

# Minnesota State Register

(Published every Monday (Tuesday when Monday is a holiday.)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;  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

**TUESDAY 19 January 2016  
Volume 40, Number 29  
Pages 797 - 852**

# Minnesota State Register

## Judicial Notice Shall Be Taken of Material Published in the *Minnesota State Register*

The *Minnesota 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. It 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- Withdrawn Rules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. 40 Issue Number	PUBLISH DATE			Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts				Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)		
	(BOLDFACE shows altered publish date)									
	# 30	Monday	25 January	Noon	Tuesday	19 January	Noon	Thursday	14 January	
	# 31	Monday	1 February	Noon	Tuesday	26 January	Noon	Thursday	21 January	
# 32	Monday	8 February	Noon	Tuesday	2 February	Noon	Thursday	28 January		
# 33	<b>TUESDAY</b>	16 February	Noon	Tuesday	9 February	Noon	Thursday	4 February		

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**Governor:** Mark Dayton (651) 296-3391  
**Lieutenant Governor:** Tina Smith (651) 296-3391  
**Attorney General:** Lori Swanson (651) 296-6196  
**Auditor:** Rebecca Otto (651) 296-2551  
**Secretary of State:** Steve Simon (651) 296-2803

**Administration Commissioner:** Matthew J. Massman (651) 201-2555  
**Plant Management Division:** Christopher A. Guevin (651) 201-2350  
**Minnesota's Bookstore:** Mary Mikes (651) 297-3979

**Editor:** Robin PanLener  
(651) 297-7963, [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us)  
**Assistant editor:** John Mikes  
(651) 297-4616, [john.mikes@state.mn.us](mailto:john.mikes@state.mn.us)  
**Subscriptions Manager:** Loretta J. Diaz  
(651) 297-8777, [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

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## Minnesota Legislative Information

**Senate Public Information Office** (651) 296-0504  
State Capitol, Room 231, St. Paul, MN 55155  
**Website:** [www.senate.mn](http://www.senate.mn)

**House Public Information Services** (651) 296-2146  
State Office Building, Room 175,  
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
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## Minnesota State Court System

**Court Information Office** (651) 296-6043  
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25 Rev. Dr. Martin Luther King Jr Blvd.,  
St. Paul, MN 55155 **Website:** [www.mncourts.gov](http://www.mncourts.gov)

## Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
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**Website:** [http://www.access.gpo.gov/su\\_docs/aces/aces140.html](http://www.access.gpo.gov/su_docs/aces/aces140.html)

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Contract information is available from the Materials Management (MMD)  
Helpline (651) 296-2600, or Web site: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

For additional contracts go to:  
<http://www.mmd.admin.state.mn.us/solicitations.htm>

For additional grants go to the Office of Grants Management (OGM) at:  
<http://www.grants.state.mn.us/public/>

Statewide Integrated Financial Tools (SWIFT) Supplier Portal:  
<http://supplier.swift.state.mn.us>

Contract information is available from the Materials Management (MMD)  
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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. TTY relay service phone number: (800) 627-3529

## Volume 40 - Minnesota Rules

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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.

## Office of the Minnesota Secretary of State Proposed Permanent Rules Relating to Election Administration

### 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; Revisor's ID Number R-04339

**Proposed Amendment to Rules Governing Election Administration, Voter Registration, Petitions, Absentee Ballots, Voting System Testing, Recounts, Election Judge Training Program, and Ballot Preparation, *Minnesota Rules*, 8200, 8205, 8210, 8230, and 8250; and Proposed Repeal of *Minnesota Rules*, parts 8200.0800; 8210.0600, subpart 2; 8210.0730, subparts 1, 3, and 4; 8230.4360; 8255.0020; and 8255.0025.**

**Introduction.** The Office of the Minnesota Secretary of State 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 February 17, 2016, the Office will hold a public hearing in the Board Room of the Retirement Systems of Minnesota Building, 60 Empire Drive, Saint Paul, Minnesota, 55103, starting at 9:30 on Tuesday, March 1, 2016. To find out whether the Office will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after February 17, 2016 and before March 1, 2016.

**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: Julie Strother, Government Relations Director at the Office of the Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, MN 55155; **Phone:** (651) 201-1342; **Fax:** (651) 296-3073; **E-mail:** [julie.strother@state.mn.us](mailto:julie.strother@state.mn.us). TTY users may call the Office of Secretary of State at 711.

**Subject of Rules and Statutory Authority.** The proposed rules are about election administration, particularly: voter registration application forms, voter registration at precincts, polling place roster forms, voucher oath forms, absentee voting instructions and forms, duties of election officials when processing absentee voting materials, mail ballot voting instructions and forms, requirements for precinct and central court voting equipment, distribution of summary statements, and modifications to the ballot form to allow for mixed upper and lower case lettering and to increase the ballot font size for those portions of the ballot utilized by voters. The proposed rules also propose



# Proposed Rules

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repealing several rule parts, specifically: *Minnesota Rules*, parts 8200.0800; 8210.0600, subpart 2; 8210.0730, subparts 1, 3, and 4; 8230.4360; 8255.0020; and 8255.0025. The statutory authority to adopt the rules is *Minnesota Statutes*, sections 201.022, 201.061, 201.071, 201.091, 201.221, 203B.04, 203B.08, 203B.09, 203B.125, 203B.14, 204B.071, 204B.25, 204B.45, 204C.361, 204D.08, 204D.11, 205.17, 205A.08, 206.57, 206.81, 206.82, 206.84, 206.882, 211C.03, 211C.04 and 211C.06. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m. on Wednesday, February 17, 2016 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. Any comments that you have about the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Office 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 Wednesday, February 17, 2016. 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 Office 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 Office might 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 Office follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Office encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Office will cancel the hearing scheduled for Tuesday March 1, 2016, 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) 201-1342 after Wednesday, February 17, 2016 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 Office will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Office 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 James E. LaFave is assigned to conduct the hearing. Judge LaFave's Legal Assistant Denise Collins can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, **telephone:** (651) 361-7900 and **fax:** (651) 539-0310 or **e-mail:** [denise.collins@state.mn.us](mailto:denise.collins@state.mn.us).

**Hearing Procedure.** If the Office 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

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# Proposed Rules

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 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 on the Office's webpage at: <http://www.sos.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) 539-1180 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 Office will submit the rules and supporting documents to the Office of Administrative Hearings for a legal review. 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: 6 January 2016

Steve Simon  
Minnesota Secretary of State

## 8200.1100 PRINTING SPECIFICATIONS.

Subpart 1. **Applications returned by mail.** Voter registration applications printed for the purpose of distribution and mailing ~~must~~ may be printed pursuant to items A to D.

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

Subp. 2. **Other applications.** Paper voter registration applications for use at county auditor offices or at polling places on election day ~~may~~ must be printed pursuant to items A to D.

A. The size must be 8-1/2 by 11 inches.

B. The paper must be ~~at least 40-pound~~ white offset.

[For text of items C and D, see M.R.]

## 8200.1200 REGISTRATION APPLICATION; FORMAT.

Subpart 1. **Form.** Any voter registration application must:

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

E. ~~have printed~~ include on or with the application a set of instructions for the application;

F. ~~have printed~~ include on or with the application a statement that assistance for registration and voting is available for elderly and disabled persons and residents of health care facilities;

G. ~~have printed~~ include on the application a reference to where a privacy information statement may be found, if produced under

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part 8200.1100, subpart 1; and

- H. ~~have printed~~ include on or with the application a privacy information statement, if produced under part 8200.1100, subpart 2.  
[For text of subps 1a and 1b, see M.R.]

Subp. 2. **Box for office use only.** Paper voter registration applications must contain a box marked for “election judge official use only” which contains “W \_\_”, “P \_\_”, and “SD.” These abbreviations stand for “ward,” “precinct,” and “school district.” Other information may also be included. Judges of election shall record the type of election day voter registration proof and its number, if any, in the “election judge official use only” box.

Subp. 3. **Identifying mark.** Paper voter registration applications may include a mark identifying where the applicant obtained the application or how the application was delivered to the county auditor or secretary of state.

## 8200.5100 REGISTRATION AT PRECINCT ONLY.

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

Subp. 2. **Additional proof of residence allowed.** An eligible voter may prove residence under this subpart by presenting one of the photo identification cards listed in item A and one of the additional proofs of residence listed in item B.

A. The following documents are acceptable photo identification cards under this subpart if they contain the voter’s name and photograph:

[For text of subitems (1) and (2), see M.R.]

- (3) a United States military or veteran identification card;

[For text of subitems (4) and (5), see M.R.]

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

Subp. 3. **Additional proof of residence allowed for students.** An eligible voter may prove residence by presenting a current valid photo identification issued by a postsecondary educational institution in Minnesota if the voter’s name, student identification number (if available), and address within the precinct appear on a current ~~list of persons residing in the postsecondary educational institution’s housing~~ residential housing list under Minnesota Statutes, section 135A.17, certified to the county auditor by the postsecondary educational institution.

This additional proof of residence for students must not be allowed unless the postsecondary educational institution submits to the county auditor no later than 60 days prior to the election a written agreement that the postsecondary educational institution will certify for use at the election accurate updated ~~lists of persons residing in housing owned, operated, leased, or otherwise controlled by the postsecondary educational institution~~ residential housing lists under Minnesota Statutes, section 135A.17. A written agreement is effective for the election and all subsequent elections held in that calendar year, including the November general election.

The additional proof of residence for students must be allowed on an equal basis for voters who reside in housing ~~of any postsecondary education institution within the county meeting the requirements of Minnesota Statutes, section 135A.17~~, if the residential housing lists certified by the postsecondary educational institution meet the requirements of this part.

An updated residential housing list must be certified to the county auditor no earlier than 20 days prior to each election. The certification must be dated and signed by the chief officer or designee of the postsecondary educational institution and must state that the list is current and accurate and includes only the names of persons residing as of the date of the certification ~~in housing controlled by the postsecondary educational institution~~.

The auditor shall instruct the election judges of the precinct in procedures for use of the list in conjunction with photo identification. The auditor shall supply a list to the election judges with the election supplies for the precinct.

The auditor shall notify all postsecondary educational institutions in the county of the provisions of this subpart.

Subp. 4. [Repealed, 38 SR 1368]



## 8200.5400 NOTATION OF IDENTIFICATION ON REGISTRATION APPLICATION.

When a voter uses a driver's license, learner's permit, or identification card, issued by the state of Minnesota or any other state of the United States as defined in *Minnesota Statutes*, section 645.44, subdivision 11; United States passport; United States military or veteran identification card; tribal identification card; or Minnesota secondary or postsecondary educational institution student identification card to prove residence or identity when registering on election day, the election judge who is registering voters shall record the number, if any, on the voter registration application in the "election judge official use only" area of the application. When a voter uses one of the documents listed in part 8200.5100, subparts 2 and 3 to prove residence for election day registration, the election judge who is registering voters shall record the type of document on the voter registration application in the "election judge official use only" area of the application.

## 8200.9115 FORM OF POLLING PLACE ROSTERS.

Subpart 1. **General form of roster.** The polling place rosters must contain the following items from the statewide registration system: voter's name, voter's address, voter's date of birth, voter's school district number, and a line on which the voter's signature can be written. When a voter's registration has been challenged pursuant to Minnesota Statutes, section 201.121, subdivision 2, an indicator noting the voter's challenged status must be printed on the line or included in the field provided for the voter's signature. A similar indicator must be printed on the line or included in the field provided for the voter's signature to note a voter's guardianship or felony status, if any.

The following certification must be ~~printed~~ included at the top of each page of the polling place roster: "I ~~certify~~ swear or affirm that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote, have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both."

One or more pages in ~~the a printed~~ polling place roster must be provided for use by voters who register to vote in the polling place on election day. An election day registrant shall fill in the registrant's name, address, and date of birth and shall sign the roster on the line provided.

~~Each page in~~ The polling place roster must also contain the name of the precinct and, for paper rosters, must include a page number. In addition, each line provided for a voter's signature must be consecutively numbered on each page.

The roster may also include additional material as permitted under Minnesota Statutes, section 201.221, subdivision 3.

[For text of subps 2 and 3, see M.R.]

## 8200.9939 FORM OF OATH, SPECIFIED BY PART 8200.5100.

I, \_\_\_\_\_ (Name of Voucher) swear or affirm that (Check one):

( ) I am pre-registered to vote in this precinct

Voter ID # \_\_\_\_\_

(to be completed by the election judge)

( ) I registered in this precinct today and did not have another person vouch for me

( ) I am an employee of a residential facility

\_\_\_\_\_  
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

\_\_\_\_\_  
Street Address City

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
E-mail address (optional)

I personally know that \_\_\_\_\_

(Name of person registering)

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is a resident of this precinct.

\_\_\_\_\_  
Signature of Voucher

## Election Judge Official Use Only:

Subscribed and sworn to before me

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_  
Signature of Election Judge

The above oath shall be attached to the voter registration card and retained for at least 22 months.

## 8205.3200 VERIFYING STATEWIDE MAJOR POLITICAL PARTY RECOGNITION PETITION AND STATEWIDE MINOR POLITICAL PARTY RECOGNITION PETITION.

Subpart 1. **Verifying the statewide political party recognition petitions.** The secretary of state shall verify each statewide Major Political Party Recognition Petition and each statewide Minor Political Party Recognition Petition by the following method.

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

D. The secretary of state shall use a random sampling technique to verify that the persons signing the petition are eligible persons.

[For text of subitems (1) and (2), see M.R.]

(3) The secretary of state shall verify that the address given by each signatory in the sample is in the state of Minnesota and that the birth date given by each signatory in the sample establishes that the signatory was eligible to sign the petition. The secretary of state must also determine that the signatory signed the petition not more than one year prior to filing of the petition. Signatures from persons determined by the secretary of state to be ineligible to vote must not be counted.

[For text of subitems (4) to (7), see M.R.]

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

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

## 8210.0500 INSTRUCTIONS TO ABSENT VOTER.

Subpart 1. **Required instructions.** Instructions to the absent voter shall be transmitted with the absentee ballot materials sent or delivered to the absent voter. The instructions shall be in the form in subparts 2, 3, or 4 or 5 and 6. The instruction headings with numbers must be in no smaller than 12-point type and the rest of the text must be in no smaller than 10-point type, except for the confidentiality notice, which may be in 7-point type. The instructions must explain how to correctly mark the ballot. The instructions must inform the voter of the effect of casting multiple votes for an office and, in the case of a partisan primary, the effect of voting for candidates of more than one party. The instructions must include information on how to correct a ballot before it is cast and counted, including instructions on how to request a replacement ballot if the voter is unable to change the ballot or correct an error. The instructions must include a graphic depiction of the absentee ballot materials and how they are to be completed and assembled by the voter. The instructions must also include a privacy notice that complies with Minnesota Statutes, section 13.04. The secretary of state must provide each county auditor with sample instructions with graphic depictions.

### Subp. 2. Instructions for registered voters.

#### Instructions

#### How to vote by absentee ballot for registered voters

#### You will need:

- Ballot\*
- Tan ballot envelope\*
- White signature envelope\*
- Larger white return envelope\*
- Pen with black ink
- Your ID number  
Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.  
*See below if you do not have any of these numbers.*
- Witness  
Anyone registered to vote in Minnesota,

*including your spouse or relative,  
or a notary public,  
or a person with the authority to administer oaths*

- \* If any of these items are missing, please contact your local election official.

## 1 Vote!

- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*

*See the other side if you make a mistake on your ballot.*

## 2 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.

**3 ~~Slide the tan ballot envelope into the top of the white signature envelope~~ Put the tan ballot envelope into the white signature envelope**

## 4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.

**Be sure to use one of the same numbers that you provided on your absentee ballot application.**

*If you do not have any of these numbers, check the box.*

- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a P. O. Box), and sign their name.  
*If your witness is an official or notary, they must print their title instead of an address.  
Notaries must also affix their stamp.*
- Seal the envelope. ~~First the small flap, then the large flap.~~

## 5 Put the signature envelope into the larger white return envelope to protect your private information from view

- Seal the envelope.

## 5.6 Return your ballot by Election Day to the address on the signature return envelope

**Ballots may not be delivered to your polling place.**

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person ~~by 5:00 before election day or by 3:00 p.m. on the day before the Election Day,~~ or
- Ask someone to deliver it by 3:00 p.m. on Election Day.

*This person cannot deliver more than 3 ballots.*

**See the other side for special instructions if you have a disability.**

**To check the status of your absentee ballot, visit [www.mnvotes.org](http://www.mnvotes.org).**

### Correcting a mistake

- If time allows, ask for a new ballot from your election office. ~~Their contact information can be found in the return address section of the envelope in which you received these materials~~ Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).

### If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

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When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

*Minnesota Statutes*, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

**Confidentiality Notice:** ~~The data you supply on your signature envelope is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.~~

~~In those precincts where an additional envelope is used instead of an envelope with a flap, the list under You Will Need must also include:~~

- ~~• Larger white return envelope\*~~

~~Instruction 3 must read:~~

### ~~3 Put the tan ballot envelope in the white signature envelope~~

~~The last instruction under 4, a new instruction numbered 5, and the first line of the renumbered instruction 6 must read:~~

- ~~• Seal the envelope~~

### ~~5 Put the signature envelope into the larger white return envelope to protect your private information from view~~

### ~~6 Return your ballot by Election Day to the address on the return envelope~~

## Subp. 3. Instructions for unregistered voters.

### Instructions

#### How to vote by absentee ballot

#### You will need:

- Ballot\*
- Tan ballot envelope\*
- Voter registration application\*
- White signature envelope\*
- Larger white return envelope\*
- Pen with black ink
- Minnesota driver's license with your address or other authorized proof of where you live.  
*See other side for a list of options*
- Your ID number  
Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.  
*See below if you do not have any of these numbers.*
- Witness  
Anyone registered to vote in Minnesota,  
*including your spouse or relative,*  
*or a notary public,*  
*or a person with the authority to administer oaths*  
\* If any of these items are missing, please contact your local election official.

**Important:** You must submit the voter registration application with your ballot (in the white signature envelope) for your vote to be counted.

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## 1 Fill out the voter registration application and sign it

- Show your witness your driver's license or other authorized proof of where you live.  
*See the other side for a list of options.*

## 2 Vote!

- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*  
See the other side if you make a mistake on your ballot.

## 3 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.

~~4 Slide the tan ballot envelope and the voter registration application into the top of the white signature envelope~~ Put the tan ballot envelope and the voter registration application in the white signature envelope

## 5 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.

**Be sure to use one of the same numbers that you provided on your absentee ballot application.**

*If you do not have any of these numbers, check the box.*

- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a P. O. Box), indicate which proof you showed them, and sign their name.

*If your witness is an official or notary, they must print their title instead of an address.*

*Notaries must also affix their stamp.*

- Seal the envelope. ~~First the small flap, then the large flap.~~

## 6 Put the signature envelope into the larger white return envelope to protect your private information from view

## 6 7 Return your ballot by Election Day to the address on the signature return envelope

**Ballots may not be delivered to your polling place.**

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person ~~by 5:00 before election day or by 3:00 p.m. on the day before the Election Day,~~ or
- Ask someone to deliver it by 3:00 p.m. on Election Day.

*This person cannot deliver more than 3 ballots.*

**To check the status of your absentee ballot, visit [www.mnvotes.org](http://www.mnvotes.org).**

## **Options for proof of where you live**

A valid Minnesota driver's license, Minnesota ID card, or permit with your current address

*or*

A photo ID that does not have your current address along with a document that has your current address

- **Eligible photo IDs:** Minnesota or another state's driver's license, learner's permit, or ID card; U.S. passport; U.S. military or veteran ID card; Minnesota high school/college/university ID card; or tribal ID card with your signature, from a tribe recognized by the Bureau of Indian Affairs (BIA).
- **Eligible documents with your current address:** an original bill, including account statements and start-of-service notifications, dated within 30 days before or with a due date 30 days before or after the election; a current student fee statement; or a residential lease if valid through election day. Eligible bills are: gas, electric, solid waste, water, sewer, phone, cell phone, television, Internet provider, credit card, or banking services; or bills for rent or mortgage payments.  
*or one of the following:*



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- A yellow receipt for a valid Minnesota driver's license, Minnesota ID card, or permit with your current address
- Vouching: the signature of a registered voter who lives in your precinct and personally knows that you live in the precinct. If your witness is registered to vote in this precinct, your witness may vouch for you. *This person must complete and sign the voucher form on the back of the voter registration application.*
- A tribal ID card with your name, address, signature, and picture, from a tribe recognized by the BIA
- A "Notice of Late Registration" if you received one from the county auditor or city clerk
- If you have moved within your precinct or changed your name, a current registration in the precinct
- Vouching for residents of certain residential facilities: the signature of an employee of your residential facility, including nursing homes, group homes, battered women's shelters, homeless shelters, etc. If you are not sure if the residential facility where you live is eligible, call your local election official. *The employee must complete and sign the voucher form on the back of the voter registration application.*

## Correcting a mistake

- If time allows, ask for a new ballot from your election office. ~~Their contact information can be found in the return address section of the envelope in which you received these materials~~ Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).

## If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you. When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

*Minnesota Statutes, section 645.44, subdivision 14*

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

**Confidentiality Notice:** The data you supply on your signature envelope is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

In those precincts where an additional envelope is used instead of an envelope with a flap, the list under You Will Need must also include:

- ~~—Larger white return envelope\*~~

~~Instruction 4 must read:~~

**~~4 Put the tan ballot envelope and the voter registration application in the white signature envelope~~**

~~The last instruction under 5, a new instruction numbered 6, and the first line of the renumbered instruction 7 must read:~~

- ~~—Seal the envelope.~~

**~~6 Put the signature envelope into the larger white return envelope to protect your private information from view~~**

**~~7 Return your ballot by Election Day to the address on the return envelope~~**

Subp. 4. Instructions for military and overseas voters transmitted ballots by mail.

## Instructions

How to vote by absentee ballot for military and overseas voters

You will need:

- Ballot\*

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- Tan ballot envelope\*
- White signature envelope\*
- Larger white return envelope\*
- Pen with black ink
- Your ID number  
Minnesota driver's license number, Minnesota ID card number, U.S. passport number, or the last four digits of your Social Security number.  
*See below if you do not have any of these numbers.*
- \* If any of these items are missing, please contact your local election official.

### 1 Vote!

- Mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*  
**See the other side if you make a mistake on your ballot.**

### 2 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.

3 ~~Slide the tan ballot envelope into the top of the white signature envelope~~ **Put the tan ballot envelope into the white signature envelope**

### 4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address (present or last).
- Print your ~~email~~ e-mail address and phone number (optional).
- Print your Minnesota driver's license number, Minnesota ID card number, passport number, or the last four digits of your Social Security number.

Be sure to use one of the same numbers that you provided on your absentee ballot application.

*If you do not have access to any of these documents, leave this space blank.*

- Read and sign the oath.
- Seal the envelope. ~~First the small flap, then the large flap.~~

### 5 **Put the signature envelope into the larger white return envelope to protect your private information from view**

- Seal the envelope.

### 5.6 **Return your ballot by Election Day to the address on the signature return envelope**

- Send it so it arrives by Election Day, using mail, a package delivery service, or the diplomatic pouch at a U.S. embassy or consulate.
- Postage is not required if the postal permit is on the envelope and it is sent using U.S. mail, U.S. military mail, or the diplomatic pouch. Postage may be required if you use a foreign mail service or a package delivery service.

**See the other side for special instructions if you have a disability.**

To check the status of your absentee ballot, visit <http://www.mnvotes.org>. If you have any questions, contact your county elections office at [insert ~~email~~ e-mail address] or [insert telephone number].

### Correcting a mistake

- If time allows, ask for a new ballot from your election office. ~~Their contact information can be found on the reverse side~~  
Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).

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## **If you have a disability:**

If you have a disability or cannot mark your ballot, another person may assist you by marking your ballot at your direction, assembling the materials, and filling in the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask another person to sign for you in your presence. (Have this person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence.

*Minnesota Statutes*, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence as outlined above.

**Confidentiality Notice:** The data you supply on your signature envelope is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

In those precincts where an additional envelope is used instead of an envelope with a flap, the list under You Will Need must also include: “• Larger white return envelope.” Instruction 3 must read “3 Put the tan ballot envelope into the white signature envelope.” The last instruction under 4, a new instruction numbered 5, and the first line of the renumbered instruction 6 must read:

- Seal the envelope:

5 Put the signature envelope into the larger white return envelope to protect your private information from view

6 Return your ballot by Election Day to the address on the return envelope

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

## **Subp. 6. Instructions for military and overseas voters transmitted ballots electronically.**

### **Instructions**

#### **How to vote by absentee ballot for military and overseas voters sent ballots electronically**

**Note: Your ballot must be printed out and physically returned. It cannot be returned electronically.**

#### **You will need:**

- A printer
- A pen with black ink
- Two envelopes (you have 3 options):
- Address your own blank envelopes by hand
- Print the envelope templates directly onto envelopes (print the mailing envelope onto an envelope approximately 4 1/8 inches x 9 1/2 inches so that everything is positioned according to postal regulations)
- If you do not have access to any envelopes, create the envelopes by folding and taping or gluing the attachments.
- Your ID number

Minnesota driver's license number, Minnesota ID card number, U.S. passport number, or the last four digits of your Social Security number.

*See below if you do not have access to any of these numbers.*

### **1 Print the materials**

- Print your ballot, the Certificate of Eligibility, and the envelope templates if you are using them.
- Please note that the ballot may take multiple pages.
- Your printer should automatically scale the document to fit on the printable area of the page. Just be sure that none of the words or ovals are cut off.

### **2 Vote!**

- Mark your votes in private.
- Follow the instructions on the ballot.

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- Do not write your name or ID number anywhere on the ballot.
  - Do not vote for more candidates than allowed. If you do, your votes for that office will not count.
- See below if you make a mistake on your ballot.**

### 3 Use one of the envelopes as the ballot envelope

- Put your ballot in this envelope to keep your votes private.
- Seal the envelope.
- Do not write on this envelope.

### 4 Fill out the Certificate of Eligibility completely

- Print your name and your Minnesota street address, including city (present or last).
- Print your ~~email~~ e-mail address and phone number (optional).
- Print your Minnesota driver's license number, Minnesota ID card number, passport number, or the last four digits of your Social Security number.

**Be sure to use one of the same numbers that you provided on your absentee ballot application.**

*If you do not have access to any of these documents, leave this space blank.*

- Read and sign the oath.

### 5 Put it all together

- Attach the Certificate of Eligibility to the ballot envelope.
- Your second envelope is the return (mailing) envelope.
- Put the ballot envelope and the Certificate of Eligibility into the return envelope.
- Seal the return envelope.
- Address the return envelope to:

Official Absentee Balloting Material  
..... County  
[Street address]  
[City], MN [Zip Code]  
USA

### 6 Return your ballot by Election Day to the address above

- Send it so it arrives by Election Day, using mail, a package delivery service, or the diplomatic pouch at a U.S. embassy or consulate.
- Postage is not required if the postal permit is on the envelope and it is sent using U.S. mail, U.S. military mail, or the diplomatic pouch. Postage may be required if you use a foreign mail service or a package delivery service.

**To check the status of your absentee ballot, visit <http://www.mnvotes.org>.**

If you need any help while voting, please contact your county elections office at [insert ~~email~~ e-mail address] or [insert telephone number].

### Correcting a mistake

- Print out a new ballot, or
- Ask for a new ballot from your election office, or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).

### If you have a disability:

If you have a disability or cannot mark your ballot, another person may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the Certificate of Eligibility, Minnesota law says you may:

- Sign the Certificate yourself, or
- Make your mark, or
- Ask another person to sign for you in your presence. (Have this person sign their own name as well.)

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- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence.

*Minnesota Statutes*, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence as outlined above.

**Confidentiality Notice:** ~~The data you supply on your Certificate of Eligibility is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your Certificate of Eligibility and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.~~

[For text of subp 7, see M.R.]

## 8210.0710 FORMAT AND INSTRUCTIONS FOR ABSENTEE BALLOT RETURN ENVELOPES.

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

Subp. 4. **Additional instructions for registered and military and overseas voters.** The following words must be printed above the voter's certificate for envelopes with the form prepared under parts 8210.0600, subpart 1a, and 8210.0800:

"Put the Ballot Envelope in here, then seal flap"

~~In cases in which the county uses a third envelope instead of a flap,~~ The words may appear on the reverse side of the envelope.

Subp. 5. **Additional instructions for unregistered voters.** The following words must be printed above the voter's certificate for envelopes with the form prepared under part 8210.0600, subpart 1b:

"Put the Ballot Envelope and the Voter Registration Application in here, then seal flap"

~~In cases in which the county uses a third envelope instead of a flap,~~ The words may appear on the reverse side of the envelope.

Subp. 6. **Checklist for registered voters.** Envelopes with the form printed according to part 8210.0600, subpart 1a, ~~that have a flap~~ must have the following words printed inside the flap on the exterior of the return envelope:

~~1.~~ **Have you . . .**

- o Sealed your ballot in the tan ballot envelope?
- o Put the ballot envelope in ~~this~~ the white signature envelope?
- o Filled out ~~this the white signature~~ envelope completely and signed it?
- o Asked your witness to complete their section and sign their name?
- o Put the white signature envelope into this envelope?

~~2. Then seal this envelope—~~

small flap first,  
~~then the large flap.~~

~~3. Return your ballot so it is received by Election Day."~~

~~An illustration of how to fold the flaps must also be printed inside the flap.~~

Subp. 7. **Checklist for unregistered voters for use with flap.** Envelopes with the form printed according to part 8210.0600, subpart 1b, ~~that have a flap~~ must have the following words printed inside the flap on the exterior of the return envelope:

~~1.~~ **Have you . . .**

- o Sealed your ballot in the tan ballot envelope?
- o Put the ballot envelope and your voter registration application in ~~this the white signature~~ envelope?
- o Filled out ~~this the white signature~~ envelope completely and signed it?
- o Asked your witness to complete their section and sign their name?
- o Put the white signature envelope into this envelope?

~~2. Then seal this envelope—~~

small flap first,



~~then the large flap.~~

3: Return your ballot so it is received by Election Day.”

~~An illustration of how to fold the flaps must also be printed inside the flap.~~

**Subp. 8. Checklist for military and overseas voters ~~for use with flap.~~** Envelopes with the form printed according to part 8210.0800 must have the following words printed inside the flap on the exterior of the return envelope:

~~“1. Have you . . .~~

- ~~o Sealed your ballot in the tan ballot envelope?~~
- ~~o Put the ballot envelope in this the white signature envelope?~~
- ~~o Filled out this the white signature envelope completely and signed it?~~
- ~~o Put the white signature envelope into this envelope?~~

~~2. Then seal this envelope —~~

~~small flap first,~~

~~then the large flap.~~

3: Return your ballot so it is received by Election Day.”

~~An illustration of how to fold the flaps must also be printed inside the flap.~~

## **8210.0720 MAILING INFORMATION ON ABSENTEE BALLOT RETURN ENVELOPES ~~OR A THIRD ENVELOPE.~~**

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

Subp. 2. **Form.** The face of absentee ballot return envelopes ~~or of the third envelope, in cases in which the county uses a third envelope,~~ must be printed according to this part.

[For text of subps 3 to 7, see M.R.]

## **8210.0800 ABSENTEE BALLOT ~~RETURN SIGNATURE~~ ENVELOPE AS PROVIDED BY MINNESOTA STATUTES, SECTIONS 203B.16 AND 203B.17.**

Subpart 1. [Repealed, 34 SR 1561]

Subp. 2. [Repealed, 34 SR 1561]

Subp. 3. **Certificate of eligibility.** On the back of the absentee return signature envelope provided for in *Minnesota Statutes*, section 203B.21, a certificate of eligibility must be printed on the envelope in the form shown in subpart 3a. The county auditor must provide the Certificate of Eligibility as an electronic document to voters who requested electronic delivery of absentee ballots.

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

## **8210.2000 VOTER’S INFORMATION.**

If the absent voter’s name, residential address, ward, and precinct number are not printed on a label affixed to the envelope, the official mailing or delivering absentee ballots to an absent voter shall, before doing so, fill in the absent voter’s name, address, ward, and precinct number in the spaces provided on the return signature envelope, unless the materials are transmitted to the voter electronically. When placing the label, the official must place it over the space for the voter’s name and address, but must not cover the instructions to the voter or the voter’s oath.

## **8210.2200 DUTIES OF COUNTY AUDITOR OR MUNICIPAL CLERK UPON RECEIPT OF ABSENTEE BALLOT RETURN ENVELOPE.**

Subpart 1. **Personal delivery.** Absentee ballot return envelopes that are delivered in person by an absent voter or an agent must be received by the county auditor or municipal clerk by ~~5:00~~ 3:00 p.m. ~~on the day before election day.~~ ~~Absentee ballot return envelopes that are delivered in person by an agent must be received by the county auditor or municipal clerk by 3:00 p.m. on election day.~~ Ballots received by personal delivery ~~(1) after 3:00 p.m. of election day, if delivered by an agent; or (2) after 5:00 p.m. on the day before election day, if delivered by an absent voter personally;~~ shall be marked as received late by the county auditor or municipal clerk, and must not be delivered to the ballot board.

[For text of subps 2 and 3, see M.R.]

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## 8210.2450 DUTIES OF BALLOT BOARD MEMBERS WHEN EXAMINING RETURN ENVELOPES UNDER MINNESOTA STATUTES, SECTION 203B.121.

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

Subp. 2. **Name, address, and signature review.** The voter's name and address on the absentee ballot application must match the voter's name and address on the return signature envelope. Use of, or lack of, full names, nicknames, abbreviations, or initials on either document are not a reason for rejection.

Ballot board members must determine whether the return signature envelope was signed by the voter. Use of, or lack of, full names, nicknames, abbreviations, or initials within either signature are not a reason for rejection. A signature is considered the voter's even if a voter uses a signature mark on either or both documents, or if a voter has another individual or different individuals sign the voter's name in their presence on either or both the application and the return signature envelope in accordance with *Minnesota Statutes*, section 645.44, subdivision 14. A ballot must be rejected under this subpart on the basis of the signature if the name signed is clearly a different name than the name of the voter as printed on the return signature envelope. This is the only circumstance under which a ballot may be rejected on the basis of signature under this subpart.

Subp. 3. **Identification number review.** Ballot board members must determine whether the identification number provided by the voter on the certificate is the same as the identification number provided by the voter on the absentee ballot application or the voter's record in the statewide voter registration system.

If the numbers do not match or the voter did not provide identification numbers on both documents, the ballot board members must compare the signatures on the absentee ballot application and on the return signature envelope to determine whether the ballots were returned by the same person to whom they were transmitted. Use of, or lack of, full names, nicknames, abbreviations, or initials within either signature are not a reason for rejection. A signature is considered the voter's even if a voter uses a signature mark on either or both documents, or if a voter has another individual or different individuals sign the voter's name in their presence on either or both the application and the return envelope in accordance with *Minnesota Statutes*, section 645.44, subdivision 14.

### Subp. 4. **Voter's registration status.**

A. Ballot board members must determine the voter is registered under the name and at the address on the return signature envelope by using the statewide voter registration system, or a master list or polling place roster produced from the statewide voter registration system. A voter who is not registered, whose registration is inactive, or whose registration is challenged, must include a properly completed voter registration application within the absentee return envelope pursuant to *Minnesota Statutes*, section 203B.04, subdivision 4, or the ballot must be rejected. If the voter was sent nonregistered absentee materials and the voter is not registered to vote and a voter registration application is not found in the return envelope, the ballot board members shall open the signature and ballot envelope and, without examining or removing the ballot, remove any voter registration application from the signature and ballot envelope. The ballot board members must immediately reseal the ballot envelope with the ballot enclosed, initialing across the seal and noting on the ballot envelope the purpose for which it was opened.

B. A voter registration application returned separately from an absentee return envelope after the voter registration deadline in *Minnesota Statutes*, section 201.061, subdivision 1, is a late registration and may not be used as a registration for the current election pursuant to *Minnesota Statutes*, section 201.054, subdivision 1, clause (3).

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

## 8210.2500 MAIL PICKUP.

Each municipal clerk shall communicate with the United States postal service facility serving the municipality with regard to the handling of absentee ballot return envelopes received by the post office on election day ~~after the last regular mail delivery has commenced~~. The municipal clerk shall take all reasonable steps to ensure that all return envelopes received by the post office before 4 p.m. on election day are delivered before the closing of the polls to the ballot board. Absentee ballots returned by mail delivery and received after election day shall be marked as received late by the county auditor or municipal clerk, and must not be delivered to the ballot board.

## 8210.3000 MAIL BALLOTING.

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

Subp. 4. **Mailing ballots.** The county auditor, municipal clerk, or school district clerk shall mail ballots to the voters registered in the

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municipality or unorganized territory. A ballot mailing must be sent to each registered voter no earlier than 46 or later than 14 days prior to the election if mail balloting in the voter's precinct is proceeding pursuant to *Minnesota Statutes*, section 204B.45. No later than 14 days before the election, the auditor must make a subsequent mailing of ballots to those voters who register to vote after the initial mailing but before the 20th day before the election.

A ballot mailing must be sent no earlier than 46 or later than 14 days prior to the election if a mail election is being conducted in the jurisdiction pursuant to *Minnesota Statutes*, section 204B.46. No later than 14 days before the election, the auditor or clerk must make a subsequent mailing of ballots to those voters who register to vote after the initial mailing but before the 20th day before the election.

No ballot may be mailed to a challenged voter. A notice must be transmitted to challenged voters with an explanation of the challenge and with instructions on how they may apply for an absentee ballot if they believe their registration was challenged in error.

The mail balloting process for voters whose registrations are incomplete under *Minnesota Statutes*, section 201.061, subdivision 1a, or 201.121, must be administered as if the voter were not registered to vote. A notice must be transmitted to voters with incomplete registrations with instructions on how they may apply for an absentee ballot.

Ballots must be sent by nonforwardable mail. Ballots for eligible voters who reside in health care facilities may be delivered as provided in *Minnesota Statutes*, section 203B.11. The ballot mailing must be addressed to the voter at the voter's residence address as shown on the registration file unless the voter completes an absentee ballot request as provided in *Minnesota Statutes*, section 203B.04 or 203B.16.

A return envelope, a ballot secrecy envelope, and instructions for marking and returning mail ballots must be included with the ballots. The instructions must include a telephone number or electronic mail address which voters can call or write for help in mail voting. The instructions must also include a privacy notice that complies with *Minnesota Statutes*, section 13.04. At the request of the secretary of state, a survey card that the voter can return to the secretary of state must also be included. The ballot return envelope must be printed with the mail voter's certificate. The ballot return envelope must be addressed for return to the county auditor, municipal clerk, or school district clerk that is conducting the election. First class postage must be affixed to the return envelope.

### Subp. 4a. **Form of instructions to mail voters.**

#### **Instructions**

#### **How to vote by mail ballot**

#### **You will need:**

- Ballot\*
  - Tan ballot envelope\*
  - White signature envelope\*
  - Pen with black ink
  - Witness  
Anyone registered to vote in Minnesota,  
*including your spouse or relative,*  
*or a notary public,*  
*or a person with the authority to administer oaths*
- \* If any of these items are missing, please contact your local election official.

#### **1 Vote!**

- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. If you do, your votes for that office will not count.  
*See the other side if you make a mistake on your ballot.*

#### **2 Seal your ballot in the tan ballot envelope**

- Do not write on this envelope.

#### **3 Put the tan ballot envelope into the white signature envelope**

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## **4 Fill out the white signature envelope completely**

- If there is no label, print your name and Minnesota address.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a P. O. Box), and sign their name.  
*If your witness is an official or notary, they must print their title instead of an address.*  
*Notaries must also affix their stamp.*
- Seal the envelope.

## **5 Return your ballot by Election Day to the address on the signature envelope**

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person by 8:00 p.m. on Election Day, or
- Ask someone to deliver it by 8:00 p.m. on Election Day.  
*This person cannot deliver more than 3 ballots.*

If you have questions, please call (...) ...-.... .

## **See other side for special instructions if you have a disability**

### **Correcting a mistake**

- If time allows, ask for a new ballot from your election office. ~~Their contact information can be found in the return address section of the envelope in which you received these materials~~ Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).

### **If you have a disability:**

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you. When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have your witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

*Minnesota Statutes, section 645.44, subdivision 14*

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence as outlined above.

[For text of subps 4b to 13, see M.R.]

## **8230.1130 EXAMINING AND PROCESSING ABSENTEE BALLOTS.**

The election judges shall examine the absentee ballots as they are removed from the secrecy envelopes. Ballots requiring duplication ~~in a precinct using a central count voting system~~ must be duplicated as provided in part 8230.3850. ~~Ballots requiring duplication in a precinct using a precinct count voting system must be duplicated as provided in part 8230.4360.~~

## **8230.3560 USE OF PRECINCT COUNT VOTING SYSTEMS AT CENTRAL COUNTING CENTERS.**

A. Central count voting systems must be used in central counting centers. One precinct count voting system and one memory unit may be used at a central counting center ~~to count ballots for up to ten precincts with a combined total of fewer than 2,500 registered voters as of June 1 of that election year. A separate summary statement must be produced for each precinct being counted by the precinct count voting system.~~

B. Results must be produced for each precinct by either (1) printing a separate summary statement for each precinct, or (2) producing segregated results for each precinct that can be identified and attached individually as part of a complete summary statement for each precinct.

## 8230.3950 SUMMARY STATEMENTS.

The election official in charge of the central counting center must prepare ~~two~~ one or more summary statements. The summary statement must state the name of the county; the name of the municipality, school district, or special district; precinct name and code; offices; names of candidates; number of persons registered at 7:00 a.m. on election day; number of ballots counted; vote totals; and any other data required by the secretary of state. Authorized personnel in the central counting center shall enter this data into the election reporting system established by the secretary of state for the purpose of state reporting of election results. The summary statement may be a computer printout as well as any forms designated by the secretary of state.

## 8230.4050 DISTRIBUTION OF SUMMARY STATEMENTS.

The summary statements referred to in part 8230.3950 must be certified to the official conducting the election. The official conducting the election shall prepare one summary statement for each jurisdiction canvassing the results of the election. ~~For state elections, the county auditor shall forward a summary statement to the secretary of state together with one copy of the county canvassing board report.~~ The official conducting the election may authorize the printing of copies of the summary statement for public information purposes. The official conducting the election shall prepare copies of any additional forms required by the secretary of state.

## 8230.4365 PRECINCT COUNT VOTING SYSTEM EQUIPMENT AND PROCEDURES.

Subpart 1. **Number of ballot counters and memory units.**

A. At least one precinct count voting system and at least one memory unit must be used in each precinct. One precinct count voting system and one memory unit may be used to count ballots for up to four precincts that are in the same county and that have a combined total of fewer than 2,500 registered voters as of June 1 of that election year. A separate summary statement must be produced for each precinct being counted by the precinct count voting system and the voted ballots must be separated and sealed by precinct for combined precincts.

B. Results must be produced for each precinct by either (1) printing a separate summary statement for each precinct, or (2) producing segregated results for each precinct that can be identified and attached individually as part of a complete summary statement for each precinct. The voted ballots must be separated and sealed by precinct.

[For text of subps 2 to 6, see M.R.]

## 8230.4380 SUMMARY STATEMENT.

One unbroken tape that includes the zero report at the opening of the polls, messages printed during the hours of voting, and the first printout of results must be certified to the official conducting the election. In the event of equipment or power failure, the election judges and any technicians working on the equipment shall make entries on the tape of initials and time of occurrence to indicate the points at which the equipment failed and was returned to service. If the tape has been broken, the election judges shall seal the parts together and sign over the seal so that it cannot be broken without disturbing the continuity of the signatures. The election judges shall prepare the number of summary statements directed by the official conducting the election. ~~For state elections, the county auditor shall forward a summary statement to the secretary of state together with one copy of the county canvassing board report.~~ The official conducting the election may authorize the printing of copies of the summary statement for public information purposes. The official conducting the election shall prepare copies of any additional forms required by the secretary of state.

## 8250.0375 FORM OF JUDICIAL BALLOT.

Subpart 1. **General form.** The judicial ballot must only be used when it is not possible to place all offices on a single ballot for the state general election as provided in *Minnesota Statutes*, section 204D.11, subdivision 6. The ballot for judicial nonpartisan offices must be prepared in the same manner as the state general election ballot, except the ballot heading provided in part 8250.1810, subpart 3, must instead use the words ~~“JUDICIAL NONPARTISAN GENERAL ELECTION BALLOT.”~~ “Judicial Nonpartisan General Election Ballot.”

Subp. 2. [Repealed, 38 SR 1368]

## 8250.0385 FORM OF TOWN ELECTION BALLOT.

Subpart 1. **General form.** A town election ballot must be prepared in the same manner as the state general election ballot as provided in part 8250.1810, except towns conducting an election under the limited exemption under *Minnesota Statutes*, section 206.57, subdivision 5a, may prepare ballots as provided in this part.

Subp. 1a. **Ballot heading.** The words ~~“TOWN ELECTION BALLOT”~~ “Town Election Ballot” must be printed at the top of the ballot



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in upper case letters.

Subp. 2. **Ballot order.** Town offices and questions must be listed in the following order and must be identified as follows in upper case letters:

~~TOWN SUPERVISOR~~ Town Supervisor

~~TOWN CLERK~~ Town Clerk

~~TOWN TREASURER~~ Town Treasurer

~~TOWN QUESTION~~ Town Question

The name and/or number of the district that the person elected will represent must be printed in upper case letters or numbers directly under the title of the office.

If two of the offices listed in this subpart have been combined into one office, the combined office must take the place of the first office listed in this subpart. The title of a vacant township office being filled at an annual town election may be followed by the number of years remaining in the term. Town offices not listed in this subpart must follow the last office listed above and must be listed in the order determined by the town clerk.

Subp. 3. **Names of candidates.** The full name of each candidate shall be printed in upper case letters and at right angles to the length of the town election ballot. Below the name of the last candidate for each office shall be placed as many blank lines as there are offices of that kind to be filled, and on the blank lines the voter may write the names of persons not printed on the ballot for whom the voter desires to vote. When no person has filed for an office to be filled, the title and identification of the office shall be printed on the town election ballot with as many blank lines below as there are offices to be filled; the voter's choice may be written in the blanks. On the left side of the ballot and on a line with the names of candidates and the blank lines, there shall be placed squares or similar target shapes, and each square to or similar target shape must be of the same size, in which the voter may designate the choice by a mark (X). The name of a candidate may not appear on a ballot in any way which gives the candidate an advantage over an opponent except as provided by law.

Subp. 4. **Town questions.** The following words must be printed directly under the ballot heading, municipality name, election type, and election date. "To vote for a question, put an (X) in the square next to the word ~~"YES"~~ "Yes" on that question. To vote against a question, put an (X) in the square next to the word ~~"NO"~~ "No" on that question." When a target shape other than a square is used on the ballot, then the word "square" must be replaced with the applicable target shape word. When more than one town question is on the ballot, each town ballot question must be designated by a number and must be preceded by the words ~~"TOWN QUESTION"~~ in upper case letters "Town Question" and the number assigned to the question. The town clerk or town governing body shall provide a title for each town question printed on the town election ballot. The title must not contain more than ten words. The municipality's attorney shall review the title to determine whether it accurately describes the question asked. The title must not be used on the ballot until it has been approved by the municipality's attorney. The title ~~must be printed in upper case letters and~~ must be printed above the question to which it refers. The body of the question must be printed in upper and lower case letters.

Subp. 5. **Back of ballot.** On the back of the town election ballot shall be printed the words ~~"OFFICIAL BALLOT,"~~ "Official Ballot," the date of the election, and lines for the initials of two judges. The printing shall be placed as to be visible when the ballot is properly folded for deposit.

Subp. 6. **Type styles and sizes.** The words "Put an (X) in the square opposite the name of each candidate you wish to vote for" must be printed in upper and lower case in as large as practicable but no smaller than 8-point bold type. When a target shape other than a square is used on the ballot, then the word "square" must be replaced with the applicable target shape word.

The words ~~"TOWN ELECTION BALLOT"~~ "Town Election Ballot" must be printed in upper case in as large as practicable but not smaller than 18-point type.

The office and its identification must be printed in upper case in as large as practicable but no smaller than 10-point bold type.

The words ~~"VOTE FOR ONE"~~ "Vote For One" must be printed in upper case in as large as practicable but no smaller than 8-point bold type.

The names of the candidates must be printed in upper case in as large as practicable but no smaller than 8-point bold type.

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The words ~~“OFFICIAL BALLOT”~~ “Official Ballot” on the back of the ballot must be printed ~~in upper case in as large as practicable but no smaller than 18-point bold type~~, the date in upper case in as large as practicable but no smaller than 8-point type, and the word “Judge” in upper and lower case in as large as practicable but no smaller than 10-point type.

[For text of subp 7, see M.R.]

## 8250.0700 NUMBER OF CANDIDATES.

Directly underneath the title and identification of each office shall be printed ~~in uppercase letters~~ the words ~~“VOTE FOR ONE”~~ “Vote For One” or more, according to the number to be elected.

## 8250.1600 APPLICABILITY.

~~Parts 8250.1600 to 8250.1800 apply~~ Part 8250.1810 applies to electronic voting systems, as defined in *Minnesota Statutes*, section 206.56, subdivision 8.

## 8250.1810 FORMAT OF BALLOTS FOR OPTICAL SCAN SYSTEMS.

Subpart 1. **Ballot form.** The optical scan ballot shall be prepared in a sufficient number to enable the clerks to comply with *Minnesota Statutes*, section 204B.29. The ballot shall be prepared and printed as soon as practicable, but in no event less than 46 days before an election unless otherwise specified in statute. Ballots for distribution in the polling place must be shrink-wrapped in quantities of 25, 50, or 100.

The ballot shall be printed with black ink on white paper. The ballot shall be printed so as to be easily legible ~~and in mixed upper and lower case~~, with suitable lines for divisions between candidates, offices, instructions, and other matter proper to be printed on the ballot.

Each ballot must have printed on it both the name of the precinct and an electronically readable precinct identifier or ballot style indicator. A ballot style used in more than one precinct may have the names of all precincts in which it is used printed on the ballot. If multiple ballots styles are to be used in the same precinct for precincts split by school districts, each ballot style must include the precinct name and applicable school district number. Only the electronically readable precinct identifier or ballot style indicator is required on a presidential only or federal only absentee ballot.

Subp. 2. **Primary ballot form.** Items A to ~~F~~ E apply to primary ballots.

A. On the partisan primary ballot, the names of the political parties that head the political party columns must be printed ~~in uppercase~~ in as large as practicable but no smaller than 14-point bold ~~face~~ type and must be shaded with a screen of ~~30 at least ten~~ percent. When a party does not have candidates within a given precinct, the party headings are to remain on top of each column, regardless of whether the party has a contest on the given ballot.

B. If a partisan primary ballot also includes a nonpartisan primary section, the ~~heading of ballot must contain a demarcation indicating the beginning of~~ the nonpartisan section of the ballot ~~must be printed white on black~~.

C. Pursuant to *Minnesota Statutes*, section 206.90, subdivision 6, the instructions in *Minnesota Statutes*, section 204D.08, do not apply to optical scan partisan primary ballots.

~~D. If a partisan primary ballot also includes a nonpartisan primary section on the same side of the ballot, a bold line must divide the partisan section of the ballot from the nonpartisan section of the ballot.~~

~~E. D.~~ If a partisan primary ballot has political party columns on both sides of the ballot, the instruction in subpart 13 for two-sided ballots must not be used on the ballot.

~~F. E.~~ If a primary ballot or special primary ballot contains only a partisan primary, the instructions to the voter must include a statement that reads substantially as follows: “This is a partisan primary ballot. You are permitted to vote for candidates of one political party only.” If a partisan primary ballot contains both a partisan ballot and a nonpartisan ballot, the instructions to voters must include a statement that reads substantially as follows: ~~“THIS BALLOT CARD CONTAINS A PARTISAN BALLOT AND A NONPARTISAN BALLOT. ON THE PARTISAN BALLOT YOU ARE PERMITTED TO VOTE FOR CANDIDATES OF ONE POLITICAL PARTY ONLY.”~~ “This ballot card contains a partisan ballot and a nonpartisan ballot. On the partisan ballot you are permitted to vote for candidates of one political party only.” If a primary ballot contains political party columns on both sides of the ballot, the instructions to voters must include a statement that reads substantially as follows: ~~“ADDITIONAL POLITICAL PARTIES ARE PRINTED ON THE OTHER~~

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~~SIDE OF THIS BALLOT. VOTE FOR ONE POLITICAL PARTY ONLY.~~ “Additional political parties are printed on the other side of this ballot. Vote for one political party only.” At the bottom of each political party column on the primary ballot, the ballot must contain a statement that reads substantially as follows: ~~“CONTINUE VOTING ON THE NONPARTISAN BALLOT.”~~ “Continue voting on the nonpartisan ballot.” These statements must be printed ~~in uppercase~~ in as large as practicable but no smaller than 10-point type.

F. The names of candidates for nomination of the major political party that received the smallest average vote at the last state general election must be placed in the first column on the left side of the ballot. The names of candidates for nomination of the major political party that received the next smallest average vote at the last state general election must be placed in the second column and so on. The average vote shall be computed in the manner provided in *Minnesota Statutes*, section 204D.13, subdivision 2. If there are only two major political parties to be listed, one party must occupy the left hand column, the other party must occupy the right hand column, and the center column must contain the following statement: “Do not vote for candidates of more than one party.”

Subp. 3. **Ballot heading.** At the top of a ballot containing both partisan and nonpartisan offices, the applicable words ~~“STATE GENERAL ELECTION BALLOT”~~ “State General Election Ballot” or ~~“STATE PARTISAN PRIMARY BALLOT”~~ “State Partisan Primary Ballot” and ~~“STATE AND COUNTY NONPARTISAN PRIMARY BALLOT”~~ “State and County Nonpartisan Primary Ballot” shall be printed. At the top of a special election ballot for state office containing only a vacancy for a partisan office, the words “Special Election Ballot” shall be printed. At the top of a primary ballot containing only partisan offices, the words ~~“STATE PRIMARY BALLOT”~~ “State Primary Ballot” shall be printed. At the top of a special primary ballot for state office containing only a vacancy for a partisan office, the words “Special Primary Ballot” shall be printed. At the top of a ballot containing only nonpartisan offices, the words ~~“GENERAL ELECTION BALLOT”~~ “General Election Ballot” or ~~“PRIMARY ELECTION BALLOT”~~ “Primary Election Ballot” shall be printed, except for first-class cities which may use an optional heading. At the top of a ballot containing questions only, the words ~~“SPECIAL ELECTION BALLOT”~~ “Special Election Ballot” shall be printed.

When a county, municipal, school district, or hospital district election is held other than in conjunction with a federal or state office, the applicable words ~~“COUNTY ELECTION BALLOT,” “CITY ELECTION BALLOT,” “TOWN ELECTION BALLOT,” “SCHOOL DISTRICT BALLOT,”~~ “County Election Ballot,” “City Election Ballot,” “Town Election Ballot,” “School District Ballot,” or ~~“HOSPITAL DISTRICT BALLOT”~~ “Hospital District Ballot” shall be printed.

The name of the jurisdiction preparing the ballot may be added within the heading in no smaller than 8-point type. The date of the election must be printed within the heading in no smaller than 8-point type.

The ballot heading must be printed ~~in uppercase in as large as practicable but~~ no smaller than ~~18-~~ 10-point type.

On the front of the ballot the words ~~“OFFICIAL BALLOT”~~ “Official Ballot” must be printed ~~in uppercase~~ in as large as practicable but no smaller than ~~10-~~ 8-point bold type and the word “Judge” ~~in upper and lowercase~~ in as large as practicable but no smaller than ~~10-~~ 8-point type with lines for initials of at least two election judges.

Subp. 4. **Instructions to voters.** Under the heading at the top of each side of the ballot, the words ~~“INSTRUCTIONS TO VOTERS:”~~ “Instructions to Voters:” must be printed in ~~uppercase~~ bold and in as large as practicable but no smaller than 12-point bold type. The words “To vote, completely fill in the oval(s) next to your choice(s) like this: (R).” or a similar wording or mark if a different target shape is used by the electronic voting equipment must follow and be printed ~~in upper and lowercase~~ in as large as practicable but no smaller than 8-point bold ~~face~~ type. The county may include an image demonstrating the instruction if approved by the secretary of state.

Immediately under each office title and district identified, one of the following instructions must be printed in ~~uppercase and bold face~~ type in as large as practicable but no smaller than 8-point type:

~~VOTE FOR ONE TEAM~~ Vote for One Team

~~VOTE FOR ONE~~ Vote for One

~~VOTE FOR UP TO~~ Vote for Up to ..... followed by the number of candidates to be elected.

Subp. 5. **Order and form of office types.** When more than one of the following types of offices is on the ballot, the offices must appear on the ballot in the following order and must be identified as follows ~~in uppercase in as large as practicable but no smaller than 14-point bold face type:~~

~~FEDERAL OFFICES~~ Federal Offices

~~STATE OFFICES~~ State Offices

~~CONSTITUTIONAL AMENDMENTS~~ Constitutional Amendments  
~~COUNTY OFFICES~~ County Offices  
~~COUNTY QUESTIONS~~ County Questions  
~~CITY OFFICES~~ City Offices  
~~CITY QUESTIONS~~ City Questions  
~~TOWN OFFICES~~ Town Offices  
~~TOWN QUESTIONS~~ Town Questions  
~~SCHOOL DISTRICT OFFICES~~ School District Offices  
~~SCHOOL DISTRICT QUESTIONS~~ School District Questions  
~~SPECIAL DISTRICT OFFICES~~ Special District Offices  
~~SPECIAL DISTRICT QUESTIONS~~ Special District Questions  
~~JUDICIAL OFFICES~~ Judicial Offices

The name or the number of the appropriate municipality, school district, or special district may be added directly under the office types listed in this subpart.

Subp. 6. **Order and form of offices.** The offices must appear on the ballot in the following order and must be identified as follows ~~in uppercase letters and printed in uppercase~~ in as large as practicable but no smaller than 10-point bold face type. The office titles must either be shaded with a screen of ~~at least ten percent or less, or printed white on black~~:

~~"PRESIDENT AND VICE-PRESIDENT"~~ President and Vice-President  
~~"UNITED STATES SENATOR"~~ United States Senator  
~~"UNITED STATES REPRESENTATIVE"~~ United States Representative  
~~"STATE SENATOR"~~ State Senator  
~~"STATE REPRESENTATIVE"~~ State Representative  
~~"GOVERNOR AND LIEUTENANT GOVERNOR"~~ Governor and Lieutenant Governor  
~~"SECRETARY OF STATE"~~ Secretary of State  
~~"STATE AUDITOR"~~ State Auditor  
~~"ATTORNEY GENERAL"~~ Attorney General  
~~"COUNTY COMMISSIONER"~~ County Commissioner  
~~"COUNTY AUDITOR"~~ County Auditor  
~~"COUNTY TREASURER"~~ County Treasurer  
~~"COUNTY AUDITOR-TREASURER"~~ County Auditor-Treasurer  
~~"COUNTY RECORDER"~~ County Recorder  
~~"COUNTY SHERIFF"~~ County Sheriff  
~~"COUNTY ATTORNEY"~~ County Attorney  
~~"COUNTY SURVEYOR"~~ County Surveyor  
~~"COUNTY CORONER"~~ County Coroner  
~~"COUNTY PARK COMMISSIONER"~~ County Park Commissioner  
~~"SOIL AND WATER CONSERVATION DISTRICT SUPERVISOR"~~ or ~~"CONSERVATION DISTRICT SUPERVISOR"~~ where  
allowed by statute Soil and Water Conservation District Supervisor  
Conservation District Supervisor  
~~"COUNTY QUESTIONS"~~ County Questions  
~~"MAYOR"~~ Mayor  
~~"COUNCIL MEMBER"~~ Council Member  
~~"CITY CLERK"~~ City Clerk  
~~"CITY TREASURER"~~ City Treasurer  
~~"CITY QUESTIONS"~~ City Questions  
~~"TOWN SUPERVISOR"~~ Town Supervisor  
~~"TOWN CLERK"~~ Town Clerk  
~~"TOWN TREASURER"~~ Town Treasurer  
~~"TOWN QUESTIONS"~~ Town Questions  
~~"SCHOOL BOARD MEMBER"~~ School Board Member  
~~"SCHOOL DISTRICT QUESTIONS"~~ School District Questions  
~~"HOSPITAL DISTRICT BOARD MEMBER"~~ Hospital District Board Member

# Proposed Rules

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## ~~“HOSPITAL DISTRICT QUESTIONS”~~ Hospital District Questions

Judicial offices must follow special district offices and appear in the following order:

~~CHIEF JUSTICE – SUPREME COURT~~ Chief Justice - Supreme Court

~~ASSOCIATE JUSTICE – SUPREME COURT~~ Associate Justice - Supreme Court

~~JUDGE – COURT OF APPEALS~~ Judge - Court of Appeals

~~JUDGE – DISTRICT COURT~~ Judge - District Court

“United States” may be abbreviated as “U.S.” Directly underneath the titles of the offices of United States representative and state senator and representative must be printed ~~in uppercase letters and numbers~~ the district numbers (for example: ~~“DISTRICT District 6”~~) that the person elected will represent. A single vote must be cast for president and vice-president and for governor and lieutenant governor.

If on the same ballot with other offices of the same type, offices elected at large must include ~~“AT LARGE”~~ “At Large” following the office identification and must be listed before other offices of the same type elected by district.

Where nonjudicial offices are designated by number, those offices must be listed in numerical order and must be printed ~~in uppercase letters or numbers~~ directly under the title of the office. Where judicial offices are designated by number, the seats must be listed in numerical order, except that for judicial offices for a specific court for which there is only one candidate filed must appear after all other judicial offices for that same court.

If an office is not to be filled at a general election, the office must not appear on the ballot. If two of the offices have been combined into one office, the combined office must take the place of the first office listed in this subpart.

Any county offices not listed must follow the office of soil and water conservation district supervisor on the ballot and must be listed in the order determined by the county auditor.

**Subp. 7. Order and form of candidate names.** The name of each candidate as filed on the affidavit of candidacy shall be printed at right angles to the length of the ballot. On state primary ballots for nomination to a partisan or nonpartisan office, and on state general election ballots and judicial nonpartisan general election ballots, the names of each candidate shall be rotated with the names of the other candidates pursuant to part 8220.0825. If the number of candidates for an office is equal to or less than the number to be elected, no rotation of candidate names is required and the official preparing the ballot shall determine the position of the candidates by lot. The candidate names must be printed ~~in uppercase~~ in as large as practicable but no smaller than 10-point type. The name of the candidate must be aligned as close to the vote target as possible. Below the name of each candidate for a partisan office must appear in the designation in not more than three words of the party or principle the candidate represents. Words used in the name of a major political party as defined in *Minnesota Statutes*, section 200.02, subdivision 7, may not be used to identify the party of a candidate of any other party. This prohibition does not apply to the word “independent,” if it is used in the name of a major political party. The word “nonpartisan” may not be used in the designation of any candidate for a partisan office. The party or principle designation, if applicable, must be printed under the candidate name ~~in upper and lower case letters~~ in as large as practicable but no smaller than 8-point type.

**Subp. 8. Order and form of write-in candidate lines.** On general election ballots, below the name of the last candidate for each office shall be placed as many blank lines as there are offices of that kind to be filled, and on the blank lines the voter may write the name of persons not printed on the ballot for whom the voter desires to vote. When no person has filed for an office to be filled, the title and identification of the office shall be printed on the ballot with as many blank lines below as there are offices to be filled. Above or below each write-in line the words “write-in, if any” must appear ~~in lowercase~~ in as large as practicable but no smaller than 6-point type and must be aligned next to the vote target.

[For text of subp 9, see M.R.]

**Subp. 10. Order and form of ballot questions.** Ballot questions must be printed after offices of the same jurisdiction. Directly after the office type required in subpart 2, the following words must be printed in upper and lower case and no smaller than 8-point type: “To vote for a question, fill in the oval next to the word ‘YES’ ‘Yes’ on that question. To vote against a question, fill in the oval next to the word ‘NO’ ‘No’ on that question.” or ~~“To vote for a question, complete the arrow next to the word ‘YES’ on that question. To vote against a question, complete the arrow next to the word ‘NO’ on that question.”~~ must be printed in upper and lower case and no smaller than 8-point type; if a target shape other than an oval is used on the ballot, then the word “oval” must be replaced with the applicable target shape word. When more than one question is on the ballot for a given jurisdiction, each ballot question must be designated by a number and must be



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## Proposed Rules

preceded by the words “~~COUNTY QUESTION,~~” “~~CITY QUESTION,~~” “~~TOWN QUESTION,~~” “~~SCHOOL DISTRICT QUESTION,~~” “~~HOSPITAL DISTRICT QUESTION,~~” “County Question,” “City Question,” “Town Question,” “School District Question,” “Hospital District Question,” and the number assigned to the question in ~~uppercase letters~~ in as large as practicable but no smaller than 10-point bold ~~face~~ type. The name and/or number of the jurisdiction that the question will represent may be printed directly under the heading of the question. The question heading and numbers (where applicable) must be shaded with a screen of ~~at least ten percent or less or printed white on black.~~ A clerk, county auditor, or appropriate governing body shall provide a title for each question printed on the ballot. The title must not contain more than ten words and must not be used on the ballot until it has been approved by the jurisdiction’s legal counsel. The title must be printed in ~~uppercase and bold face type~~ in as large as practicable but no smaller than 10-point type and must be printed in the same section as the body of the question to which it refers. The body of the question must be printed in ~~upper and lowercase letters~~ in as large as practicable but no smaller than ~~8- 10-point~~ type. The words “YES” “Yes” and “NO” “No” must be aligned as close as possible to the vote targets and must be printed in ~~uppercase and bold face type~~ in as large as practicable but no smaller than 10-point type.

Subp. 11. **Instructions, order and form of constitutional amendments.** For a ballot containing a constitutional amendment, the following statement shall be printed beneath the heading “~~CONSTITUTIONAL AMENDMENT~~” in ~~upper and lowercase and “Constitutional Amendment”~~ no smaller than 8-point type: “Failure to vote on a constitutional amendment will have the same effect as voting no on the amendment.” A bold dividing line running the width of the ballot column shall be immediately below the statement. The words “To vote for a proposed constitutional amendment, fill in the oval next to the word ‘YES’ ‘Yes’ on that question. To vote against a proposed constitutional amendment, fill in the oval next to the word ‘NO’ ‘No’ on that question.” or “~~To vote for a proposed constitutional amendment, complete the arrow next to the word ‘YES’ on that question. To vote against a proposed constitutional amendment, complete the arrow next to the word ‘NO’ on that question.~~” must follow and be printed in upper and lower case and no smaller than 8-point type. If a target shape other than an oval is used on the ballot, then the word “oval” must be replaced with the applicable target shape word. If more than one constitutional amendment is on the ballot, each constitutional amendment must be designated by a number and must be preceded by the word “~~AMENDMENT~~” “~~Amendment~~” and the number assigned to the amendment and the title required by *Minnesota Statutes*, section 204D.15, subdivision 1, must be printed in ~~uppercase letters~~ in as large as practicable but no smaller than 10-point bold ~~face~~ type and must be shaded with a screen of ~~at least ten percent.~~ The body of the question must be printed ~~upper and lowercase letters~~ in as large as practicable but no smaller than ~~8- 10-point~~ type. The words “YES” “Yes” and “NO” “No” must be aligned as close as possible to the vote targets and must be printed in ~~uppercase and bold face type~~ in as large as practicable but no smaller than 10-point type.

[For text of subp 12, see M.R.]

Subp. 13. **Two-sided ballots.** On two-sided ballots, the words “~~VOTE FRONT AND BACK OF BALLOT~~” “Vote front and back of ballot” must be printed in ~~uppercase no smaller than~~ 10-point bold type at the bottom of both sides of the ballot.

[For text of subps 14 to 18, see M.R.]

**REPEALER.** *Minnesota Rules*, parts 8200.0800; 8210.0600, subpart 2; 8210.0730, subparts 1, 3, and 4; 8230.4360; 8255.0020; and 8255.0025, are repealed.

# Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* Sections 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only. The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

**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 Department of Natural Resources (DNR) Adopted Exempt Permanent Game and Fish Rules: Spearing and Northern Pike Restrictions

### 6262.0575 WATERS WITH RESTRICTIONS ON TAKING FISH.

[For text of subps 1 to 8, see M.R.]

Subp. 9. **Largemouth bass and northern pike catch and release and spearing ban regulations.** While on or fishing in the following waters, angling for largemouth bass and northern pike is limited to catch and release only, whereby any largemouth bass and northern pike caught must be immediately returned to the water. Catch and release angling for largemouth bass and northern pike is legal during the open season for these species in inland waters. It is unlawful for anyone to have in possession, regardless of where taken, any largemouth bass or northern pike while on or fishing in these waters. ~~Spearing is prohibited from December 1 to the last Sunday in February.~~

Name	Location	County
Stieger	T.116, R.24, S.11,12,13,14	Carver

[For text of subps 10 to 14, see M.R.]

### 6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.

[For text of subps 1 to 69, see M.R.]

Subp. 70. **Big Lake northern pike size restrictions and spearing restriction.** While a person is on or fishing in the following waters, all northern pike in possession must be less than 24 inches in length or greater than 36 inches in length. All northern pike that are 24 to 36 inches in length, inclusive, must be immediately returned to the water. Possession and daily limit may not include more than one northern pike over 36 inches in length. ~~While on the following waters, a person may not take fish by spearing and may not possess a spear.~~

Name	Location	County
Big Lake	T.146,147, R.31, S.3-6,31,32	Beltrami

Subp. 71. **East and West Rush Lakes northern pike size restrictions and spearing restriction.** While a person is on or fishing in the following waters, all northern pike in possession must be less than ~~24~~ 26 inches in length or greater than ~~36~~ 40 inches in length. All northern pike that are ~~24~~ 26 to ~~36~~ 40 inches in length, inclusive, must be immediately returned to the water. Possession and daily limit may

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## Exempt Rules

not include more than one northern pike over 36 40 inches in length. ~~While on the following waters, a person may not take fish by spearing and may not possess a spear.~~

Name	Location	County
A. East Rush	T.37, R.21,22, S.Various	Chisago
B. West Rush	T.37, R.21,22, S.Various	Chisago

Subp. 72. **Wabedo Lake northern pike size restrictions and spearing restriction.** While a person is on or fishing in the following waters, all northern pike in possession must be less than 24 inches in length or greater than 36 inches in length. All northern pike that are 24 to 36 inches in length, inclusive, must be immediately returned to the water. Possession and daily limit may not include more than one northern pike over 36 inches in length. ~~While on the following waters, a person may not take fish by spearing and may not possess a spear.~~

Name	Location	County
Wabedo	T.140, R.28, S.Various	Cass

[For text of subps 73 to 124, see M.R.]

## Get the *Earliest Delivery* of the State Register And Start with a Jump on Bid Preparation

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# Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Minnesota Comprehensive Health Association (MCHA) Notice of Meeting of the Board of Directors Tuesday 19 January 2016

The Minnesota Comprehensive Health Association Board of Directors meeting will be held on Tuesday 19 January 2016 at 3:30 pm. The meeting will be held at Health Partners in Bloomington, MN. Please call (952) 593-9609.

## Minnesota Department of Health (MDH) Health Promotion and Chronic Disease Division Minnesota Cancer Surveillance System (MCSS) Public Notice of Reportable Data Items to MCSS

**NOTICE IS HEREBY GIVEN** to cancer registries, medical laboratories, hospitals, medical clinics, physicians and dentists of the list of data items to be reported to MCSS.

*Minnesota Statutes* 144.672 subd. 1 gives the Commissioner of Health authority to collect cancer incidence information, analyze the information, and conduct special studies designed to determine the potential public health significance of an increase in cancer incidence.

### MCSS Required Data Items NAACCR Record Layout Version 16 (in layout order)

R = required  
R\* = if available

RH = required to be reported for historic  
records within date range given  
RH\* = if available

RS = Required, Site Specific  
RS\* = if available

*Unless otherwise noted, staging and treatments data items are required on all cancers diagnosed in or after 1995.*

MCSS	NAACCR ITEM #	NAACCR ITEM NAME	NOTE
R	10	Record type	
R	50	NAACCR record version	
R	20	Patient ID number	
R*	21	Patient system ID-hosp	
R	70	Addr at dx—city	
R	80	Addr at dx—state	
R	100	Addr at dx—postal code	
R	90	County at dx	
R	160	Race 1	
R	161	Race 2	
R	162	Race 3	
R	163	Race 4	
R	164	Race 5	

R	170	Race coding sys—current	
R	180	Race coding sys—original	
R	190	Spanish/Hispanic origin	
R	220	Sex	
R	230	Age at diagnosis	
R	240	Date of birth	
R	241	Date of birth flag	
R*	310	Text—usual occupation	
R*	320	Text—usual industry	
R	102	Addr at dx—country	
R*	1832	Addr current—country	
R	390	Date of diagnosis	
R	391	Date of diagnosis flag	
R	400	Primary site	
R	410	Laterality	
RH	420	Histology (92-00) ICD-O-2	dx 1992-2000
RH	430	Behavior (92-00) ICD-O-2	dx 1992-2000
R	522	Histologic type ICD-O-3	
R	523	Behavior code ICD-O-3	
R	440	Grade	
RH*	441	Grade path value	dx 2010-2013
RH*	449	Grade path system	dx 2010-2013
R	450	Site coding sys—current	
R	460	Site coding sys—original	
R	470	Morph coding sys—current	
R	480	Morph coding sys—orig	
R	490	Diagnostic confirmation	
R	500	Type of reporting source	
RH	442	Ambiguous term dx	dx 2007-2012
RH	443	Date conclusive dx	dx 2007-2012
RH	448	Date conclusive dx flag	dx 2007-2012
RH	444	Mult tumor rpt as one Prim	dx 2007-2012
RH	445	Date of mult tumors	dx 2007-2012
RH	439	Date of mult tumors flag	dx 2007-2012
RH	446	Multiplicity counter	dx 2007-2012
R*	545	NPI—Reporting facility	dx 2007 & later
R	540	Reporting facility	
R*	550	Accession number—hosp	Rpt also in state spec fld - start col 2412, if no s/w spec pt ID # used
R	560	Sequence number—hosp	
R	570	Abstracted by	
R	580	Date of 1st contact	
R	581	Date of 1st contact flag	
R	610	Class of case	
R*	630	Primary payer at dx	dx 2006 & later
R	670	Rx hosp—surg prim site	
R	672	Rx hosp—scope reg LN surg	
R	674	Rx hosp—surg oth reg/dis	
RH*	676	Rx hosp—reg LN removed	dx 1998 - 2002
RH*	690	Rx hosp—radiation	dx 1998 - 2002
R	700	Rx hosp—chemo	
R	710	Rx hosp—hormone	
R	720	Rx hosp—BRM	
R	730	Rx hosp—other	

# Official Notices

RH	746	Rx hosp—surg site 98-02	dx 1998 - 2002
RH	747	Rx hosp-scope reg 98-02	dx 1998 - 2002
RH	748	Rx hosp—surg oth 98-02	dx 1998 - 2002
<b>R</b>	<b>1112</b>	<b>Mets at dx—bone</b>	<b>New item</b>
<b>R</b>	<b>1113</b>	<b>Mets at dx—brain</b>	<b>New item</b>
<b>R</b>	<b>1114</b>	<b>Mets at dx—distant LN</b>	<b>New item</b>
<b>R</b>	<b>1115</b>	<b>Mets at dx—liver</b>	<b>New item</b>
<b>R</b>	<b>1116</b>	<b>Mets at dx—lung</b>	<b>New item</b>
<b>R</b>	<b>1117</b>	<b>Mets at dx—other</b>	<b>New item</b>
<b>R</b>	<b>752</b>	<b>Tumor size clinical</b>	<b>New item</b>
<b>R</b>	<b>754</b>	<b>Tumor size pathologic</b>	<b>New item</b>
<b>R</b>	<b>756</b>	<b>Tumor size summary</b>	<b>New item</b>
R	759	SEER sum stage 2000	dx 2001 & later
RH	760	SEER sum stage 1977	dx 1995 - 2000
RH*	780	EOD—tumor size	dx 1995 - 2002
R	820	Regional nodes positive	
R	830	Regional nodes examined	
R	1060	TNM edition number	
R	880	TNM path T	
R	890	TNM path N	
R	900	TNM path M	
R	910	TNM path stage group	
R	920	TNM path descriptor	
R	940	TNM clin T	
R	950	TNM clin N	
R	960	TNM clin M	
R	970	TNM clin stage group	
R	980	TNM clin descriptor	
RH*	1150	Tumor marker 1	dx 1995 - 2002
RH*	1160	Tumor marker 2	dx 1995 - 2002
RH*	1170	Tumor marker 3	dx 1995 - 2002
R*	1182	Lymph-vascular invasion	dx 2010 & later
RH*	2800	CS tumor size	dx 2004 - <b>2015</b>
RH*	2810	CS extension	dx 2004 - <b>2015</b>
RH*	2820	CS tumor size/ext eval	dx 2004 - <b>2015</b>
RH*	2830	CS lymph nodes	dx 2004 - <b>2015</b>
RH*	2840	CS lymph nodes eval	dx 2004 - <b>2015</b>
RH*	2850	CS mets at dx	dx 2004 - <b>2015</b>
RH*	2860	CS mets eval	dx 2004 - <b>2015</b>
RH*	2851	CS mets at dx-bone	dx 2010 - <b>2015</b>
RH*	2852	CS mets at dx-brain	dx 2010 - <b>2015</b>
RH*	2853	CS mets at dx-liver	dx 2010 - <b>2015</b>
RH*	2854	CS mets at dx-lung	dx 2010 - <b>2015</b>
RS	2880	CS site-specific factor 1	dx 2004 & later
RS	2890	CS site-specific factor 2	dx 2004 & later
RS	2900	CS site-specific factor 3	dx 2004 & later
RS	2910	CS site-specific factor 4	dx 2004 & later
RS	2920	CS site-specific factor 5	dx 2004 & later
RS	2930	CS site-specific factor 6	dx 2004 & later
RS	2861	CS site-specific factor 7	dx 2004 & later
RS	2862	CS site-specific factor 8	dx 2004 & later
RS	2863	CS site-specific factor 9	dx 2004 & later
RS	2864	CS site-specific factor 10	dx 2004 & later
RS	2865	CS site-specific factor 11	dx 2004 & later



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RS	2866	CS site-specific factor 12	dx 2004 & later
RS	2867	CS site-specific factor 13	dx 2004 & later
RS	2868	CS site-specific factor 14	dx 2004 & later
RS	2869	CS site-specific factor 15	dx 2004 & later
RS	2870	CS site-specific factor 16	dx 2004 & later
RS	2871	CS site-specific factor 17	dx 2004 & later
RS	2872	CS site-specific factor 18	dx 2004 & later
RS	2873	CS site-specific factor 19	dx 2004 & later
RS	2874	CS site-specific factor 20	dx 2004 & later
RS	2875	CS site-specific factor 21	dx 2004 & later
RS	2876	CS site-specific factor 22	dx 2004 & later
RS	2877	CS site-specific factor 23	dx 2004 & later
RS	2878	CS site-specific factor 24	dx 2004 & later
RS	2879	CS site-specific factor 25	dx 2004 & later
RH	2935	CS version input original	dx 2004 & later
<b>RH</b>	<b>2936</b>	<b>CS version derived</b>	<b>dx 2004 - 2015, new</b>
RH	2937	CS version input current	dx 2004 & later
<b>RH</b>	<b>2940</b>	<b>Derived AJCC-6 T</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>2950</b>	<b>Derived AJCC-6 T Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>2960</b>	<b>Derived AJCC-6 N</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>2970</b>	<b>Derived AJCC-6 N Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>2980</b>	<b>Derived AJCC-6 M</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>2990</b>	<b>Derived AJCC-6 M Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3000</b>	<b>Derived AJCC-6 Stage Grp</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3020</b>	<b>Derived SS2000</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3050</b>	<b>Derived SS2000—Flag</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3400</b>	<b>Derived AJCC-7 T</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3402</b>	<b>Derived AJCC-7 T Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3410</b>	<b>Derived AJCC-7 N</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3412</b>	<b>Derived AJCC-7 N Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3420</b>	<b>Derived AJCC-7 M</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3422</b>	<b>Derived AJCC-7 M Descript</b>	<b>dx 2004 - 2015, new</b>
<b>RH</b>	<b>3430</b>	<b>Derived AJCC-7 Stage Grp</b>	<b>dx 2004 - 2015, new</b>
<b>R</b>	<b>3650</b>	<b>NPCR Derived Clin Stg Grp</b>	<b>dx 2016 &amp; later, new</b>
<b>R</b>	<b>3655</b>	<b>NPCR Derived Path Stg Grp</b>	<b>dx 2016 &amp; later, new</b>
R	1270	Date 1st crs rx CoC	
R	1271	Date 1st crs rx CoC flag	
R	1200	Rx date surgery	
R	1201	Rx date surgery flag	
R	3170	Rx date mst defn srg	dx 2003 & later
R	3171	Rx date mst defn srg flag	dx 2003 & later
R	1210	Rx date radiation	
R	1211	Rx date radiation flag	
R	3230	Rx date systemic	dx 2003 & later
R	3231	Rx date systemic flag	dx 2003 & later
R	1220	Rx date chemo	
R	1221	Rx date chemo flag	
R	1230	Rx date hormone	
R	1231	Rx date hormone flag	
R	1240	Rx date BRM	
R	1241	Rx date BRM flag	
R	1250	Rx date other	
R	1251	Rx date other flag	
R	1285	Rx sum-treatment status	dx 2010 & later

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R	1290	Rx sum—surg prim site	dx 2003 & later
R	1292	Rx sum—scope reg LN sur	dx 2003 & later
R	1294	Rx sum—surg oth reg/dis	dx 2003 & later
RH*	1296	Rx sum—reg LN examined	dx 1998-2002
R	1340	Reason for no surgery	
R*	1360	Rx sum—radiation	
R	1380	Rx sum—surg/rad seq	
R	3250	Rx sum—transplnt/endocr	dx 2003 & later
R	1390	Rx sum—chemo	
R	1400	Rx sum—hormone	
R	1410	Rx sum—BRM	
R	1420	Rx sum—other	
R	1430	Reason for no radiation	
R	1460	Rx coding sys—current	
R	1570	Rad—regional rx modality	dx 2003 & later
R	3200	Rad—boost rx modality	dx 2003 & later
R	1639	Rx sum—sys surg seq	dx 2003 & later
RH*	1640	Rx sum—surgery type	dx 1995 - 1997
RH	1646	Rx sum—surg site 98-02	dx 1998 - 2002
RH	1647	Rx sum—scope reg 98-02	dx 1998 - 2002
RH	1648	Rx sum—surg oth 98-02	dx 1998 - 2002
RH	1960	Site (73-91) ICD-O-1	dx 1988 - 1991
RH*	1971	Histology(73-91) ICD-O-1	dx 1988 - 1991
RH*	1972	Behavior(73-91) ICD-O-1	dx 1988 - 1991
R	1980	ICD-O-2 conversion flag	
R	2140	CoC coding sys—current	
R	2150	CoC coding sys—original	
R	2170	Vendor name	
R	2116	ICD-O-3 conversion flag	
R	1750	Date of last contact	
R	1751	Date of last contact flag	
R	1760	Vital status	
R	1810	Addr current—city	
R	1820	Addr current—state	
R	1830	Addr current—postal code	
R	1840	County—current	
R	2220	State/requestor items	
		“Managing MD last name”	col 2340 - 2359
		“Managing MD 1st name”	col 2360 - 2374
		“Managing MD M I”	col 2375 - 2375
		“Followup MD Last Name”	col 2376 - 2395
		“Followup MD 1st name”	col 2396 - 2410
		“Followup MD M I”	col 2411 - 2411
		“Patient identification number”	spec pt ID # if other than accession #, col 2412 - 2426, or accession #
R	2230	Name—last	
R	2240	Name—first	
R	2250	Name—middle	
R*	2280	Name—alias	
R	2390	Name—maiden	
R	2300	Medical record number	
R	2320	Social security number	
R	2330	Addr at dx—no & street	
R	2335	Addr at dx—supplementl	

R	2350	Addr current—no & street	
R*	2355	Addr current-supplementl	
R*	2360	Telephone	
R	2415	NPI—Inst referred from	dx 2007 & later
R	2410	Institution referred from	
R	2425	NPI—Inst referred to	dx 2007 & later
R	2420	Institution referred to	
R*	2465	NPI—physician—managing	dx 2007 & later
R	2460	Physician—managing	
R*	2475	NPI—physician—follow-up	dx 2007 & later
R	2470	Physician—follow-up	
R*	7010	Path reporting fac ID 1	dx 2010 & later
R*	7090	Path report number 1	dx 2010 & later
R*	7320	Path date spec collect 1	dx 2010 & later
R*	7480	Path report type 1	dx 2010 & later
R*	7190	Path ordering fac no 1	dx 2010 & later
R*	7100	Path order phys lic no 1	dx 2010 & later
R*	7011	Path reporting fac ID 2	dx 2010 & later
R*	7091	Path report number 2	dx 2010 & later
R*	7321	Path date spec collect 2	dx 2010 & later
R*	7481	Path report type 2	dx 2010 & later
R*	7191	Path ordering fac no 2	dx 2010 & later
R*	7101	Path order phys lic no 2	dx 2010 & later
R*	7012	Path reporting fac ID 3	dx 2010 & later
R*	7092	Path report number 3	dx 2010 & later
R*	7322	Path date spec collect 3	dx 2010 & later
R*	7482	Path report type 3	dx 2010 & later
R*	7192	Path ordering fac no 3	dx 2010 & later
R*	7102	Path order phys lic no 3	dx 2010 & later
R*	7013	Path reporting fac ID 4	dx 2010 & later
R*	7093	Path report number 4	dx 2010 & later
R*	7323	Path date spec collect 4	dx 2010 & later
R*	7483	Path report type 4	dx 2010 & later
R*	7193	Path ordering fac no 4	dx 2010 & later
R*	7103	Path order phys lic no 4	dx 2010 & later
R*	7014	Path reporting fac ID 5	dx 2010 & later
R*	7094	Path report number 5	dx 2010 & later
R*	7324	Path date spec collect 5	dx 2010 & later
R*	7484	Path report type 5	dx 2010 & later
R*	7194	Path ordering fac no 5	dx 2010 & later
R*	7104	Path order phys lic no 5	dx 2010 & later
R*	2520	Text—dx proc—PE	
R*	2530	Text—dx proc—X-ray/scan	
R*	2540	Text—dx proc—scopes	
R*	2550	Text—dx proc—lab tests	
R*	2560	Text—dx proc—op	
R*	2570	Text—dx proc—path	
R*	2580	Text—primary site title	
R*	2590	Text—histology title	
R*	2600	Text—staging	
R*	2610	Rx text—surgery	
R*	2620	Rx text—radiation (beam)	
R*	2630	Rx text—radiation other	
R*	2640	Rx text—chemo	

## Official Notices

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R*	2650	Rx text—hormone
R*	2660	Rx text—BRM
R*	2670	Rx text—other
R*	2680	Text—remarks
R*	2690	Text—place of diagnosis

Please note new required items NAACCR Item numbers 1112 – 1117, 3650, 3655, 752, 754, and 756. Note changes in requirement status for all collaborative stage items. Also note that derived values for diagnosis years 2004-2015 are now required to be reported.

This notice is published pursuant to Minnesota Rule 4606.3304 subpart 1a, which requires publication of a list of the data items to be reported under part 4606.3303 subpart 1.

Written comments and requests for information may be sent to:

Sally Bushhouse, DVM, MPH, PhD, Director  
Minnesota Cancer Surveillance System  
Minnesota Department of Health  
85 East 7th Place  
P.O. Box 64882  
St. Paul, Minnesota 55164-0882

## Minnesota Department of Human Services (DHS) Health Care Purchasing and Delivery Systems Division Health Care Administration Public Notice of Maximum Allowable Costs of Medical Assistance Outpatient Prescribed Drugs

**NOTICE IS HEREBY GIVEN** to recipients, providers of services, and to the public of additions to the state Medical Assistance maximum allowable cost (state MAC) list for certain outpatient prescribed drugs.

*Minnesota Statute* 256B.0625 subd. 13e (e) gives the commissioner the authority to negotiate reimbursement rates for specialty pharmacy products. The commissioner employs a Specialty Maximum Allowable Cost (Specialty MAC) reimbursement methodology for specialty products. Specialty pharmaceutical products include injectable and infusion therapies, biotechnology drugs, antihemophilic factor products, high-cost therapies, and therapies that require complex care.

No earlier than January 19, 2016 the Department may add the following outpatient prescribed drugs to the state MAC list:

**Drug UPC Name**  
UPTRAVI  
KANUMA

These additions are made to bring Medical Assistance reimbursement to pharmacists more closely in line with the actual acquisition cost of the drugs listed above. The Department estimates that there will be a state savings of \$16,000 for State Fiscal Year 2013 (July 1, 2015 through June 30, 2016).

This notice is published pursuant to *Code of Federal Regulations*, Title 42, section 447.205, which requires publication of a notice when there is a rate change in the methods and standards for setting payment rates for Medical Assistance services.

Written comments and requests for information may be sent to Pharmacy Program Manager Sara Drake R.Ph., Health Services and Medical Management Division, Health Care Administration, Minnesota Department of Human Services, P.O. Box 64984, St. Paul, Minnesota 55164-0984.

# Minnesota Judicial Branch

## Minnesota State Law Library

### Publication of County Law Library Program (CLLP) Fees

Pursuant to *Minnesota Statutes* 134A.10 the following law library fees are published and in effect as of January 1, 2016:

<i>County</i>	<i>Civil</i>	<i>Probate</i>	<i>Conc Crt</i>	<i>Fel G</i>	<i>Misd</i>	<i>P Misd</i>	<i>Parking</i>
Aitkin	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$5.00
Anoka	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$0.00
Becker	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Beltrami	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Benton	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$0.00
Big Stone	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Blue Earth	\$7.00	\$7.00	\$7.00	\$2.00	\$2.00	\$2.00	\$0.00
Brown	\$7.00	\$7.00	\$7.00	\$5.00	\$5.00	\$5.00	\$0.00
Carlton	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Carver	\$15.00	\$15.00	\$15.00	\$10.00	\$10.00	\$10.00	\$0.00
Cass	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Chippewa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chisago	\$10.00	\$10.00	\$5.00	\$10.00	\$5.00	\$5.00	\$5.00
Clay	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Clearwater	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Cook	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Cottonwood	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Crow Wing	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Dakota	\$10.00	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00
Dodge	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00
Douglas	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Faribault	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Fillmore	\$10.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$0.00
Freeborn	\$6.00	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00	\$0.00
Goodhue	\$13.00	\$13.00	\$0.00	\$13.00	\$13.00	\$13.00	\$0.00
Grant	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Hennepin	\$12.00	\$12.00	\$5.00	\$3.00	\$3.00	\$3.00	\$0.00
Houston	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hubbard	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$5.00	\$0.00
Isanti	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Itasca	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Jackson	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00
Kanabec	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Kandiyohi	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Kittson	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Koochiching	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Lac Qui Parle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Lake of the Woods	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
LeSueur	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

# Official Notices

<i>County</i>	<i>Civil</i>	<i>Probate</i>	<i>Conc Crt</i>	<i>Fel G</i>	<i>Misd</i>	<i>P Misd</i>	<i>Parking</i>
Lincoln	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$5.00	\$0.00
Lyon	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00
Mahnomen	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Marshall	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Martin	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
McLeod	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Meeker	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00
Mille Lacs	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00
Morrison	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Mower	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Murray	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Nicollet	\$10.00	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00	\$0.00
Nobles	\$12.00	\$12.00	\$12.00	\$7.00	\$7.00	\$7.00	\$7.00
Norman	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Olmsted	\$15.00	\$15.00	\$15.00	\$10.00	\$10.00	\$10.00	\$0.00
Otter Tail	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Pennington	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Pine	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$5.00	\$0.00
Pipestone	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Polk	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Pope	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$0.00
Ramsey	\$15.00	\$15.00	\$15.00	\$10.00	\$10.00	\$10.00	\$3.00
Red Lake	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Redwood	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Renville	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00
Rice	\$10.00	\$10.00	\$10.00	\$10.00	\$5.00	\$5.00	\$0.00
Rock	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Roseau	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Scott	\$8.00	\$8.00	\$8.00	\$10.00	\$10.00	\$10.00	\$10.00
Sherburne	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Sibley	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
St. Louis	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Stearns	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$0.00
Steele	\$15.00	\$15.00	\$15.00	\$6.00	\$6.00	\$6.00	\$0.00
Stevens	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Swift	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Todd	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Traverse	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$10.00
Wabasha	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Wadena	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Waseca	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Washington	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Watsonwan	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Wilkin	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Winona	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00
Wright	\$10.00	\$10.00	\$5.00	\$10.00	\$10.00	\$10.00	\$10.00
Yellow Medicine	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**Minnesota Department of Transportation (Mn/DOT)**  
**Notice to Bidders: Suspensions/Debarments as of January 12, 2015****NOTICE OF DEBARMENT**

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective May 6, 2013 until May 6, 2016:

- Gary Francis Bauerly and his affiliates, Rice, MN
- Gary Bauerly, LLC and its affiliates, Rice, MN
- Watab Hauling Co. and its affiliates, Rice, MN

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective September 17, 2014 until September 17, 2017:

- Jeffrey Plzak and his affiliates, Loretto, MN
- Laurie Plzak and her affiliates, Loretto, MN
- Honda Electric Incorporated and its affiliates, Loretto, MN
- Jeffrey and Laurie Plzak doing business as Honda Electric Logistics, and its affiliates, Loretto, MN

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective January 12, 2015 until January 12, 2018:

- Marlin Dahl, Granada, MN
- Dahl Trucking, Elmore, MN
- Elmore Truck and Trailer, Inc., Elmore, MN

*Minnesota Statute* 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 to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration 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.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

## Minnesota Department of Health (MDH) 2016 IMG Career Guidance and Support Grant Program Application Period Open

Minnesota Department of Health invites all eligible nonprofit organizations to submit an application for the **International Medical Graduate (IMG) Career Guidance and Support Grant Program**.

This program is one aspect of a comprehensive program authorized by Minnesota Legislature to address barriers to practice and facilitate pathways to assist immigrant international medical graduates (IIMGs) and other foreign trained health care professionals integrate into the Minnesota health care delivery system, with the goal of increasing access to primary care in rural and underserved areas of the state.

Eligible applicants are nonprofit organizations located in Minnesota with experience:

- Working with immigrants/refugees in Minnesota;
- Providing career guidance and support, preferably in health occupations;
- Partnering with educational and support service agencies to maximize resources; and
- Collaborating with Minnesota health professionals licensing board.

\$220,000 is available to fund initiatives to assist IIMGs with career guidance and support. Programs may apply for less than \$220,000. **Applications are due February 12, 2016.** The RFP and application instructions will be available January 11, 2016 or soon thereafter, on the Office of Rural Health & Primary Care (ORHPC) web site at: <http://www.health.state.mn/dics/orhpc/funding/index.html#iimg>.

For more information and assistance, contact Yende Anderson, Minnesota Department of Health, Office of Rural Health & Primary Care at (651)201-5988 or [yende.anderson@state.mn.us](mailto:yende.anderson@state.mn.us).

## Minnesota Department of Human Services (DHS) Mental Health Division Notice of Request for Proposals to Expand Capacity for the Provision of Intensive Residential Treatment Services and/or Residential Crisis Stabilization Services

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to Expand Capacity for the Provision of Intensive Residential Treatment Services and/or Residential Crisis Stabilization Services.

Work is proposed to start June 1, 2016. For more information, or to obtain a copy of the Request for Proposal, contact:

Ruth Moser  
Department of Human Services  
Mental Health Division  
P.O. Box 64981  
St. Paul, MN 551640981  
**Phone:** (651) 431-4373

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## State Grants & Loans

**Fax:** (651) 431-7566  
**E-mail:** *Ruth.Moser@state.mn.us*

This is the only person designated to answer questions by potential responders regarding this request.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, March 1, 2016. Late proposals will NOT be considered.** Faxed or e-mailed 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/id\\_000102](http://www.dhs.state.mn.us/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.

### University of Minnesota (U of M) Regenerative Medicine Minnesota Notice of Grant Opportunity to Advance Regenerative Medicine in Minnesota

Regenerative Medicine Minnesota has grant opportunities currently available in education, biobusiness, and clinical care. Funded by the Minnesota Legislature, and distributed jointly by the University of Minnesota and Mayo Clinic, these grants are intended to advance regenerative medicine throughout the state by expanding medical and scientific literacy, enhancing regenerative medicine technology, improving health care, and creating a pipeline of workers entering the rapidly expanding private-sector biobusiness field.

The Requests for Proposals (RFPs) for each grant category, and information on how to apply, can be found at ***RegenMedMN.org***. The deadline for grant applications is March 4, 2016.

For information or to obtain a copy, contact:

Ronald Dixon  
McGuire Translational Research Facility  
2001 6th St SE  
Mail Code: 2873B  
Minneapolis, MN 55455  
**Phone:** (612) 301-1401  
**E-mail:** *dixon262@umn.edu*

# State Contracts

In addition to the following listing of state contracts, readers are advised to check the Statewide Integrated Financial Tools (SWIFT) Supplier Portal at: <http://supplier.swift.state.mn.us> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be advertised in the Supplier Portal (see link above) or posted on the Department of Administration, Materials Management Division's (MMD) Web site at: <http://www.mmd.admin.state.mn.us/solicitations.htm>.

**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 advertised in the SWIFT Supplier Portal or alternatively, in the *Minnesota State Register* if the procurement is not being conducted in the SWIFT system.

**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.

Anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

## Minnesota State Colleges and Universities (MnSCU) Campus Service Cooperative REBID - Notice of Request for Proposals for Digital Signature Services

**NOTICE IS HEREBY GIVEN** that the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of the various member institutions, is soliciting proposals from qualified vendors for assistance in implementing an enterprise-wide electronic signature system.

The full Request for Proposal (RFP) will be available Monday January 4, 2016 at the following website:

<http://www.csc.mnscu.edu/sourcing/RFP.html> .

All requirements and information, as well as proposal delivery instructions will be contained in the RFP.

Deadline for proposal response is 3:00pm Central Time Monday January 25, 2016. Submit proposals to:

Michael Noble-Olson, Chief Procurement Officer  
MnSCU Campus Service Cooperative  
30 - 7<sup>th</sup> St, East, Suite 350  
St. Paul, MN 55101

Minnesota State Colleges and Universities reserves the right to reject any or all proposals, to waive any irregularities or informalities in proposals received, and to cancel the solicitation if it is considered to be in its own best interest. This Request for Proposal does not obligate the Minnesota State Colleges and Universities to award a contract.

## Minnesota State Colleges and Universities (MnSCU) Central Lakes College Request for Proposal for Mental Health Services

Central Lakes College is requesting proposals from qualified organizations to provide Mental Health Services at Central Lakes College. A copy of the request for proposal may be obtained by calling Debbie Sterriker at Central Lakes College, 1830 Airport Road, Staples MN 56479, (218) 894-5103 or 1-800-247-6836.

Proposals must be submitted no later than 11:30 a.m. on Tuesday, March 1, 2016. All proposals must be sealed and marked "RFP for Mental Health Services". Submit proposals to:

Central Lakes College  
Attn: Kari Christiansen  
501 West College Drive  
Brainerd, MN 56401

The college reserves the right to reject any or all proposals, to waive any information or irregularities in the bidding and to make the award serving the best interest of the college.

Central Lakes College is an affirmative action/equal opportunity employer and educator. These materials are available in alternative formats to individuals with disabilities upon request. If you use a TTY, call the Minnesota Relay Service at 1-800-627-3529 and request to contact Central Lakes College.

### **Minnesota State Colleges and Universities (MnSCU) Inver Hills Community College Notice of Request for Proposals for Designer Selection for Electrical Infrastructure Upgrades to Minnesota Registered Design Professionals**

**DEADLINE: 2:00, FRIDAY, January 22, 2016.**

Complete proposal information is available at: ***Paul.DeMuth@dctc.edu***

All Questions MUST be sent to Paul at: ***Paul.DeMuth@dctc.edu***

Proposals MUST be sealed in an envelope addressed to:

Electrical Infrastructure Upgrade RFP – DELIVER IMMEDIATELY  
Attention: Paul DeMuth  
Heritage Hall, 1st Floor room #102  
2500 - 80th St East  
Inver Grove Heights, MN 55076

FAX or e-mail proposals will **NOT** be accepted.

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE **WILL NOT** BE CONSIDERED.

### **Minnesota State Colleges and Universities (MnSCU) Northland Community and Technical College Notice of Request for Proposals to Assist in the Purchase of a Used Fire Engine**

Northland Community and Technical College is requesting proposals to assist in the PURCHASE OF A USED FIRE ENGINE. This RFP is undertaken by Northland Community and Technical College pursuant to the authority contained in provisions of *Minnesota Statutes* § 136F.581 and other applicable laws.

Selection of vendors shall be based on NCTC's evaluation of responses. NCTC intends to enter into a contract with the selected vendor, and this contract will contain all the terms and conditions required by this request for proposals (RFP), as well as further terms and conditions negotiated between NCTC, the System Office's General Counsel and/or the Office of the Attorney General, and the selected vendor

# State Contracts

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Accordingly, Northland Community and Technical College shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Northland Community and Technical College's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Northland Community and Technical College reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Northland Community and Technical College. This RFP shall not obligate the Northland Community and Technical College to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

RFP's are due on Friday, January 29<sup>th</sup>, at 17:00 hours. All RFP's should be sent to:

George Bass  
Business Manager  
2022 Central Ave NE,  
East Grand Forks, MN 56701  
Telephone: (218) 683-8575  
Fax: (218) 793-2794  
E-mail address: [george.bass@northlandcollege.edu](mailto:george.bass@northlandcollege.edu)

## Minnesota State Colleges and Universities (MnSCU) System Office - ITS Contracts REQUEST FOR INFORMATION (RFI) - Faculty Development Collaboration Area – Information Technology (IT)

(Vendors should check the site daily [e.g. amendments, responses to questions] and are expected to review information on the site carefully before submitting a final proposal. <http://www.csc.mnscu.edu/sourcing/RFP.html> . To be posted on January 19, 2016)

The Minnesota State Colleges and Universities (MnSCU) system is the sixth largest higher education system in the U.S. and is comprised of 32 two-year and four-year state colleges and universities with 53 campuses located in 46 Minnesota communities. The System colleges and universities serve about 173,000 students each semester, in programs that range from short-term technical certificates to doctoral degrees. Successful teaching and learning across these programs is dependent upon the training and professional development of nearly 10,000 full and part-time faculty instructors across the system.

The purpose of this RFI is to gather information only, with the possibility of a future RFP. The current need is to gain market information for the following:

MnSCU's system-office Information Technology Services division is seeking market information about establishing a professional faculty development community collaboration web space to allow faculty and professional development staff to:

1. Assemble into communities beyond the physical boundary of their campus.
2. Make the right connections quickly and easily.
3. Engage in conversation/discussion within disciplines and across institutions.
4. Share innovative ideas.
5. Showcase efforts across the system.
6. Share information between the system office website and institutional websites.

To accomplish the objectives listed above MnSCU is looking for a solution that will address the inconsistent web presence for faculty development at our institutions.

**Questions and requests** for additional information as well as submittal of RFI responses: [dan.duffy@so.mnscu.edu](mailto:dan.duffy@so.mnscu.edu) or (651) 201-1524

Responses to questions will be publically posted at the following URL: <http://www.csc.mnscu.edu/sourcing/RFP.html>

Submittal of RFI response by: **February 9, 2016 @ 3:00 P.M. CST** to: [dan.duffy@so.mnscu.edu](mailto:dan.duffy@so.mnscu.edu)



**Minnesota Housing Finance Agency (MHFA)****Notice of Contract Opportunity for a Study of Home Improvement and Service Needs of Senior Homeowners**

**Project Name:** A Study of Home Improvement and Service Needs of Senior Homeowners

**Details:** The Minnesota Housing Finance Agency is requesting proposals for the purpose of assessing the home improvements and in-home support services that are needed for lower-income senior homeowners to appropriately age in place.

Work is anticipated to start after March 1, 2016.

**Copy Request:** To get a copy of the Request for Proposal, please send an email request to:  
Rachel Franco at *Rachel.Franco@state.mn.us*

**Proposal Deadline:** Proposals submitted in response to the Request for Proposal in this advertisement must be received no later 2:30 p.m., Central Time, Friday, February 12, 2016.

**Late proposals will not be considered.** Fax and email 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.

**Minnesota Department of Public Safety (DPS)****Driver and Vehicle Services Division****Request for Proposals for Training Services for Motor Vehicle Release of the Minnesota Licensing and Registration System (MNLARS)**

The Minnesota Department of Public Safety is requesting proposals from qualified consultants for the purpose of creating and training assistance for release of the State's new licensing and registration system, MNLARS. The consultant will also assist in preparing the Driver and Vehicle Services division and other stakeholders for implementation of the new system. The training will be designed to support the skills and knowledge needed to successfully train State employees and other stakeholders affected by the release of MNLARS.

The full Request for Proposals (RFP) will be available Tuesday, January 19, 2016 at the following website:  
*<http://www.mmd.admin.state.mn.us/process/admin/ptList.asp>*

All requirements and information, including proposal delivery instructions, are included in the RFP.

Deadline for submission of proposals is 12:00 p.m. Central Time on Thursday, February 18, 2016. Proposals must be submitted to:  
Department of Public Safety  
Attn: Kevin Donnan-Marsh, Contracts Officer  
445 Minnesota Street  
Saint Paul, MN 55101

The State and the Department of Public Safety reserve the right to reject any or all proposals, to waive informalities and to cancel the solicitation if it is considered to be in their interest. This Request for Proposals does not obligate the State or the Department of Public Safety to award a contract.

# State Contracts

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## Minnesota 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 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

## Minnesota 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 Zoo**

### **Notice of Request for Proposals for Operating the Zoo's Retail Merchandise Facilities**

The Minnesota Zoo is seeking proposals from qualified, high-performing firms interested in operating the Zoo's retail merchandise facilities. The contractor shall provide the necessary inventory, equipment, personnel and any desired tenant improvements described in the Request for Proposals (RFP). The contractor will be granted exclusive rights of gift shop sales except for special promotions and fund-raising activities conducted by the Zoo.

Details are included in the complete Request for Proposals which is available by e-mailing Mary Robison, Vice President for Finance and Administration at: [mary.robison@state.mn.us](mailto:mary.robison@state.mn.us)

The deadline for submitting a proposal is 2:00 PM., CST, March 4, 2016.

This Request for Proposals does not obligate the State of Minnesota or the Minnesota Zoo to complete the work contemplated in this notice and the State reserves the right to cancel this solicitation. All expenses incurred in response to this notice are solely the responsibility of the responder.

## **Non-State Public Bids, Contracts & Grants**

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

## **Metropolitan Airports Commission (MAC)**

### **Airlake Airport**

### **Notice of Call for Bids for 2016 Pavement Rehabilitation - Taxiway A Mill & Overlay**

**MAC Contract No.:**

**113-1-021**

**Bids Close At:**

**2:00 p.m., on Tuesday, February 16, 2016**

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major Work items include Milling bituminous pavement, P-401 bituminous pavement, pavement marking, and turf establishment.

# Non-State Public Bids, Contracts & Grants

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**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities, or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of DBE on this project is 9%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: NorthStar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (Non-refundable): \$65 includes shipping

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## Metropolitan Airports Commission (MAC)

### Crystal Airport

#### Notice of Call for Bids for 2016 Hangar Demolition - HFI

**MAC Contract No.:**

**109-3-011**

**Bids Close At:**

**2:00 p.m. on Tuesday, February 16, 2016**

**Notice to Contractors:** Sealed Bid Proposals for the projects listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major Work Items Include: Building demolition, including mechanical, electrical and plumbing. Also includes pavement removal, site restoration, turf establishment, and fencing.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 8%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: NorthStar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (Non-refundable): \$65 includes shipping.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

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# Non-State Public Bids, Contracts & Grants

## Metropolitan Airports Commission (MAC)

### Minneapolis-St. Paul International Airport

#### Notice of Call for Bids for Terminal 1-Lindbergh Parking Expansion Cargo & Stores Building

**MAC Contract No.:** 106-3-525 / 106-3-548  
**Bids Close At:** 2:00 p.m., Tuesday, February 2, 2016

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project includes Civil (Sitework) Construction, General Building Construction, Mechanical Construction, and Electrical Construction work.

**NOTE:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 9%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Project Labor Agreement:** This project is subject to the MAC's Project Labor Agreement requirements. A copy of the Project Labor Agreement and Contract Riders are included in the Appendix.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Miller Dunwiddie Architecture; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: Miller Dunwiddie Architecture; 123 North 3<sup>rd</sup> Street; Suite 104; Minneapolis, MN 55401. Make checks payable to: Miller Dunwiddie Architecture. Deposit per set (refundable): \$200. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 11, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## Metropolitan Airports Commission (MAC)

### Minneapolis-St. Paul International Airport

#### Notice of Call for Bids for 2016 Terminal 1-Lindbergh PBB Replacement - Phase 1

**MAC Contract No.** 106-2-807  
**Bids Close At:** 2:00 PM on February 2, 2016

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project provides for the replacement of two (2) passenger boarding bridges, new fixed boarding bridge tunnels, and all associated footings and foundations for support of bridges and fixed walkways.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities, or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

# Non-State Public Bids, Contracts & Grants

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**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 5%.

**Bid Security:** Each bid shall be accompanied by a "Bid-Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of TKDA, the Minnesota Builders Exchange, Dodge Data and Analytics, and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: TKDA; 444 Cedar Street, Suite 1500; St. Paul, MN 55101; phone: (651) 292-4400; fax: (651) 292-0083. Make checks payable to: TKDA. Deposit per set (refundable): \$100.00. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## Metropolitan Airports Commission (MAC) Saint Paul Downtown Airport – Holman Field Notice of Call for Bids for 2016 Airfield Signage/Windcone Upgrades

**MAC Contract No.:**

**107-1-069**

**Bids Close At:**

**2:00 p.m., on Tuesday, February 16, 2016**

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major Work items include: Installation of airfield guidance signs, wind cone, precision approach path indicator (PAPI), turf establishment, and associated work.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities, or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of DBE on this project is 2%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: NorthStar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (Non-refundable): \$65 includes shipping.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).



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# **Non-State Public Bids, Contracts & Grants**

## **Metropolitan Airports Commission (MAC)**

### **Saint Paul Downtown Airport – Holman Field**

#### **Notice of Call for Bids for 2016 Pavement Recon: Runway 14-32 & 13-31 Intersection and 2016 Joint & Crack Repairs**

**MAC Contract No.:**  
**Bids Close At:**

**107-1-066 & 107-1-071**  
**2:00 p.m., on Tuesday, February 16, 2016**

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major Work items include: Pavement removal, excavation, geotextile fabric, P209 aggregate base, P-401 bituminous pavement, pavement marking, pavement jointing, turf restoration, airfield lights, sign & circuitry, and joint & crack repairs.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities, or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of DBE on this project is 9%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: NorthStar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (Non-refundable): \$65 includes shipping

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## **Metropolitan Airports Commission (MAC)**

### **Saint Paul Downtown Airport – Holman Field**

#### **Notice of Call for Bids for 2016 Security Gate Upgrades**

**MAC Contract No.:**  
**Bids Close At:**

**107-1-070**  
**2:00 p.m., on Tuesday, February 16, 2016**

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major Work items include: Fence and gate improvements, signage installation, and associated work.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities, or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of DBE on this project is 2%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety



# Non-State Public Bids, Contracts & Grants

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company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: NorthStar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (Non-refundable): \$65 includes shipping.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on January 19, 2016, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

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