpatient acute care by obtaining a license for 39 hospital beds to be used at the existing off-site location at Park Nicollet Methodist Hospital in St. Louis Park, Minnesota for treatment of eating disorders. Under Minnesota Statute 144.553 Subd.1, any other organization seeking a hospital license to serve the same, or similar, service area must notify the Commissioner of Health within thirty days of the date of this notice.

Organizations requesting additional information, or submitting letters of intent to the commissioner, should contact:

Stefan Gildemeister  
Assistant Director, Health Economics Program  
Minnesota Department of Health  
P.O. Box 64882  
St. Paul, Minnesota 55164-0882  
**Phone:** (651) 201-3554  
**Fax:** (651) 201-5179  
**E-mail:** [stefan.gildemeister@state.mn.us](mailto:stefan.gildemeister@state.mn.us)  
**Website:** <http://www.health.state.mn.us/health/economics>



**Minnesota Department of Health (MDH)****Division of Health Policy****Notice Of Proposed Technical Changes And Updates To Minnesota Uniform Companion Guides For The Implementation Of The Following Electronic Transactions: ASC X12N/005010X222A1 Health Care Claim: Professional (837); ASC X12N/005010X223A2 Health Care Claim: Institutional (837); ASC X12N/005010X224A2 Health Care Claim: Dental (837); ASC X12N/005010X279A1 Health Care Eligibility Benefit Inquiry and Response (270/271)**

**Introduction.** Notice is hereby given that the Minnesota Department of Health (MDH) is seeking information or opinions from outside sources on proposed technical changes and updates to Minnesota Uniform Companion Guides for the implementation of the following electronic transactions:

ASC X12N/005010X222A1 Health Care Claim: Professional (837);  
ASC X12N/005010X223A2 Health Care Claim: Institutional (837);  
ASC X12N/005010X224A2 Health Care Claim: Dental (837);  
ASC X12N/005010X279A1 Health Care Eligibility Benefit Inquiry and Response (270/271).

The technical changes are proposed by the Commissioner of Health and were developed in consultation with the Minnesota Administrative Uniformity Committee (AUC), and its Claims Definition Technical Advisory Group (TAG), Medical Code TAG, and Eligibility TAG.

**Contact Person.** MDH requests information and opinions concerning the applicability and functionality of proposed technical changes be submitted to Mayumi Reuvers as described below. Interested persons or groups may submit data or views in writing; electronic submissions should be sent in Word format. Written statements should be addressed to Mayumi Reuvers, Minnesota Department of Health, P.O. Box 64882, St. Paul, MN 55164-0822, or e-mail at: [mayumi.reuvers@state.mn.us](mailto:mayumi.reuvers@state.mn.us) or, **fax:** (651) 201-5179. **E-mail** is preferred.

**Description of the Rules.** *Minnesota Statutes*, section 62J.536, requires the Minnesota Commissioner of Health, in consultation with the Minnesota Administrative Uniformity Committee (AUC), to promulgate rules pursuant to section 62J.61 establishing and requiring group purchasers, clearinghouses, and health care providers to exchange specified health care administrative transactions electronically, using the uniform, standard companion guide adopted by the Commissioner of Health. Under *Minnesota Statutes*, section 62J.61, the Commissioner of Health is exempt from chapter 14, including section 14.386, in implementing sections 62J.50 to 62J.54, subdivision 3, and 62J.56 to 62J.59.

**Technical Changes and Updates to Previously Adopted Rules.** A Notice of Adoption of the above referenced Minnesota Uniform Companion Guide rules was published in the *Minnesota State Register*, Monday, May 24, 2010, page 1649 (34 SR 1649). The Commissioner of Health, in consultation with the AUC and its Technical Advisory Groups (TAGs) has determined that it is necessary to make technical changes and updates to the previously adopted rules in order to make corrections and to provide additional clarifications. Because the Commissioner of Health has determined that it is unduly cumbersome to publish the entire text of the rule, the Commissioner is publishing this notice of proposed technical changes to the adopted rules.

Please note that the proposed technical changes and updates are primarily of three types:

- a. Corrections of errors and formatting improvements;
- b. Modifications needed in order to be consistent with standards changes (“maintenance changes”) made in 2010 and adopted as part of federal regulations published in the Federal Register, Volume 75, Number 197, October 2013, 2010, 62684-62686; and,
- c. Changes to version numbers of ASC X12 Standards for Electronic Data Interchange Technical Report Type 3 documents referenced and cited in the rules.

**Public Review Process.** MDH will provide free copies of redline versions of the proposed technical changes, in paper or electronic PDF format, to persons and organizations interested in reviewing them. The redline version with proposed changes will be available as of February 22, 2011. Comments and suggestions for improvements of the Minnesota Uniform Companion Guide for the Implementation (Cite 35 SR 1297)

# Official Notices

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of the Health Care Claim Payment and Remittance Electronic Advice Transaction will be accepted at the above address until 4 P.M. March 23, 2011.

After the Commissioner of Health has considered all comments received, the Commissioner will publish a notice of adoption of any revisions to the above referenced Guide rules in the State Register. The rules will take effect 30 days subsequent to that notice.

**How to Obtain the Proposed Technical Changes to Minnesota Uniform Companion Guides** A free copy of the proposed technical changes to the rules is available upon request. Persons who wish to obtain a paper copy should call Mayumi Reuvers at MDH, (651) 201-5508, or fax a request to (651) 201-5179, or write or email to the address above, and clearly identify the document being requested. The document will also be available for downloading on the World Wide Web at <http://www.health.state.mn.us/asa/>.

Dated: February 22, 2011

Edward P. Ehlinger, MD, MSPH, Commissioner  
Minnesota Department of Health  
P.O. Box 64975  
St. Paul, MN 55164-0975

## Modifications:

The following modifications of the Minnesota Uniform Companion Guides adopted in the *State Register*, Volume 34, Number 27, May 24, 2010, page 1649, are proposed below.

**Please note:** The Companion Guides are used in conjunction with the applicable ASC X12 Standards for Electronic Data Interchange Technical Report Type 3 (“TR3”) reference documents. In 2010, errata/addenda were published and adopted for several TR3s as part of federal HIPAA transactions and code sets regulations. The updated TR3s incorporating the errata/addenda superseded previous earlier versions. For example, X12N/005010X222 was superseded by X12N/005010X222A1, ASC X12N/005010X224A2 superseded ASC X12N/005010X224A1, etc. Many of the changes below are proposed to update the names of the applicable TR3s and/or to reflect any data content and format changes arising from the adoption of the errata/addenda.

## Proposed changes to the Minnesota Uniform Companion Guide for the Implementation of the ASC X12N/005010X222A1 Health Care Claim: Professional (837);

- Document Header, all pages;
- Title page;
- Disclaimer section, inside title page;
- Table of contents;
- 1.0 Companion Guide Revision History;
- 2.0 Statement from the Minnesota Department of Health;
- 3.0 Statement from the Minnesota Administrative Uniformity Committee (MN-AUC);
- 4.1.1 Purpose;
- 4.1.2 Applicability;
- 4.1.3 Scope;
- 4.1.4 ASC X12/005010X222 Health Care Claim: Professional (837);
- 4.1.5 Key Terminology Used in This Companion Guide;
- 4.1.5.1 Required Loops, Segments and Data Elements;
- 4.1.5.2 Situational Loops, Segments and Data Elements;
- 4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP);
- 4.1.6 Addressing Code Set Issues in the Companion Guide;
- 4.2.1 Business Terminology;
- 4.2.3.3 Claim Attachments and Notes;
- 5.0 Health Care Claim: Professional (837) - Minnesota Uniform Companion Guide Table -;
- 5.1 Introduction to Table;
- 5.1.1 Compressing Data Element Rows into Segment Rows;
- 5.1.2 Relationship Between Condition Given to Segments and Data Elements in the 005010X222 and the Minnesota Usage Classification Given in this Companion Guide;
- Section 5.1.2, Table 1 — Seven Specific Minnesota Companion Guide Scenarios for Minnesota-defined Usage of Loops, Segments and Data Elements;
- 5.2 Companion Guide Table;

First and third header rows of 5.2 Companion Guide Table;

The following changes were made in the Companion Guide Table, shown by Loop ID, Segment, and, where applicable, element ID:

LOOP ID - 2010BA SUBSCRIBER NAME, NM1 Subscriber Name, NM108 Identification Code Qualifier;

LOOP ID - 2010BA SUBSCRIBER NAME, NM1 Subscriber Name, NM109 Identification Code;

LOOP ID - 2010BA SUBSCRIBER NAME, N3 Subscriber Address;

LOOP ID - 2010BA SUBSCRIBER NAME, N4 Subscriber City, State, ZIP Code;

LOOP ID - 2010BB PAYER NAME, N4 Payer City, State, ZIP Code;

LOOP ID - 2010CA PATIENT NAME, addition of new segment: REF, Property and Casualty Patient Identifier;

LOOP ID - 2300 CLAIM INFORMATION, CLM Claim Information, CLM20 Delay Reason Code;

LOOP ID - 2330A OTHER SUBSCRIBER NAME, N4 Other Subscriber City, State, ZIP Code;

LOOP ID - 2330B OTHER PAYER NAME, N4 Other Payer City, State, ZIP Code;

LOOP ID - 2420E ORDERING PROVIDER NAME, N4 Ordering Provider City, State, ZIP Code;

Changes were made to Appendix A in the following locations:

A.1 Introduction and Overview;

A.3.4.2 Units (basis for measurement);

A.5 Tables of Coding Requirements;

Changes were made to “TABLE A.5.1 Minnesota Coding Specifications: When to Use Codes Different From Medicare” in the following rows:

“Chapter Number” 12, “Chapter Description/Title” Physician/Nonphysician Practitioner Billing;

“Chapter Number” 13, “Chapter Description/Title” Radiology Services and Other Diagnostic Procedures;

“Chapter Number” 16, “Chapter Description/Title” Laboratory Services from Independent Labs, Physicians, and Providers

Changes were made to “A.5.2 Behavioral Health Procedure Code/Modifier Combinations for Specific Benefit Packages Unique to State Government Programs” in:

Table of “Mental Health Related Modifiers”, row U5;

Changes were made in the “TABLE A.5.2 Behavioral Health Procedure Code/Modifier Combinations: For Specific Benefit Packages Unique To State Government Programs”, in:

The row for Intensive Residential Treatment Services (IRTS) –;

The row for Children’s Therapeutic Services and Supports (CTSS) – ;

Changes were made in the notes immediately below the title of the section “A.5.3 Table 3 – Substance Abuse Services”;

A new section, “A.5.4 Maternal And Child Health Billing Guide For Public Health Agencies” was added;

Changes were made to “Appendix B, K3 SEGMENT USAGE INSTRUCTIONS”;

### **Proposed changes to the Minnesota Uniform Companion Guide for Implementation of the ASC X12N/005010X223A2 Health Care Claim: Institutional (837)**

Document Header, all pages;

Title page;

Disclaimer section, inside title page;

Table of contents;

# Official Notices

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- 1.0 Companion Guide Revision History;
  - 2.0 Statement from the Minnesota Department of Health;
  - 3.0 Statement from the Minnesota Administrative Uniformity Committee (MN-AUC);
  - 4.1.1 Purpose;
  - 4.1.2 Applicability;
  - 4.1.3 Scope;
  - 4.1.4 ASC X12/005010X223A1 Health Care Claim: Institutional (837);
  - 4.1.5 Key Terminology Used in This Companion Guide;
  - 4.1.5.1 Required Loops, Segments and Data Elements;
  - 4.1.5.2 Situational Loops, Segments and Data Elements;
  - 4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP);
  - 4.1.6 Addressing Code Set Issues in the Companion Guide;
  - 4.2.1 Business Terminology;
  - 4.2.3.3 Claim Attachments and Notes;
  - 5.0 Health Care Claim: Institutional (837) - Minnesota Uniform Companion Guide Table -;
  - 5.1 Introduction to Table;
  - 5.1.1 Compressing Data Element Rows into Segment Rows;
  - 5.1.2 Relationship Between Condition Given to Segments and Data Elements in the 005010X223A1 and the Minnesota Usage Classification Given in the Companion Guide;
  - 5.1.2 Table 1 — Seven Specific Minnesota Companion Guide Scenarios for Minnesota-defined Usage of Loops, Segments and Data Elements;
  - 5.2 Companion Guide Table;
- First and third header rows of Companion Guide Table

The following changes were made in the Companion Guide Table, shown by Loop ID, Segment ID and name, and, where applicable, data element ID and name:

LOOP ID - 2010BA SUBSCRIBER NAME, NM1 SUBSCRIBER NAME, NM108 Identification Code Qualifier;

LOOP ID - 2010BA SUBSCRIBER NAME, NM1 SUBSCRIBER NAME, NM109 Identification Code;

LOOP ID - 2010BA SUBSCRIBER NAME, N3 Subscriber Address;

LOOP ID - 2010BA SUBSCRIBER NAME, N4 SUBSCRIBER CITY, STATE, ZIP CODE;

LOOP ID - 2010BB PAYER NAME, N4 PAYER CITY, STATE, ZIP CODE;

LOOP ID - 2010CA PATIENT NAME, addition of new segment: REF PROPERTY AND CASUALTY PATIENT IDENTIFIER;

LOOP ID - 2300 CLAIM INFORMATION, CLM CLAIM INFORMATION, CLM20 Delay Reason Code;

LOOP ID - 2300 CLAIM INFORMATION, CL1 INSTITUTIONAL CLAIM CODE, CL101 Admission Type Code;

In LOOP ID – 2300 CLAIM INFORMATION, data element rows have been compressed as described in section 5.1.1 of the Companion Guide and data element notes have been removed as shown below:

HI PRINCIPAL PROCEDURE INFORMATION, data elements HI01 HEALTH CARE CODE INFORMATION through HI01-4 Date Time Period have been compressed and are now shown only at the segment level. The note at HI01-4 Date Time Period was removed;

HI OTHER PROCEDURE INFORMATION, data elements HI01 HEALTH CARE CODE INFORMATION through HI12-4 Date Time Period have been compressed and are now shown only at the segment level. The notes at HI01-4, HI02-4, HI03-4, HI04-4, HI05-4, HI06-4, HI07-4, HI08-4, HI09-4, HI10-4, HI11-4, HI12-4 Date Time Period were removed;

LOOP ID – 2330A OTHER SUBSCRIBER NAME, N4 OTHER SUBSCRIBER CITY, STATE, ZIP CODE;

LOOP ID – 2330B OTHER PAYER NAME, N4 OTHER PAYER CITY, STATE, ZIP CODE;

The following changes were made to Appendix A:

- A.1 Introduction and Overview;
- A.3.4.2 Units (basis for measurement);
- A.5 Tables of Coding Requirements;

Changes were made to “TABLE A.5.1 Minnesota Coding Specifications: When to Use Codes Different From Medicare” at the following rows:

- “Chapter Number” 4, “Chapter Description/Title” Part B Hospital (Including Inpatient Hospital Part B and OPPS);
- “Chapter Number” 16, “Chapter Description/Title” Laboratory Services from Independent Labs, Physicians, and Providers;

Changes were made to “A.5.2 Behavioral Health Procedure Code/Modifier Combinations for Specific Benefit Packages Unique to State Government Programs” to:

- Table of “Mental Health Related Modifiers”, row U5;

Changes were made to “TABLE A.5.2 Behavioral Health Procedure Code/Modifier Combinations: For Specific Benefit Packages Unique To State Government Programs” in the following rows:

- In the row for Intensive Residential Treatment Services (IRTS);
- In the row for Children’s Therapeutic Services and Supports (CTSS);

Changes were made in the notes immediately below the title of the section “A.5.3 Table 3 – Substance Abuse Services”;

### **Proposed changes to the Minnesota Uniform Companion Guide For the Implementation Of the ASC X12N/005010X224A2 Health Care Claim: Dental (837)**

- Document Header, all pages;
- Title page;
- Disclaimer section, inside title page;
- Table of contents;
- 1.0 Companion Guide Revision History;
- 2.0 Statement from the Minnesota Department of Health;
- 3.0 Statement from the Minnesota Administrative Uniformity Committee (MN-AUC);
- 4.1.1 Purpose;
- 4.1.2 Applicability;
- 4.1.3 Scope;
- 4.1.4 ASC X12/005010X224A1 Health Care Claim: Dental (837);
- 4.1.5 Key Terminology Used in This Companion Guide;
- 4.1.5.1 Required Loops, Segments and Data Elements;
- 4.1.5.2 Situational Loops, Segments and Data Elements;
- 4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP);
- 4.1.6 Addressing Code Set Issues in the Companion Guide;
- 4.2.1 Business Terminology;
- 4.2.3.3 Claim Attachments and Notes;
- 5.0 Health Care Claim: Dental (837) – Minnesota Uniform Companion Guide - ;
- 5.1 Introduction to Table;
- 5.1.1 Compressing Data Element Rows into Segment Rows;
- 5.1.2 Relationship Between Condition Given to Segments and Data Elements in the 005010X224A1 and the Minnesota Usage Classification Given in this Companion Guide;
- Section 5.1.2, Table 1 — Seven Specific Minnesota Companion Guide Scenarios for Minnesota-defined Usage of Loops, Segments and Data Elements;
- 5.2 Companion Guide Table;
- First and third header rows of 5.2 Companion Guide Table;

The following changes were made in the Companion Guide Table, shown by Loop ID, Segment, and, where applicable, element ID:

# Official Notices

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LOOP ID - 2010BA SUBSCRIBER NAME, NM1 Subscriber Name, NM108 Identification Code Qualifier;

LOOP ID - 2010BA SUBSCRIBER NAME, NM1 Subscriber Name, NM109 Identification Code;

LOOP ID - 2010BA SUBSCRIBER NAME, N3 Subscriber Address;

LOOP ID - 2010BA SUBSCRIBER NAME, N4 Subscriber City, State, ZIP Code;

LOOP ID - 2010BB PAYER NAME, N4 Payer City, State, ZIP Code;

LOOP ID - 2010CA PATIENT NAME, addition of new segment: REF, Property and Casualty Patient Identifier;

LOOP ID - 2300 CLAIM INFORMATION, CLM Claim Information, CLM20 Delay Reason Code;

LOOP ID - 2330A OTHER SUBSCRIBER NAME, N4 Other Subscriber City, State, ZIP Code;

LOOP ID - 2330B OTHER PAYER NAME, N4 Other Payer City, State, ZIP Code;

## **Proposed changes to the Minnesota Uniform Companion Guide For the Implementation Of the ASC X12N/005010X279A1 Health Care Eligibility Benefit Inquiry and Response (270/271)**

Document Header, all pages;

Title page;

Disclaimer section, inside title page;

Table of contents;

1.0 Companion Guide Revision History;

2.0 Statement from the Minnesota Department of Health;

3.0 Statement from the Minnesota Administrative Uniformity Committee (MN-AUC);

4.1.1 Purpose;

4.1.2 Applicability;

4.1.2.1 Exceptions to Applicability;

4.1.3 Scope;

4.1.4 ASC X12/005010X279 Health Care Eligibility Benefit Inquiry and Response (270/271);

4.1.5 Key Terminology Used in This Companion Guide;

4.1.5.1 Required Loops, Segments and Data Elements;

4.1.5.2 Situational Loops, Segments and Data Elements;

4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP);

4.1.6 Addressing Code Set Issues in the Companion Guide;

4.2.1.2 Subscriber and Patient Information;

4.2.2.1 005010X279 (270) Transaction;

4.2.2.2 005010X279 (271) Transaction;

4.2.2.2.1 Patient Financial Responsibility and Related Benefit Information;

4.2.3.1 Search Scenarios;

4.2.3.2 Rejected Transaction Reporting (AAA Segment Usage);

4.5 General Introduction to the Companion Guide Tables;

4.5.1 Compressing Data Element Rows into Segment Rows;

4.5.2 Relationship Between Condition Given to Segments and Data Elements in the 005010X279 and the Minnesota Usage Classification Given in this Companion Guide;

5.0 Health Care Eligibility Benefit Inquiry (270) Transaction: Minnesota Uniform Companion Guide Table;

5.1 Introduction to Table;

5.2 Companion Guide Table:

First and third header rows of 5.2 Companion Guide Table throughout;

The "Loop ID" column has been removed, and Loops are shown in rows throughout;

The following changes were made in section 5.2, Companion Guide Table, shown by Loop ID, Segment ID and name, and, where applicable, data element ID and name:



Loop ID – 2100B INFORMATION RECEIVER NAME, REF - Information Receiver Additional Information;

Loop ID – 2100C SUBSCRIBER NAME, INS – Subscriber Relationship;

Loop ID – 2100D DEPENDENT NAME, REF – Dependent Additional Information;

6.0 Health Care Eligibility Benefit Inquiry (271) Transaction: Minnesota Uniform Companion Guide Table;

6.1 Introduction to Table

6.2 Companion Guide Table:

First and third header rows of 5.2 Companion Guide Table throughout;

The “Loop ID” column has been removed, and Loops are shown in rows throughout;

The following changes were made in section 6.2, Companion Guide Table, shown by Loop ID and Segment ID and name:

LOOP ID – 2100B INFORMATION RECEIVER NAME, REF – Information Receiver Additional Information;

LOOP ID – 2100B INFORMATION RECEIVER NAME, added new segment, N3 – Information Receiver Address;

LOOP ID – 2100B INFORMATION RECEIVER NAME, added new segment, N4 - Information Receiver City, State, Zip Code;

LOOP ID – 2100C SUBSCRIBER NAME, REF – Subscriber Additional Information;

LOOP ID – 2120C SUBSCRIBER BENEFIT RELATED ENTITY NAME, added new segment PER - Subscriber Benefit Related Entity Contact Information;

LOOP ID – LE - Loop Header;

LOOP ID – 2100D DEPENDENT NAME, REF – Dependent Additional Information

7.0 Appendix A: Deductible

Loop/Segment/Element Table, third header row throughout;

Loop ID column deleted throughout and Loop ID shown as a row;

8.0: Examples of the 005010X279 Health Care Eligibility Benefit Inquiry (270) and Response (271) Transactions:

Example A;

Example B;

Example C.

## Department of Human Services (DHS)

### Public Notice of Disproportionate Population Adjustment Paid for Inpatient Hospital Services under Minnesota Health Care Programs

**NOTICE IS HEREBY GIVEN** to recipients, providers, and to the public concerning the disproportionate population adjustment (DPA), also known as disproportionate share hospital or DSH, that is paid for inpatient hospital services under Medical Assistance.

This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of the Social Security Act), which requires the Department to publish proposed facility payment rates, the methodologies underlying the establishment of such rates, and the justification for such rates. It is also published pursuant to Code of Federal Regulations, title 42, part 447, section 205 (42 CFR §447.205), which requires publication of a notice when there is a proposed rate change in the methods and standards for setting payment rates for Medical Assistance services.

# Official Notices

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Effective March 1, 2011, the federal Medicaid DSH claim will no longer include the payments to hospitals under the Coordinated Care Delivery System program as a DSH payment.

On January 5, 2011, in accordance with the Laws of Minnesota 2010, First Special Session, chapter 1, article 16, section 48, Governor Mark Dayton directed the Commissioner of Human Services to implement sections 5 to 7 and 20 of article 16. These sections end the General Assistance Medical Care program and the Coordinated Care Delivery System payments and authorize the implementation of an expansion of Medical Assistance eligibility to adults without children with incomes at or below 75 percent of the federal poverty guidelines. All of these actions will be effectuated on March 1, 2011. Because the Coordinated Care Delivery System program is terminated as of March 1, 2001, the federal Medicaid DSH payments associated with that program will also be discontinued as of March 1, 2011.

Questions may be directed to Richard Tester, Minnesota Department of Human Services, Health Care Administration, P.O. Box 64984, MN 55164-0984; **phone:** (651) 431-2531; **e-mail:** *richard.testler@state.mn.us*.

## Department of Labor and Industry (DLI) Labor Standards Unit Notice of Prevailing Wage Determinations for Commercial Projects - February 22, 2011

On February 22, 2011, the commissioner determined and certified prevailing wage rates for Commercial construction projects in each of 87 Counties statewide.

Copies 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, or accessing our web site at [www.dli.mn.gov](http://www.dli.mn.gov). Charges for the cost of copying and mailing at \$.25 per page for the first 100 pages, \$.65 per page after that. Make check or money order payable to the State of Minnesota.

Ken B. Peterson, Commissioner  
Department of Labor and Industry

## Department of Transportation (Mn/DOT) Engineering Services Division, Office of Construction and Innovative Contracting Notices of Suspension and Debarment

### NOTICE OF SUSPENSION

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be suspended effective December 28, 2009, until final disposition of the hearing or hearing appeal:

Riley Bros. Companies Inc. and its affiliates, Morris MN  
Riley Bros. Construction Inc. and its affiliates, Morris MN  
Riley Bros. Properties, LLC, and its affiliates, Morris MN  
Riley Bros. Utilities, Inc. dba/Chris Riley Utilities, Inc. and its affiliates, Morris MN

### NOTICE OF DEBARMENT

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective February 24, 2010 until February 24, 2013:

Joseph Edward Riley, Morris, MN  
John Thomas Riley, Morris, MN

*Minnesota Statutes*, Section 161.315, prohibits the Commissioner, counties, towns or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred; including

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity which is sold or transferred by a debarred person remains ineligible during the period of the seller's or transfer's debarment.

### 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.

### Active Grant Opportunities

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of ALL the current rules, a growing INDEX, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

- Word Search Capability
- LINKS, LINKS, LINKS
- Easy Access to *State Register* Archives
- Updates to Index to Vol. 31
- "Contracts & Grants" Open for Bid
- Early delivery, on Friday
- E-mailed to you . . . its so easy
- Indexes to Vols. 31, 30, 29, 28 and 27

It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Loretta J. Diaz, our subscriptions manager, at **phone:** (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

# State Grants & Loans

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## Department of Human Services (DHS)

### Community Partnerships

### Office of Economic Opportunity

## Availability of Emergency Services Program, Transitional Housing Program, and Emergency Solutions Grant Program Funds

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services (DHS) Community Partnerships, Office of Economic Opportunity announces the anticipated availability of Emergency Services Program (ESP), Transitional Housing Program (THP) and Emergency Solutions Grants Program (ESGP) funding. Funding under these programs may be used to pay the costs of providing emergency shelter, transitional housing, and supportive services to persons experiencing homelessness.

The exact amount of available funding may not be known until the end of the 2011 Minnesota Legislative Session. All funds will be awarded through a competitive grant process. Funds will be awarded for a two-year period beginning July 1, 2011 and ending June 30, 2013. To be considered for funding under this program, applicants must email one electronic copy to: *barb.alt@state.mn.us* by 4:30 pm on Thursday, March 31, 2011, and mail three hard copies of the application, postmarked by March 31, 2011 to:

Barb Alt  
Minnesota Department of Human Services  
Office of Economic Opportunity  
PO Box 64962  
St. Paul, MN 55164-0962

For more information or to request an application packet, contact:

Pat Leary  
Minnesota Department of Human Services  
Office of Economic Opportunity  
P.O. Box 64962  
St. Paul, MN 55164-0962  
(651) 431-3824, or  
**E-mail:** *pat.leary@state.mn.us*

## Minnesota Department of Human Services (DHS)

### Nursing Facility Rates and Policy (NFRP) Division

## Nursing Facility Diversity Mini-Grant Program Open for Proposals

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services (DHS) through its Nursing Facility Rates and Policy Division (State), is seeking Proposals from qualified Nursing Facility Responders to develop or provide a program related to diversity and/or cultural competency issues in staffing and/or resident care within their respective facility.

The Nursing Facility Diversity Mini-Grant program was established under authority of the DHS Civil Monetary Penalties (CMP) Committee. The purpose of the Nursing Facility Diversity Mini-Grant program is to encourage the development of programming addressing issues of diversity and/or cultural competency affecting nursing facilities. This proposed program may be related to staff and/or resident diversity issues.

Funding requests must be limited the \$300 - \$3,000 range. The total available funds will not necessarily be divided equally amongst applicants, nor will selected applicants be guaranteed the entire amount requested.

The term of any resulting grant contract is anticipated to be no longer than 12 months. A bidder's conference will be held at The Minnesota Department of Human Services (DHS) Elmer Andersen Building, 540 Cedar Street, St. Paul, MN on Monday, March 14, 2011,

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## State Grants & Loans

from 11:00 a.m. – 12:00 p.m. in room 2222. Please attend the bidder's conference or contact the DHS staff person listed below for more information.

For more information, or to obtain a copy of the Request for Proposal (RFP), contact:

Audrey Riddle  
MN Department of Human Services  
NF Rates & Policy (NFRP) Division  
P.O. Box 0973  
444 Lafayette Rd N.  
St. Paul, MN 55155-0973  
**Phone:** (651) 431-4981  
**E-mail:** [audrey.riddle@state.mn.us](mailto:audrey.riddle@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 p.m., Central Time, Thursday, March 31, 2011. Late proposals will not be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services RFP web site:

[http://www.dhs.state.mn.us/main/id\\_000102](http://www.dhs.state.mn.us/main/id_000102)

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.

# State Contracts

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) for informal solicitation announcements.

**Formal Solicitations:** Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Business Work in Government

The state spends about \$2 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And its cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 each 1/10 of a page, you cannot go wrong.

Subscribers receive a list of **all current contracts and grants**, as well as LINKS to the *State Register*, Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. To view, open the *State Register* and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

- **Word Search Capability**
- **LINKS, LINKS, LINKS**
- **Easy Access to *State Register* Archives**
- **Updates to Index to Vol. 31**
- **"Contracts & Grants" Open for Bid**
- **Early delivery, on Friday**
- **E-mailed to you . . . its so easy**
- **Indexes to Vols. 31, 30, 29, 28 and 27**

Subscriptions cost \$180 a year (an \$80 savings). It's all E-MAILED to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Loretta J. Diaz, our subscriptions manager, at (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

## Department of Administration (Admin)

### Notice of Availability of Request for Proposal (RFP) for Designer Selection for University Avenue Tunnel at Capitol Complex-St. Paul, MN RECS Project #: 02620CPX

The State of Minnesota, Department of Administration, Real Estate and Construction Services ("State") is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Department of Administration, Real Estate and Construction Services website: [www.admin.state.mn.us/recs](http://www.admin.state.mn.us/recs), click on "Solicitation Announcements."

A mandatory informational meeting for responders is scheduled for March 1, 2011 at 10:00 a.m. C.T. at the Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155 in Room 116C.

The Department of Administration, Real Estate and Construction Services Division is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.



### Department of Administration (Admin) Notice of Availability of Request for Proposal (RFP) for Design Team Selection for Case Hall and Hill Hall Renovation at St Cloud State University, St Cloud MN

The State of Minnesota, Department of Administration is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

Interested parties may view the Bidding Documents at no cost on the website:<http://www.finance.mnscu.edu/facilities/design-construction/index.html>; click on "Announcements", then "Advertisement for Bids (**E-Plan Room**)".

Proposals must be delivered to Lisa Sparks, Director of Purchasing, St Cloud State University, Administrative Services Room # 122, 720 Fourth Avenue South, St Cloud, MN 56301-4498, **phone:** (320) 308-4788, not later than 3:00 PM C.T. March 8, 2011. Late responses will not be considered.

St. Cloud State University/Minnesota State College and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

### Minnesota State Colleges and Universities (MnSCU) Request for Proposals for Graphic Design of 2011 Go Places Publications

The Minnesota State Colleges and Universities system is requesting proposals from qualified design firms for the design of the 2011 edition of Go Places, a viewbook for all 32 Minnesota State Colleges and Universities produced annually by the Public Affairs division in the Office of the Chancellor. In its 14<sup>th</sup> year of publication, the colorful 40- to 44-page viewbook contains college and university profile information, a program grid showing which institutions offer various programs, application procedures, and admissions and financial aid information for prospective students.

Proposers should review current and past editions of Go Places and other system publications, available on the Web at [www.pa.mnscu.edu/rfp-goplaces-design/index.html](http://www.pa.mnscu.edu/rfp-goplaces-design/index.html), and should be prepared to submit a one- to three-page critique of the 2010-2011 edition design.

Planning for the project will involve meeting with one focus group of high school counselors and/or students to gain feedback on previous issues and gather ideas for future issues. The selected vendor will be accountable to the Public Affairs division within the Office of the Chancellor for the Minnesota State Colleges and Universities system.

Request for proposal specifications are available by visiting the website: [www.pa.mnscu.edu/rfp-goplaces-design/index.html](http://www.pa.mnscu.edu/rfp-goplaces-design/index.html) or by contacting Nancy Conner, Minnesota State Colleges and Universities, Wells Fargo Place, 30 7th St. E., Suite 350, St. Paul, Minnesota 55101; phone: (651) 201-1803; or e-mail: [nancy.conner@so.mnscu.edu](mailto:nancy.conner@so.mnscu.edu). Sealed proposals must be received by Monday, March 7, 2011, noon CST. Other department personnel are **NOT** allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest. The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

# State Contracts

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## Minnesota State Colleges and Universities (MnSCU)

### Metropolitan State University

#### Notice of Request for Proposals to Assist in Developing a Year Round Grounds Keeping Maintenance Program

**METROPOLITAN STATE UNIVERSITY** is requesting proposals to assist in developing a year round grounds keeping maintenance program for the St. Paul campus that will include lawn, grounds, and plant maintenance in warm months and snow removal in winter months. This **RFP** is undertaken by **METROPOLITAN STATE UNIVERSITY** pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Accordingly, **METROPOLITAN STATE UNIVERSITY** shall select the vendor whose proposal demonstrates in **METROPOLITAN STATE**'s sole opinion, the clear capability to best fulfill the purposes of this **RFP** in a cost effective manner.

The RFP package can be picked up at the Building Services suite 321 in Founders Hall on the St. Paul campus, 700 East Seventh Street between 8 and 4:30 pm daily beginning on Monday February 14, 2011.

#### Pre-award Vendors Meeting:

Metropolitan State University will hold a **pre-award vendors meeting on Thursday, February 17, 2011 from 1:00-2:30 p.m. in Founders Hall Room L117 at Metropolitan State University. All potential or interested responders will attend the conference.**

#### Information Contact:

**METROPOLITAN STATE UNIVERSITY/OFFICE OF THE CHANCELLOR**'s agent for purposes of responding to inquiries about the **RFP** is:

Name: Nancy Bagshaw-Reasoner  
Title: Director of Facilities  
Address: 700 E. Seventh Street, Saint Paul, MN 55106  
Phone: (651) 793-1711  
Fax: (651) 793-1718  
E-mail: [nancy.bagshawreasoner@metrostate.edu](mailto:nancy.bagshawreasoner@metrostate.edu)

Other persons are not authorized to discuss **RFP** requirements before the proposal submission deadline and **METROPOLITAN STATE UNIVERSITY/OFFICE OF THE CHANCELLOR** shall not be bound by and responders may not rely on information regarding **RFP** requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

#### Submission:

Sealed proposals must be received at the following address not later than 2:00 p.m. CT on Tuesday, March 1, 2011

<b>Institution:</b>	Metropolitan State University
Name:	Dave Peasley
Title:	Buyer, Financial Management
Mailing Address:	Founders Hall Room 329B, Metropolitan State University,
Street Address:	700 E. Seventh Street, Saint Paul, MN 55106

The responder shall submit Three (3) copies of its **RFP** response in Microsoft Word format. 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

blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after 2:00 pm CT, March 1, 2011 will be returned to the responder unopened.

Fax and e-mail responses will not be considered.

### **Minnesota State Colleges and Universities (MnSCU) Minneapolis Community and Technical College NOTICE OF INTENT to Issue a Request for Proposals for Direct Deposit Services for Student Financial Disbursements**

**Description:** Minnesota State Colleges and Universities is seeking proposals for direct deposit services for a contract that will be available for use by all member institutions.

**Bid Deadline:** 2:00p.m. – Thursday, March 10, 2011

**Contact:** Michael Noble-Olson  
Minneapolis Community and Technical College  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
**E-mail:** *michael.noble-olson@minneapolis.edu*

### **Minnesota State Colleges and Universities (MnSCU) Minneapolis Community & Technical College NOTICE OF INTENT to Solicit Proposals to Develop and Produce Brief Recruitment Videos Targeted at Potential Students**

**Description:** Develop and produce recruitment videos including a “campus tour”, “why MCTC?” and highlights of program areas at the college.

**Deadline for Bids:** 2:00 p.m. – Monday February 28, 2011

**Contact:** Amy Danielson – Marketing & Communications  
Minneapolis Community & Technical College  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
**E-mail:** *amy.danielson@minneapolis.edu*

# State Contracts

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## Minnesota State Colleges and Universities (MnSCU)

### St. Cloud Community and Technical Colleges

### Formal Request for Bid (RFB) for Purchase of Plasma Cutting System for the Welding Program Lab

**RESPONSE DUE DATE AND TIME:** Tuesday, March 1, 2011 by 2:00pm Central Time

The complete Request for Bid will be available on Monday, February 14, 2011 on the website <http://www.sctcc.edu/rfp>

**TITLE OF PROJECT:** Purchase of Plasma Cutting System for the Welding Program Lab

**GEOGRAPHIC LOCATION REQUIREMENTS:** St. Cloud Technical and Community College, 1540 Northway Drive, St Cloud, MN 56303

**RESPONSES MUST BE RECEIVED AT THE LOCATION LISTED BELOW:**

St. Cloud Technical and Community College  
1540 Northway Drive  
St. Cloud, MN 56303  
Susan Meyer, Purchasing Agent Room 1-401  
**Phone:** (320) 308-5973  
**Fax:** (320) 308-5027  
**E-mail:** [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

**CONTACT FOR QUESTIONS:** Bruce Peterson, Phone: (320) 290-2185, e-mail: [bpeterson@sctcc.edu](mailto:bpeterson@sctcc.edu)

Your response to this Request for Bid (RFB) must be returned sealed. Sealed responses must be received no later than the due date and time specified above, at which time the names of the vendors responding to this RFB will be read. **Late responses** cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFB.

All attached General RFB Terms and Conditions, Specifications and Special Terms and Conditions are part of this RFB and will be incorporated into any contract(s) entered into as a result of this RFB.

All responses to this RFB must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFB to the Contact person named above. This is a request for responses to an RFB and is not a purchase order.**

## Minnesota Department of Natural Resources (DNR)

### Notice of Availability of Contract for Hardwood Tree Marking

<b>CERTIFICATION</b>	<b>#24099</b>
<b>Amount of proposed contract:</b>	<b>\$100,000</b>

The Minnesota Department of Natural Resources is requesting proposals for the purpose of selecting and marking trees for eventual timber harvest on up to 1500 acres of state-owned timberland, annually. Selection and marking will be done according to site- specific prescriptions developed by DNR Division of Forestry staff.

Work is proposed to start after March 14, 2011.

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## State Contracts

A Request for Proposals will be available by mail from this office through February 25, 2011. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After February 25, 2011, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Bill Schnell  
DNR Forestry Region Silviculturist  
1201 E. Hwy 2  
Grand Rapids, MN 55744  
**E-mail:** *bill.schnell@dnr.state.mn.us*  
**Fax:** (218) 327-4391

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m., February 28, 2011. **Late proposals will NOT be considered.** Fax or e-mailed 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 (DNR) Notice of Availability of Contract for Jay Cooke State Park Visitor Center Interpretive Exhibits

The Minnesota Department of Natural Resources, Division of Parks & Trails is requesting proposals for the purpose of hiring a firm to plan, design, fabricate, and install the displays and exhibits for this visitor center.

Work is proposed to start after April, 2011.

A Request for Proposals will be available by mail from this office through March 9, 2011. **A written request (by direct mail, e-mail, or fax) is required to receive the Request for Proposal.** After March 9, 2011, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Sandy Bromenschenkel  
MN Department of Natural Resources  
Division of Parks and Trails  
1201 East Highway 2  
Grand Rapids, MN 55744  
**E-mail:** *sandy.bromenschenkel@state.mn.us*  
**Phone:** (218) 327-4150  
**Fax:** (218) 327-4263

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **2:00 p.m., CDT on Monday, March 14, 2011.** **Late proposals will NOT be considered.** Faxed or emailed 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.

# State Contracts

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## Department of Revenue (DOR)

### Notice of Availability of Contract for a Fiscal Disparities Study

The requirement that the Commissioner of Revenue complete a study of the twin cities metropolitan area Fiscal Disparities program was included in the 2010 Omnibus Tax Bill, signed by the Governor on May 27, 2010 as Chapter 89. The report is due February 1, 2012.

The study must analyze the following:

- The extent to which the benefits of economic growth of the region are shared throughout the region, especially for growth that results from state or regional decisions;
- The program's impact on the variability of tax rates across jurisdictions of the region;
- The program's impact on the distribution of homestead property tax burdens across jurisdictions of the region; and
- The relationship between the impacts of the program and overburden on jurisdictions containing properties that provide regional benefits, specifically the costs those properties impose on their host jurisdictions in excess of their tax payments.
- The extent to which the impacts identified in items a. through d. can be attributed to the direct impacts of the program on tax base allocation or the indirect impacts of changes in the location of development and property values over time.
- The report must include a description of other property tax, aid, and local development programs that interact with the fiscal disparities program.
- The report is to identify issues for policy makers to consider

The contractor will produce the written report, in consultation with department staff, no later than January 15, 2012.

A complete RFP can be requested from:

Mary Ann Novotny  
Financial Management Division  
Minnesota Department of Revenue  
Mail Station 4220  
St. Paul, MN 55146-4220  
Or at:  
**E-mail:** [dor.rfp@state.mn.us](mailto:dor.rfp@state.mn.us)

Proposals must be received no later than 1:00 p.m., March 21, 2011. **Late proposals will NOT be considered.**

## Department of Transportation (Mn/DOT)

### Engineering Services Division

### Notice of Potential Availability of Contracting Opportunities for a Variety of General Organizational Related Activities

**(This document is available in alternative formats for persons with disabilities by calling Melissa McGinnis at 651-366-4644; for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 800-627-3529.)**

Mn/DOT, in conjunction with the Department of Administration, have developed a streamlined approach for fast-tracking select general organization service projects. These general organizational projects may include, but are not limited to, work in the following categories: 1) Develop, implement and summarize internal and external surveys; 2) Recommend best practices in an organizational structure; 3) Assist with organizational health structure; 4) Provide marketing support; 5) Develop, implement and provide support of ad hoc forums; 6) Establish and facilitate collaborative groups, including cross-organization and public-private teams; 7) Provide project management for non-technical initiatives; and 8) Facilitate non-technical activities and events.

This streamlined approach includes developing an email list of firms that are interested in receiving direct notification of general organizational projects. Firms will be added on an on-going basis. Fast-tracked projects will have a shorter advertising period and turn-around time. Firms will be asked to submit responses within 5 business days and will be required to work diligently with Mn/DOT toward



establishing a contract upon selection. All projects will be advertised to the public. Your firm will be directly notified that there is a project posted on the Consultant Services Website ([www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)) that requires general organizational skills. Please note that this notice is not a solicitation or request for proposals of any kind. Being placed on the list does not guarantee work nor does it obligate Mn/DOT to provide any contracting opportunities under this program.

Interested firms should send the following information to the e-mail address below: Firm name, firm contact person, phone number, and email address.

Contact: Melissa McGinnis, Contract Administrator  
**E-mail:** [melissa.mcginis@state.mn.us](mailto:melissa.mcginis@state.mn.us)  
**Telephone:** (651) 366-4644

### **Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)**

This document is available in alternative formats for persons with disabilities by calling Kelly Arneson at (651) 366-4774; for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop the Consultant Pre-Qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available for application. Applications are accepted on a continual basis. All expenses are incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and applications forms are available on Mn/DOT's Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Kelly Arneson  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul, MN 55155

# State Contracts

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## Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

**NOTICE TO ALL:** The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)

New Public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

## Minnesota Department of Transportation (Mn/DOT)

### Policy, Safety & Strategic Initiatives Division

#### Request for Proposals (RFP) for Disadvantaged Business Enterprise (DBE) Intensive Bidding and Estimating Program

Mn/DOT requests proposals for services for training services to provide intensive bidding & estimating (on construction projects) training to Disadvantaged Business Enterprises (DBE). This will include training on traditional bidding and online bidding including BidExpress. The project will include outreach, marketing, evaluation, and follow-up assistance.

The goal of the Intensive Bidding and Estimating Program is to teach Disadvantaged Business Enterprises (DBE) to bid and estimate construction projects, to become fluent in the use of BidExpress online bidding, and ultimately obtain construction contracts from Mn/DOT, Metropolitan Airport Commission, Metropolitan Council, state and/or county agencies.

Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate Mn/DOT to complete the work contemplated in this notice, and Mn/DOT reserves the right to cancel this RFP. All expenses incurred in responding to this notice shall be borne by the responder.

The full RFP can be viewed on the Consultant Services Web Page at [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult) under the P/T Notices Section. If you have any questions regarding this advertisement, or are having problems viewing the RFP on the Consultant Services Web Page, you may contact:

Melissa McGinnis, Contract Administrator

**E-mail:** [melissa.mcgininis@state.mn.us](mailto:melissa.mcgininis@state.mn.us)

**Telephone:** (651) 366-4644

Note: RESPONSES WILL BE DUE ON MARCH 23, 2011, AT 2:00PM CENTRAL DAYLIGHT TIME.

## Non-State Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

## Work with Governmental Units

The *State Register* offers one of the cheapest, yet far reaching methods, of notifying the public about your agency's bids, contracts and grants. It is available to any government, non-profit, or private agency. Space is charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies are only billed for the space used in the *State Register*.

Agencies wishing to take advantage of this offer should submit what you want printed in the *State Register* via e-mail to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us). Attach to your entry a short note indicating when you wish the notice to be published (one, or many dates), if you want a copy of the issue your notice appears in (a TEAR SHEET will be sent free with your bill), and whether you want an "Affidavit of Publication."

## Dakota County, Minnesota

### Notice of Request for Proposal (RFP) for Residential Services-Corporate Foster Care and/or Supportive Housing

**NOTICE IS HEREBY GIVEN** that the Dakota County Community Services is seeking to contract with one or more community agencies to provide residential services for disabled individuals who receive funding through one of the following home and community based Medical Assistance waiver programs: Community Alternatives for Disabled Individuals (CADI), Traumatic Brain Injury (TBI) or Developmental Disabilities (DD) and/or Group Residential Housing (GRH). Responders will perform the following tasks:

1) The development of services and systems improvements to better and more quickly address the service needs of a small number of consumers with very high needs for support and supervision. This is related to the anticipated reduction in service beds at Anoka Metro regional Treatment Center. This could include:

- a. one or more corporate foster care sites to serve up to four individuals each with "very high needs" for support and/or supervision;
- b. one or more sites/services of a non-traditional, or non-licensed nature, e.g. respite care, intensive short-term 1:1, crisis services, or collaborations between existing services that bridge service gaps;
- c. proposals to improve case management or other processes working with clients in the mental health commitment process, creating diversions and less restrictive alternatives to hospitalization which could be stand-alone or adjunct to residential services.

2) The development of several supportive housing sites for persons with continuing support needs who do not need the 24/7 service model of corporate foster care, with the initiation of development (not necessarily implementation) within the next 6 months. By "site", the County is not pre-determining the nature of the setting Responders may propose, but our history indicates a strong client preference for settings in individual apartments with readily available supports, e.g. where several service units exist in an apartment complex, and staff are on-site in the complex, but come to the consumers' apartments only as needed for support services. Alternative supervision and Alternative Response proposals are also invited. Board and Lodge, Assisted Living, or other congregate or licensed settings may also be proposed, even though they are not the preferred service modalities for most of our consumers.

It is anticipated that a contract will be written for a two year period, with an option for a third year if service is satisfactory.

The complete RFP and supporting documentation is available at: <http://www.dakotacounty.us/Doing Business/Bids & Proposals>. To learn more about Dakota County visit our website at: [www.dakotacounty.us](http://www.dakotacounty.us)

## Non-State Bids, Contracts & Grants

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Questions regarding this RFP will be accepted by e-mail only at: [dennis.price@co.dakota.mn.us](mailto:dennis.price@co.dakota.mn.us) until 12:00 noon on Tuesday, March 1, 2011. A Provider's Conference will be held on Tuesday, March 1 from 1:00 to 2:30 PM, in room 370, at the Dakota County Northern Services Center, located at 1 Mendota Rd. W., West St. Paul, MN 55118. Answers to these questions will not be directed back to the questioner, but will be posted on the website along with answers from the Provider's Conference.

The deadline for proposals is 4:00 PM (CDT) on Tuesday, March 15, 2011. Late or incomplete proposals may not be accepted.

### University of Minnesota (U of M) Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24-hour/day, 7-day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

# Minnesota's Bookstore

## *WE ARE* **“MAP CENTRAL”**

--- WE HAVE **THOUSANDS** OF MAPS ---

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# Minnesota's Bookstore

660 Olive Street (Williams Hill Business Development), St. Paul, MN 55155

(1 block east of I-35E Bridge, 1 block north of University Ave.)

Phone: (651) 297-3000; Fax: (651) 215-5733

E-mail: <http://www.minnesotasbookstore.com>

## **FREE PARKING**

### **Woodworking for Wildlife - updated, Stock No. 275, \$19.95**

Minnesota author Carrol Henderson's popular book, *Woodworking for Wildlife*. Along with designs for 28 different nest box projects, this newly-expanded edition includes 300 color photographs and information on deterring nest predators, placing and maintaining boxes, and setting up remote cameras in nest boxes. The 164-page book, which has a soft cover that opens flat for easy use, features new designs for great crested flycatchers, mergansers, dippers, bumblebees and toads. *Woodworking for Wildlife* was printed in Minnesota on recycled paper manufactured in Cloquet and certified by the Forest Stewardship Council.

### **Also Available:**

<i>Connected to our Roots</i>	Stock Number: 13924	\$10.95
<i>The Governor's Mouse</i>	Stock Number: 13926	\$20.00
<i>Education Directory</i>	Stock Number: 73	\$26.95
<i>Freshwater Mussels of MN</i>	Stock Number: 344	\$9.95
<i>Minnesota State Coloring Book</i>	Stock Number: 13810	\$1.95
<i>Reconnecting Rivers</i>	Stock Number: 13866	\$25.95
<i>National Electrical Code 2011</i>	Stock Number: 13928	\$85.00

**Order Online at [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)**

**NEW: Mn/DOT has reissued their County Maps -  
in FULL COLOR - We have them at \$1.00 per map**



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- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

**PREPAYMENT REQUIRED. Prices and availability subject to change.**

**Fax and phone orders:** Credit card purchases ONLY (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

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Street Address (Not deliverable to P.O. boxes) \_\_\_\_\_

City (      ) State Zip

Daytime phone (In case we have a question about your order) \_\_\_\_\_

#### Shipping Charges

<i>If Product</i>	<i>Please</i>
<b>Subtotal is:</b>	<b>Add:</b>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
* \$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.	
More than \$1,000	Call

Product Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

Subtotal \_\_\_\_\_

Sales tax \_\_\_\_\_

(6.875% sales tax  
if shipped to MN  
address, 7.625% if  
shipped to St. Paul  
address. 7.125% MN  
transit tax or other local  
sales tax if applicable)

**TOTAL** \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Signature: \_\_\_\_\_

If tax exempt, please provide ES number  
or completed exemption form.  
ES# \_\_\_\_\_