

85, OCT 28

# STATE REGISTER

STATE OF MINNESOTA

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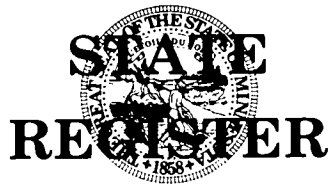


**VOLUME 10, NUMBER 18**

**October 28, 1985**

NOTE TO READERS: Two weeks ago, you received 2 *State Registers*—Issue #16, dated October 14; and Issue #16R, dated October 16. **PLEASE KEEP BOTH ISSUES.** Most of the rules were printed correctly in Issue #16, and, for legal purposes, were proposed or adopted October 14. Only 3 rules go by the October 16 date for legal purposes. If you have already tossed Issue #16, mark Issue #16R according to the sample provided in the Errata in #18.

**Pages 981-1012**



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### Printing Schedule for Agencies

Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
SCHEDULE FOR VOLUME 10			
19	Monday October 21	Monday October 28	Monday November 4
20	Monday October 28	Monday November 4	Monday November 11
21	Monday November 4	Friday November 8	Monday November 18
22	Friday November 8	Monday November 18	Monday November 25

\*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

\*\*Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the Office of the State Register, 506 Rice Street, St. Paul, Minnesota 55103, (612) 296-0930.

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The *State Register* is published by the State of Minnesota, State Register and Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to Minn. Stat. § 14.46. Publication is weekly, on Mondays, with an index issue in September. In accordance with expressed legislative intent that the *State Register* be self-supporting, the subscription rate has been established at \$130.00 per year, postpaid to points in the United States. Second class postage paid at St. Paul, Minnesota. Publication Number 326630. (ISSN 0146-7751) No refunds will be made in the event of subscription cancellation. Single issues may be obtained at \$3.25 per copy.

Subscribers who do not receive a copy of an issue should notify the *State Register* Circulation Manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

The *State Register* is the official publication of the State of Minnesota, containing executive orders of the governor, proposed and adopted rules of state agencies, and official notices to the public. Judicial notice shall be taken of material published in the *State Register*.

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State agencies must publish notice of their rulemaking action in the State Register. If an agency seeks outside opinion before promulgating new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION also.

The PROPOSED RULES section contains:

- Calendar of public hearings on proposed rules.
• Proposed new rules (including notice of hearing and/or notice of intent to adopt rules without a hearing).
• Proposed amendments to rules already in existence in the Minnesota Rules.
• Proposed emergency rules.
• Withdrawal of proposed rules (option; not required).

The ADOPTED RULES section contains:

- Notice of adoption of new rules and rule amendments adopted without change from the previously published proposed rules. (Unchanged adopted rules are not republished in full in the State Register unless an agency requests this.)
• Adopted amendments to new rules or rule amendments (adopted changes from the previously published proposed rules).
• Notice of adoption of emergency rules.
• Adopted amendments to emergency rules (changes made since the proposed version was published).
• Extensions of emergency rules beyond their original effective date.

The OFFICIAL NOTICES section includes (but is not limited to):

- Notice of intent to solicit outside opinion before promulgating rules.
• Additional hearings on proposed rules not listed in original proposed rules calendar.

ALL ADOPTED RULES and ADOPTED AMENDMENTS TO EXISTING RULES published in the State Register and filed with the Secretary of State before July 31, 1983 are published in the Minnesota Rules 1983. ADOPTED RULES and ADOPTED AMENDMENTS TO EXISTING RULES filed after July 31, 1983 will be included in a supplement scheduled for publication in mid-1984. Proposed and adopted EMERGENCY (formerly called TEMPORARY) RULES appear in the State Register but are generally not published in the Minnesota Rules 1983 due to the short-term nature of their legal effectiveness. Those that are long-term may be published.

The State Register publishes partial and cumulative listings of rule in the MINNESOTA RULES AMENDMENTS AND ADDITIONS list on the following schedule:

Table with 2 columns: Issue/Rule Number and Issue/Cumulative Listing. Includes: Issues 1-13, inclusive; Issues 14-25, inclusive; Issue 26, cumulative for 1-26; Issues 27-38, inclusive; Issue 39, cumulative for 1-39; Issues 40-51, inclusive; Issue 52, cumulative for 1-52.

The listings are arranged in the same order as the table of contents of the Minnesota Rules 1983.

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# PROPOSED RULES

Pursuant to Minn. Stat. of 1982, §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

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*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

## Department of Commerce

### Proposed Rules Relating to Insurance Prelicense Education

#### Notice of Intent to Adopt Rules Without a Public Hearing

Notice is hereby given that the Department of Commerce proposes to adopt the above-entitled rules without a public hearing. The Commissioner of Commerce has determined that the proposed adoption of these rules will be noncontroversial in nature and has elected to follow the procedures set forth in Minnesota Statutes, section 14.21. The proposed rules amend Minnesota Rules 2725.0100 to 2725.0240 which currently deal with Insurance Continuing Education. After adoption of the proposed rules, the cited sections will deal with both prelicense and continuing education.

Persons interested in these rules shall have 30 days to submit comments in support of or opposition to the rules. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. The proposed rules may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change.

No public hearing will be held unless twenty-five (25) or more persons make a written request for a hearing within the 30-day comment period. In the event a public hearing is required, the agency will proceed according to the provisions of Minnesota Statutes, section 14.41, subd. 1.

Persons who wish to submit comments or a written request for a public hearing should submit them to Richard G. Gomsrud, Department Counsel, Department of Commerce, 500 Metro Square Building, St. Paul, MN 55101. Any person requesting a public hearing should state her/his name and address, identify the portion of the proposed rule addressed, the reason for the request and any change proposed and send this information to the above address.

Authority for the adoption of these rules is contained in Minnesota Statutes, sections 45.023 and 60A.17. Additionally, a Statement of Need and Reasonableness describing the need for and reasonableness of each provision and identifying the data and information relied upon to support the proposed rules has been prepared and is available upon request.

Pursuant to Minn. Laws 1983, ch. 188 codified as Minn. Stat. section 14.115, subd. 2, the impact on small business has been considered in the promulgation of the rules. Anyone wishing to present evidence or argument as to the rules' effect on small business may do so. The Department's position regarding the impact of the rules on small business is set forth in the Statement of Need and Reasonableness.

Upon adoption of the final rules without a public hearing, the proposed rules, this notice, the Statement of Need and Reasonableness, all written comments received, and the final Rules as Adopted will be delivered to the Attorney General for review as to form and legality, including the issue of substantial change. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the final rules as proposed for adoption, should submit a written statement of such request to Richard G. Gomsrud, Department of Commerce, 500 Metro Square Bldg., St. Paul, MN 55101. (612) 296-5689.

A copy of the proposed rules is attached to this notice. Copies of this notice and the proposed rules are available and may be obtained by contacting Richard G. Gomsrud at the above address.

Michael A. Hatch  
Commissioner of Commerce

**Rules as Proposed****2725.0100 DEFINITIONS.**

Subpart 1. [Unchanged.]

Subp. 1a. Applicant. "Applicant" means a person who has applied to the commissioner of commerce pursuant to Minnesota Statutes, section 60A.17, subdivision 1, paragraph (a), for a license as an insurance agent.

Subp. 2. **Coordinator.** "Coordinator" means an individual who is responsible for monitoring ~~continuing~~ insurance education offerings.

Subp. 3. [Unchanged.]

Subp. 4. **Instructor.** "Instructor" means an individual lecturing in a ~~continuing~~ an insurance education offering.

Subp. 5. to 7. [Unchanged.]

Subp. 8. **Sponsor.** "Sponsor" means a person offering or providing insurance education and satisfying the requirements for a private vocational school as mandated by the Minnesota Department of Education.

**2725.0110 GENERAL REQUIREMENTS.**

Subpart 1. **Courses approved for continuing education credit.** Only courses which impart substantive and procedural knowledge relating to the insurance field shall be approved for credit.

Subp. 1a. Curriculum for prelicense education. The following are the curriculum requirements for insurance prelicense courses for Minnesota resident agents.

**BASIC FUNDAMENTALS COURSE**

30 hours

Part I      Minimum time: 15 hours  
Maximum time: 22.5 hours

1. Rules, Regulations, and Law
  - A. Rules from the Administrative Procedure Act
    - a. Chapter 2795—Agent Conduct
    - b. Chapter 2790—Insurance Marketing Standards
  - B. Minnesota law regarding general requirements
2. Fundamentals of Insurance
  - A. What is insurance?
  - B. What is the insurance organization?
  - C. How does insurance relate to society?
  - D. What is management of risk?

Part II      Minimum time: 3 hours  
Maximum time: 7.5 hours

**PROPERTY AND CASUALTY**

1. Insurance and insurance-related concepts
2. Policy provisions
3. Types of policies
4. Perils, exclusions, deductibles, and liability
5. Prospecting and evaluating needs

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

## PROPOSED RULES

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6. Servicing clients

7. Presentation and acceptance of policy

### PART III

Minimum time: 3 hours

Maximum time: 7.5 hours

### LIFE/ACCIDENT AND HEALTH

1. Types of policies and coverages

2. Policy provisions, options, and benefits

3. Completing the application/delivering the policy

4. Taxes, retirement, and other insurance concepts

5. Group insurance

6. Other provisions affecting insurance benefits

### LIFE/ACCIDENT AND HEALTH

15 Hours

#### A. Life

Including but not limited to the following:

1. Whole life

2. Endowment

3. Term

4. Variable

5. Universal

#### B. Health

Including but not limited to the following:

1. Major medical

2. Hospital

3. Disability

4. Medicare supplement

C. Minnesota laws, rules, and regulations pertinent to life/accident and health insurance only.

### PROPERTY/CASUALTY COURSE

15 hours

#### A. Personal lines

Including but not limited to the following:

1. Homeowners

2. Auto

3. Inland marine

#### B. Commercial lines

Including but not limited to the following:

1. Fire

2. Auto

3. Crime

4. Umbrella

5. Inland marine

C. Minnesota laws, rules, and regulations pertinent to property and casualty insurance only.

Subp. 2. Nonapproved courses for continuing education. The following are not approved courses:



- A. a course which is approved for prelicense training;
- B. courses designed to prepare students for a license examination;
- C. courses in mechanical office or business skills, including typing, speed reading, or use of calculators or other machines or equipment;
- D. courses in sales promotion, including meetings held in conjunction with the general business of the licensee;
- E. courses in motivation, salesmanship, psychology, time management, or communication;
- F. courses related to office management or intended to improve the operation of the licensee's business; or
- G. courses which are primarily intended to impart knowledge of specific products of specific companies, if the use of the product or products relates to the sales promotion or marketing of one or more of the products discussed.

Subp. 3. **Automatic approval.** The commissioner shall grant automatic approval for continuing education for insurance related courses approved by the Department of Commerce for real estate education, the Board of Continuing Legal Education for legal education, or similar regulatory offices within Minnesota.

The commissioner shall grant approval for the purpose of continuing education for courses approved by the insurance regulatory agency in another state if the continuing education laws and rules governing course accreditation in that state do not conflict with parts 2725.0100 to 2725.0240.

Subp. 4. **Credit hours.** Continuing education courses must be attended in their entirety in order for a licensee to receive full credit. Proportional credit will be given for partial attendance at a continuing education course. Sponsors may not issue certificates of compliance to students that have not attended the entire prelicensing course. Certificates of compliance may be issued to students who have completed the entire course even if the student did so by attending more than one offering of the course.

Upon completion of approved courses, students shall receive credit for the number of hours approved for the course based on one hour of credit for each hour of attendance.

If the number of credit hours for which a course is approved is fewer than the total number of hours of the course, the student must attend the entire course in order to receive credit for the number of approved hours.

The number of approved hours will ~~not~~ include only time spent on ~~meals, breaks, or other unrelated educational~~ activities.

The approved instructor for a continuing education course shall earn ~~1-1/2~~ three hours of continuing education credit for each one hour of instruction of approved continuing education courses.

Neither students nor instructors may earn continuing education credit for attending or instructing at any subsequent offering of the same continuing education course for three years after attending or teaching the course.

Subp. 5. **Examinations.** Course examinations will not be required for ~~continuing insurance~~ education courses unless the sponsor requires an examination.

Subp. 6. **Textbooks.** Textbooks are not required for ~~continuing insurance~~ education courses. If textbooks are not used, students are to be provided with a syllabus containing, at a minimum, the course title, times and dates of the course offering, the names and addresses or telephone numbers of the course coordinator and instructor, and a detailed outline of the subject matter to be covered. A textbook or syllabus must be available for the use of each student during the course. Any printed material disbursed to the students must be of a readable quality. Any textbook required must contain accurate and current information relating to the subject being taught.

Subp. 7 [Unchanged.]

Subp. 8. **Approval of continuing education courses not submitted for approval.** Licensees may receive continuing education credit for courses attended which have not been submitted for approval by a coordinator. Requests for approval of these courses must be submitted on forms prescribed by the commissioner.

Subp. 9. **Advertising.** Courses cannot be advertised in any manner as approved unless approval has been granted, in writing, by the commissioner.

Upon written request by a sponsor, the commissioner shall grant permission, in writing, to the sponsor to use the term "approval

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## PROPOSED RULES

pending" if it is clearly visible in the advertisement and if in fact the course has been submitted to the commissioner for approval in accordance with subpart 7.

All advertising relating to approved course offerings must contain either of the two following statements as is appropriate: "This course has been approved by the commissioner of commerce for insurance continuing education credit." or "This course has been approved by the commissioner of commerce for preclicensing education credit." The statement must be prominently displayed on the cover of any pamphlet, advertisement, or circular.

The number of hours for which a course has been approved shall be prominently displayed on any advertisement for the course. If the course offering is longer than the number of hours of credit to be given, it must be clear that credit is not earned for the entire course.

Advertising must be truthful, clear, and not deceptive or misleading.

Advertising of approved courses must be clearly distinguishable from the advertisement of other nonapproved courses and services.

Subp. 10. [Unchanged.]

Subp. 11. **Continuing education courses must be open.** All continuing education course offerings shall be open to any interested individuals. Access to preclicensing course offerings may be restricted by the sponsor.

Subp. 12. and 13. [Unchanged.]

Subp. 14. **National examinations.** Courses leading to a recognized national examination shall be assigned continuing education credit hours in the same manner as other courses. A licensee who passes a national examination shall receive 20 hours of continuing education credit even though the licensee has not attended 20 or more hours of courses leading to the examination.

Subp. 15. **Correspondence courses.** The amount of continuing education credit received by an agent for a correspondence course shall be based on successful completion of the course and subject to the number of hours assigned by the commissioner.

Any offeror of correspondence courses shall clearly disclose to any agent wishing to receive credit in Minnesota the number of continuing education hours for which that particular course has been approved by the commissioner.

### 2725.0120 FALSIFICATION OF REPORTS.

A licensee or applicant found to have falsified a continuing an insurance education report to the commissioner shall be considered to have violated the insurance licensing law and shall be subject to suspension or revocation of his or her insurance license or denial of his or her application for licensing.

### 2725.0130 COMMISSIONER'S RIGHT TO AUDIT.

The commissioner ~~reserves~~ has the right to audit subject offerings with or without notice to the sponsor.

### 2725.0140 GENERAL POWERS OF COMMISSIONER.

The commissioner may deny censure suspend or revoke the approval of a coordinator, instructor, or course if it is determined not to be in compliance with the statute or rules governing the offering of insurance ~~continuing~~ education courses. The commissioner may also refuse to approve courses by specific sponsors if it is determined that past offerings have not been in compliance with ~~continuing insurance~~ education laws and rules.

### 2725.0150 MANDATORY NOTICE TO STUDENTS.

At the beginning of each approved ~~continuing~~ insurance education offering, one of the following notice notices as is appropriate, shall be read to the students: "This course has been approved by the commissioner of commerce for ..... (number) hours of insurance continuing education credit. If you have any comments about this offering please mail them to the Commissioner of Commerce, 500 Metro Square Building, Saint Paul, Minnesota 55101." or "This course has been approved by the commissioner of commerce for ..... (number) hours of insurance preclicensing education credit. If you have any comments about this offering, please mail them to the Commissioner of Commerce, 500 Metro Square Building, Saint Paul, Minnesota 55101."

### 2725.0160 COURSE COORDINATOR.

Subpart 1. **General requirement.** Each course of study shall have at least one coordinator, approved by the commissioner, who is responsible for supervising the program and assuring compliance with the statutes and rules governing the offering of insurance ~~continuing~~ education courses. Assistants may be hired by the sponsor; however, the approved coordinator remains responsible for compliance with the laws.

Subp. 2. and 3. [Unchanged.]

Subp. 4. **Responsibilities.** The coordinator must,

A. Assure compliance with all laws and rules pertaining to insurance ~~continuing~~ education.

- B. Notify the commissioner of any material change in applications for course or instructor approval.
- C. Assure that students are provided with current and accurate information.
- D. Supervise and evaluate courses and instructors. The commissioner may request written evaluations of courses and/or instructors either by students or coordinators.
- E. Investigate written complaints relating to course offerings and/or instructors and forward a copy of the written complaints to the Department of Commerce.
- F. Maintain accurate records relating to course offerings, instructors, and student attendance for a period of five years from the date the course was completed. If the coordinator leaves the employ of the sponsor, the records must be turned over to the replacement coordinator or an officer of the sponsor. If a sponsor ceases operation, the coordinator shall be responsible for maintaining the records or providing a custodian of the records acceptable to the commissioner. In order to be acceptable, custodians must agree to make copies of student records available to students at a reasonable fee. Under no circumstances will the commissioner act as custodian of the records.
- G. Be available to instructors and students throughout the course offerings, and provide the name of the coordinator and a telephone number at which he or she can be reached.
- H. Provide students with course completion certificates, on a form prescribed by the commissioner, within 30 days of completion of the course. Notwithstanding the preceding sentence, a coordinator may require payment of the course tuition as a condition for receiving the course completion certificate.

**2725.0170 INSTRUCTORS.**

Subpart 1. **General requirement; continuing education.** Failure to have only approved instructors teach at an approved continuing education offering will result in loss of course approval.

If, after approval of a course, the instructor named in the application for course approval is unable to teach the course and there is insufficient time to obtain approval of a substitute instructor, proportional credit will be given for those parts of the course taught by approved instructors.

Credit for the parts of a course taught by an unapproved instructor may be obtained if the following requirements are satisfied:

- A. Within 15 business days after the course is taught by an unapproved instructor, a request for approval of the instructor is filed with the department. The request must be made on forms prescribed by the commissioner.
- B. Notice of the use of an unapproved instructor must be given to all enrollees as soon as that fact is known and again prior to the commencement of the ~~course~~ course. The notice must state:
  - (1) that fewer credit hours may be earned for the course than the course was originally approved for;
  - (2) that a full refund will be given if the enrollee decides not to attend the course;
  - (3) that if the enrollee does attend the course and does not earn the number of credit hours for which the course was originally approved, a refund will be automatically made in proportion to the reduction in credit hours earned. The refund will be made when the department's determination is made as to the approval of the substitute instructor.

Subp. 1a. General requirement; preclicensing education. Failure to have only approved instructors teach at an approved preclicensing education offering will result in loss of course approval. If, after approval of a course, the instructor named in the application for course approval is unable to teach the course and there is insufficient time to obtain approval of a substitute instructor, credit for the parts of a course taught by an unapproved instructor may be obtained if the following requirements are satisfied:

- A. Within 15 business days after the course is taught by an unapproved instructor, a request for approval of the instructor is filed with the department. The request must be made on forms prescribed by the commissioner.
- B. Notice of the use of an unapproved instructor must be given to all enrollees as soon as that fact is known and again prior to the commencement of the course. The notice must state:
  - (1) that no credit may be earned for the course;
  - (2) that a full refund will be given if the enrollee decides not to attend the course;
  - (3) that if the enrollee does attend the course and does not earn credit for the course, a refund will be automatically made.

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## PROPOSED RULES

The refund will be made when the department's determination is made as to the approval of the substitute instructor.

Subp. 2. [Unchanged.]

Subp. 3. **Responsibilities.** Approved instructors must:

- A. comply with all laws and rules pertaining to insurance ~~continuing~~ education;
- B. provide students with current and accurate information;
- C. maintain an atmosphere conducive to learning in a classroom; and
- D. provide assistance to the students and respond to questions relating to course material.

### **2725.0180 MANAGEMENT RESPONSIBILITY OF SPONSORS.**

Sponsors of ~~continuing~~ insurance education courses are responsible for the actions of the coordinators and instructors.

### **2725.0210 LICENSEE REPORTING REQUIREMENT REQUIREMENTS.**

A. Continuing Insurance education credit must be reported by the licensee on forms and in a manner prescribed by the commissioner.

B. Persons licensed for the first time on or after June 1 in any year shall not be subject to the continuing education requirements of Minnesota Statutes, section 60A.1701, subdivision 8, until the commencement of the following annual reporting period.

### **2725.0230 CONTINUING EDUCATION EXTENSIONS.**

Upon appropriate showing of a bona fide financial or medical hardship, the commissioner shall extend, for up to 90 days, the time period during which the continuing education must be successfully completed. Loss of income from either attendance at courses or cancellation of a license is not a bona fide financial hardship.

Requests for extensions must be submitted in writing no later than April 1 of the year due and shall include an explanation with verification of the hardship, plus verification of enrollment at an approved course of study.

### **2725.0240 CONTINUING EDUCATION EXEMPTIONS.**

A currently licensed insurance agent shall be exempted from continuing education requirements if the agent's age and years licensed as an insurance agent in good standing in Minnesota exceed 85 years, as long as that agent has maintained an active insurance agent license in the state for the last ten consecutive years.

## Department of Education Management Effectiveness Division

### Proposed Rules Governing Public Library Construction Grants

#### Notice of Hearing

Notice is hereby given that a public hearing concerning the proposed rules (Minn. Rules, parts 3530.2610-.2644) will be held at Room 716, Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101, on Monday, December 2, 1985, commencing at 9:00 a.m. and continuing until all interested persons have had an opportunity to be heard. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

Following the agency's presentation at the hearing all interested or affected persons will have an opportunity to ask questions and make comments. Statements may be made orally and written material may be submitted. In addition, whether or not an appearance is made at the hearing, written statements or material may be submitted to Peter C. Erickson, Administrative Law Judge, Office of Administrative Hearings, 400 Summit Bank Building, 310 Fourth Avenue South, Minneapolis, MN 55415, telephone (612) 341-7606 either before the hearing or within five working days after the close of the hearing. The Administrative Law Judge may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. In addition, following the close of the initial comment period, interested persons and the agency will be allowed to submit responses to any new information submitted in the comments received during the initial comment period. Comments received during this comment period will be available for review at the Office of Administrative Hearings. The responses must be filed within three working days of the close of the initial comment period. Additional evidence may not be submitted during this three-day period. The rule hearing procedure is governed by Minn. Stat. §§ 14.14 to 14.20, and by Minnesota Rules Parts 1400.0200-1400.1200. If you have any questions about the procedure, call or write the Administrative Law Judge.

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## PROPOSED RULES

Notice is hereby given that a Statement of Need and Reasonableness is now available for review at the agency and at the Office of Administrative Hearings. This Statement of Need and Reasonableness includes a summary of all the evidence and argument which the agency anticipates presenting at the hearing justifying both the need for and the reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or at the Office of Administrative Hearings. Copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

The agency intends to present only a short summary of the Statement of Need and Reasonableness at the hearing but will answer questions raised by interested persons. You are therefore urged to review the Statement of Need and Reasonableness before the hearing. Additional copies will be available at the hearing.

Cities, counties, and regional public library systems may apply for grants for public library construction and remodeling. The rule establishes eligibility requirements, grant application procedures, project requirements and criteria, and procedures for evaluating applications and awarding grants.

The Board's statutory authority to adopt the proposed rules is provided by Minn. Stat. §§ 121.09, 121.11, Subd. 12 and 134.32, Subd. 8.

The Board estimates that there will be no cost to local bodies in the State to implement the rules for the two years immediately following its adoption within the meaning of Minn. Stat. § 14.11.

The proposed rule was published in the *State Register*, September 2, 1985 (10 S.R. 566). One free copy may be obtained by writing to William G. Asp Director, Office of Library Development and Services, 440 Capitol Square Building, 550 Cedar Street, St. Paul MN 55101. Additional copies will be available at the door on the date of the hearing. If you have any questions on the content of the proposed rules, contact William G. Asp.

Notice: Any person may request notification of the date on which the Administrative Law Judge's Report will be available, after which date the Board may not take any final action on the rules for a period of five working days. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the Secretary of State. The notice must be mailed on the same day that the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the Board at any time prior to the filing of the rules with the Secretary of State.

Minn. Stat. Ch. 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in Minn. Stat. § 10A.01, subd. 11 as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any one month or more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than \$250, not including traveling expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, St. Paul, MN 55155, telephone (612) 296-5615.

October 8, 1985

Ruth E. Randall Secretary  
State Board of Education

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# ADOPTED RULES

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

## Department of Human Services

### Adopted Rules Relating to Grants for Providing Semi-Independent Living Services to Persons with Mental Retardation

The rules proposed and published at *State Register*, Volume 10, Number 2, pages 44-54, July 8, 1985 (10 S.R. 44) are adopted with the following modifications:

#### Rules as Adopted

##### 9525.0900 DEFINITIONS.

Subp. 9. **Daily intervention.** "~~Daily intervention~~" means ~~supervision, assistance, or training provided each day to a person in the person's residence by a provider or family member to help the person manage daily activities.~~

~~Subp. 10.~~ **Department.** "Department" means the Minnesota Department of Human Services.

Subp. ~~11.~~ **10. Host county.** "Host county" means the county in which the services in a person's individual service plan are provided.

Subp. ~~12.~~ **11. Individual habilitation plan.** "Individual habilitation plan" means the written plan for providing services to a person under part 9525.0105 [Emergency].

Subp. ~~13.~~ **12. Individual service plan.** "Individual service plan" means the written plan for a person under part 9525.0085 [Emergency].

Subp. ~~14.~~ **13. Interdisciplinary team.** "Interdisciplinary team" means a team composed of the case manager, the person with mental retardation, the person's legal representative and advocate, if any, and representatives of all providers providing services set forth in the individual service plan.

Subp. ~~15.~~ **14. Intermediate care facility for the mentally retarded or ICF/MR.** "Intermediate care facility for the mentally retarded" or "ICF/MR" means a program licensed to provide services to persons with mental retardation under Minnesota Statutes, section 252.28, and a physical plant licensed as a supervised living facility under Minnesota Statutes, chapter 144, which together are certified by the Minnesota Department of Health as an intermediate care facility for the mentally retarded. Unless otherwise stated, the term ICF/MR includes state-operated and community-based facilities.

Subp. ~~16.~~ **15. Local matching money.** "Local matching money" means local money made available by a county board for the provision of semi-independent living services.

Subp. ~~17.~~ **16. Person with mental retardation.** "Person with mental retardation" has the meaning given it in part 9525.0015 [Emergency], subpart ~~21~~ 22.

Subp. ~~18.~~ **17. Provider.** "Provider" means an individual, organization, or agency that provides semi-independent living services and that meets the requirements of parts 9525.0500 to 9525.0660 and 9525.0930. For the purpose of parts 9525.0900 to 9525.1020 a provider may be a county board that provides semi-independent living services directly or a contractor with a county board.

Subp. ~~19.~~ **18. Request for proposal.** "Request for proposal" means a written statement disseminated by the county board to solicit proposals for the provision of semi-independent living services. The statement specifies the number and characteristics of clients to be served, the amount and type of services to be provided based upon the identified needs of the clients, the client outcomes to be expected, the criteria for provider selection, and the service cost or budget limitations.

Subp. ~~20.~~ **19. Semi-independent living services or SILS.** "Semi-independent living services" or "SILS" means services that include training counseling instruction, supervision, and assistance provided in accordance with the client's individual habilita-

tion plan for fewer than 24 hours per day. Services include assistance with budgeting, meal preparation, shopping, personal appearance, and related social support services needed to maintain and improve the client's level of functioning.

Subp. ~~21~~ 20. **Service site.** "Service site" means the physical location or locations where a client or clients reside while receiving semi-independent living services.

Subp. ~~22~~ 21. **Unit of service.** "Unit of service" means one hour of staff time spent on activities related to developing, implementing, coordinating, or evaluating a client's habilitation plan as limited in part 9525.0950, subpart 1.

#### **9525.0920 CLIENT ELIGIBILITY CRITERIA.**

A county board may receive state reimbursement for providing semi-independent living services to a person with mental retardation who is 18 years of age or older and who meets the requirements in item A or B.

A. the person and his or her case manager have determined that the person ~~would require daily intervention for more than 90 consecutive days if SILS were not provided~~ requires, and will continue to require for a period which exceeds 90 consecutive days, systematic supervision, assistance, or training in order to manage his or her activities but does not require that supervision, assistance, or training on a daily basis; or

B. the person resides in an ICF/MR or receives home and community-based services under parts 9525.1800 to 9525.1930 [Emergency] and ~~the person and his or her case manager have a screening team established by Minnesota Statutes, section 256B.092~~ has determined that the person would remain in an ICF/MR or would continue receiving home and community-based services under parts 9525.1800 to 9525.1930 [Emergency] if SILS were not provided.

#### **9525.0930 APPROVED PROVIDER.**

Subpart 1. **Conditions of approval.** A provider is approved to receive reimbursement from a county board for SILS provided under parts 9525.0900 to 9525.1020 if the provider has the license required in item A and meets the requirements of item B or C:

Subp. 2. **Population and location of service sites.** Services provided by the provider must meet the requirements in ~~item~~ items A and ~~item~~ items B or items A and C:

A. no service sites where more than four clients are served must not site shall be adjacent to or within a group residential facility licensed under parts 9525.0210 to 9525.0430 ~~or and no service site where more than four clients are served shall be adjacent to~~ another SILS service site where more than four clients are served. ~~A group residential facility licensed under parts 9525.0210 to 9525.0430 must be considered a single service site, and~~

Subp. 3. **Variance from service site limitations.** A county board may apply to the commissioner for a variance from compliance with subparts 1, item C, and 2 based upon the limited availability of rental housing ~~for persons with mental retardation~~. The written application for the variance must document the lack of available rental housing and must show that the county's proposal for an alternative to full compliance:

C. avoids the high concentration of persons with mental retardation within any service site, town, municipality, or county of the state ~~in accordance with Minnesota Statutes, sections 462.357, subdivisions 6a, 7, and 8 and 245.812.~~

Subp. 4. **Granting a variance.** The commissioner shall grant the county board's variance request if the commissioner determines that:

B. the county board has provided reasonable evidence of the need for a variance based upon limited availability of rental housing ~~for persons with mental retardation;~~ and

#### **9525.0940 COUNTY BOARD AND PROVIDER CONTRACT AND COUNTY BOARD EFFORTS TO HIRE DISPLACED STATE HOSPITAL STAFF.**

Subp. 2. **Contract requirements.** The written contract must include the provisions and assurances specified in items A to O:

D. a statement indicating ~~which party to the contract~~ that the county is responsible for making a preliminary determination of client eligibility in accordance with the criteria in part 9525.0920;

#### **9525.0950 REIMBURSEMENT STANDARDS.**

Subp. 3. **Authorization for services.** Costs of providing semi-independent living services are reimbursable only when the services provided have been authorized by the county board. The authorization must indicate the amount, types and cost of SILS to be

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## ADOPTED RULES

provided, and the expected client outcome or outcomes. The written authorization for services to a client must be added to the client case record.

Subp. 7. **No reimbursement for case management services costs and county administrative costs.** Case management services costs and administrative costs incurred by counties or by SILS providers under contract with counties are not reimbursable as costs of semi-independent living services. When the county board provides SILS directly, the county must be reimbursed for costs of services provided according to the units of service defined in part 9525.0900 and must not be reimbursed for administrative costs. SILS provided by the county case manager assigned to the client must not be reimbursed under parts 9525.0900 to 9525.1020.

### 9525.0960 GRANT APPLICATION AND APPROVAL.

Subp. 2. **Grant proposals.** In order to qualify for a grant funded under Minnesota Statutes, section 252.275 a county board shall submit one completed copy of the county's annual SILS proposal to the commissioner with its grant application. A county board may submit its SILS proposal as part of its community social service plan. To be considered for funding, the SILS proposal submitted as part of the grant application must:

C. specify the projected annual service cost, the SILS provider, the living arrangement, day occupation, projected number of service hours, hourly rate, and public assistance eligibility for each client to be served; ~~and~~

D. specify clients who have, as a result of their participation in SILS for the previous grant year, acquired more independence which is reflected either by a decrease in number of SILS hours provided to the client or by the client's discharge from SILS because the client has acquired independent living skills; and

E. include a budget for the state's fiscal year showing projected county income from all sources and projected total expenditures for the proposed SILS and explain the methods used by the county board to project expenditures.

Subp. 3. **Review of proposals submitted with grant applications.** The commissioner shall evaluate the SILS proposals submitted with applications for grants awarded under parts 9525.0900 to 9525.1020 for approval. Priority for funding shall be given to current SILS clients who continue to need and to be eligible for SILS during the grant period for which application is made. The criteria in items A to ~~E~~ D must be used in evaluating the proposals.

B. The extent to which the proposal documents efforts the county is making and results the county is achieving that encourage a decreasing reliance on SILS as the client acquires independent living skills.

C. The extent to which the proposed SILS budget is based on reasonable cost projections. A reasonable cost increase is an increase which does not exceed the projected change in the average value of the consumer price index (all urban) for the grant period. The consumer price index is incorporated by reference. The consumer price index is available through the Bureau of Labor Statistics Hotline, and is subject to frequent change. The local hotline number is (612) 725-7865; the regional number is (312) 353-1880.

~~E.~~ D. The extent to which the proposal assures full compliance with parts 9525.0900 to 9525.1020.

Subp. 4. **Approval of grant applications.** The commissioner shall approve a grant application if the SILS proposal adheres to the criteria in subpart 3 and the proposal complies with Minnesota Statutes, section 252.275, subdivision 4, and parts 9525.0900 to 9525.1020. The commissioner ~~may~~ shall adjust a proposal as necessary to ensure that the proposal and the proposal budget as approved:

Subp. 5. **Notice.** On or before September 1 of the state fiscal year for which the grants are awarded, the commissioner shall give written notice of the results of the grant award determination to each county board that ~~applies~~ applied.

### 9525.0970 STATE REIMBURSEMENT OF COUNTIES.

Subp. 4. **Payments to counties.** Payments made to county boards by the commissioner must be in the form of an advance payment, with subsequent quarterly payments to each county board contingent upon the board's submitting a completed quarterly financial report on forms provided ~~and within timelines determined~~ by the commissioner.

### 9525.0990 GRANT INCREASES AND NEW AWARDS.

~~Subpart 1.~~ **Grant increases.** The commissioner may increase the amount of a grant awarded to a county board for SILS when: If unused funds become available under parts 9525.0970 and 9525.1000, the commissioner shall take the action in item A or B.

A. it has been determined that unused grant money is available as a result of a termination, reduction, or repayment action under part 9525.1000; increase the amount of a grant awarded to a county board for SILS if

~~B.~~ (1) the grant increase is within the limits established under Minnesota Statutes, section 252.275, subdivision 4; ~~and~~

~~C.~~ (2) the county board's expenditures for SILS that qualify for reimbursement exceeded the county board's budget projections; ~~and~~

(3) the county board's SILS expenditures demonstrate the county's compliance with part 9525.0960, subpart 2, item D and subpart 3, item B; or



~~Subp. 2. New grants. The commissioner may B.~~ make new grant awards for grant proposals approved for funding under Minnesota Statutes, section 252.275 and parts 9525.0900 to 9525.1020 ~~from unused funds that become available under parts 9525.0970 and 9525.1000.~~

#### 9525.1020 PENALTY FOR NONCOMPLIANCE WITH APPLICABLE LAWS AND RULES.

If a court or the agency responsible for assuring compliance determines that a county board ~~and~~ or a provider under contract with the a county board to provide SILS ~~do~~ does not comply with parts 9525.0900 to 9525.1020 and with ~~other applicable~~ the laws and rules in items A to E, the commissioner shall suspend or withhold payments or require repayment under part 9525.1000. The procedure for requesting a review of the commissioner's action under this part must be the same as the procedure in part 9525.1010. ~~Other applicable laws and rules include items A to E:~~

## Bureau of Mediation Services

### Adopted Rules Relating to Public Employees, Labor Negotiations and Dispute Resolution

The rules proposed and published at *State Register*, Volume 10, Number 8, pages 451-455, August 19, 1985 (10 S.R. 451) are adopted with the following modifications:

#### Rules as Adopted

##### 5510.2710 NEGOTIATION NOTICE.

Subp. 2. **Initial agreement.** ~~The~~ An employer shall have ten days following service of a negotiation notice ~~from~~ by an employee organization to object to the employee organization's status as exclusive representative, or to contest the appropriateness of the unit ~~proposed to be covered by the labor contract.~~ An objection must be made in writing to the employee organization and the director, and the director must investigate the matter pursuant to parts 5510.0110 to 5510.2310.

Subp. 3. **Subsequent agreement.** If a party to an existing labor contract desires to meet and negotiate a subsequent labor contract, the party shall serve written notice of ~~the~~ that desire upon the other party to the labor contract and the director at least 60 calendar days prior to the expiration date in the existing labor contract. If a party desires to negotiate a subsequent labor contract, but has failed to provide the required 60-day notice, the party may be compelled to pay a penalty of \$10 per day for each day the notice of intent is late.

##### 5510.2910 RENEWAL OF EXISTING CONTRACT; MEDIATION PERIOD, IMPASSE, ARBITRATION, AND STRIKE NOTICE FOR PUBLIC EMPLOYEES EXCEPT CONFIDENTIAL, ESSENTIAL, SUPERVISORY EMPLOYEES, AND PRINCIPALS AND ASSISTANT PRINCIPALS.

###### Subp. 7. Notice of intent to strike, other than teachers.

C. The 30-calendar-day strike notice period commences the day following receipt by the director of the notice of intent to strike, provided:

(3) If the bureau receives a notice of intent to strike not more than five calendar days prior to the expiration of the mediation period ~~or 45 day teacher impasse period~~, the strike notice period begins the day following the expiration of the mediation period. Notices received prior to these periods are void and of no effect.

##### 5510.3010 MEDIATION, IMPASSE AND ARBITRATION FOR CONFIDENTIAL, ESSENTIAL, SUPERVISORY EMPLOYEES, AND FOR PRINCIPALS AND ASSISTANT PRINCIPALS.

Subp. 2. **Impasse.** During mediation of the dispute, the parties, individually or jointly, may request the director to declare the negotiations at impasse. If, as a result of ~~the~~ an individual request or at the director's own initiative, the director determines that further mediation efforts ~~would not~~ are not likely to resolve the dispute, the director may declare the negotiations to be at an impasse and notify the parties in writing of that determination. The director shall regard a joint request as evidence of the impasse. The notice by the director shall include:

B. a list of the matters or impasse items determined by the director to remain in dispute; and

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## ADOPTED RULES

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Subp. 5. **Certification of impasse to board.** Following the date established for submission of final positions of both parties, the director shall notify the board of the existence of an impasse. The notice of impasse shall contain a statement that the negotiations between the parties are at impasse, a list of the issues or impasse items determined by the director to be at impasse, and the final positions submitted by the parties. The director shall advise the board whenever a party does not submit final positions within the format or time frames required by this chapter.

### **5510.3110 NEW OR DIFFERENT EXCLUSIVE REPRESENTATIVE; MEDIATION, IMPASSE, ARBITRATION, AND STRIKE NOTICE FOR PUBLIC EMPLOYEES.**

Subp. 3. **Mediation period.** For all public employees except essential employees and teachers, the 60-day or 45-day mediation period provided under part 5510.2910 commences on the day following receipt by the bureau of a petition for mediation or the day following issuance of notice that the director has initiated mediation. For teachers, the 30-day mediation period commences on the first day that a mediator first attends a mediation meeting with the parties in an effort to resolve the dispute.

## Department of Public Service Weights and Measures Division

### **Adopted Rules Governing Scale Standards and Inspection Fees**

The rules proposed and published at *State Register*, Volume 10, Number 5, pages 269-273, July 29, 1985 (10 S.R. 269) are adopted as proposed.

## OFFICIAL NOTICES

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Pursuant to the provisions of Minn. Stat. § 15.0412, subd. 6, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

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## Blue Earth County

### **Notice of Filing Fees for County Law Library**

Law Library filing fees remain at \$5 for Civil, Probate, and Conciliation Court cases as published in 10 S.R. 279. (Fees published in 10 S.R. 857 were incorrect.)

## Environmental Quality Board

### **Power Plant Siting and Transmission Line Routing Program**

#### **Notice of Annual Hearing**

Notice is hereby given that the Minnesota Environmental Quality Board will hold its Annual Public Hearing as required by the Power Plant Siting Act, Minnesota Statutes 116C.58, on Saturday, November 23, 1985, at 9:30 a.m., in Conference Room A, Capitol Square Building, 550 Cedar Street, St. Paul.

The public hearing is designed to afford interested persons the opportunity to be heard regarding the Board's Power Plant Siting Program and other activities and duties performed pursuant to the act.

Public comment is specifically invited on the following topics:

1. How best to improve the discussion of environmental issues during the certificate of need hearings.
2. How to improve the public's understanding of, and involvement in, the certificate of need proceedings.

All persons will be given the opportunity to be heard through the presentation of oral or written statements. Direct all inquiries to:

George Durfee, Manager  
Power Plant Siting Program  
Minnesota Environmental Quality Board  
100 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
Telephone: 612/296-2878

## **Department of Human Services**

### **Notice of Publication of Title XX Intended Use Report**

Notice is hereby given that the Division of Community Social Services, Department of Human Services, has published a Title XX Intended Use Report for the period of October 1, 1985 through September 30, 1986. A copy of the Title XX Intended Use Report can be obtained by writing:

Division of Community Social Services  
Department of Human Services  
Centennial Office Building  
St. Paul, MN 55155

Written comments on the Title XX Intended Use Report may be sent to the above address.

## **Department of Human Services**

### **Notice of Publication of Title IV-B Child Welfare Services Plan**

Notice is hereby given that the Division of Community Social Services, Department of Human Services, has published a Title IV-B Child Welfare Services Plan for the period of October 1, 1985 through September 30, 1987. A copy of the Title IV-B Plan can be obtained by writing:

Division of Community Social Services  
Department of Human Services  
Centennial Office Building  
St. Paul, MN 55155

Written comments on the Title IV-B Plan may be sent to the above address.

## **Department of Jobs and Training**

### **Outside Opinion Sought Concerning Rules Governing Services to Persons with Severe Disabilities through Long-Term Sheltered Workshops**

Notice is hereby given that the Department of Jobs and Training, Division of Rehabilitation Services, is seeking information or opinions from sources outside the Department in preparing to adopt a rule governing services to persons with severe disabilities through programs offered by Long-Term Sheltered Workshops.

The adoption of the rule is authorized by Minnesota Statutes, Chapter 129A, which requires the Department to develop and support the programs offered by Long-Term Sheltered Workshops as a means of providing rehabilitation services to the severely disabled in Minnesota. The proposed rule will address certification standards of service, evaluation of program effectiveness, and allocation of grant awards to programs offered by Long-Term Sheltered Workshops. In addition, the proposed rule will govern grievance procedures and personnel benefits for certain sheltered employees.

The estimated total cost of the proposed rule to all local bodies in the state is not expected to exceed \$100,000 annually in the next two years.

The proposed rule will have an impact on small businesses. This impact on small businesses will be considered as required by Minnesota Statutes, Section 14.115.

## OFFICIAL NOTICES

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The Department requests information and comments concerning the subject matter of the rule. Interested or affected persons or groups may submit statements of information in writing.

Written comments should be addressed to:

Roger Sorbel  
Division of Rehabilitation Services  
390 North Robert Street—5th Floor  
St. Paul, MN 55101

Any written material received by the Department shall become part of the rule-making record to be submitted to the Administration Division of the Office of the Attorney General/Administrative Law Judge in the event that the rule is adopted.

All statements of information and comment shall be accepted until 4:30 p.m. January 30, 1986.

Roger Sorbel  
Division of Rehabilitation Services  
Department of Jobs and Training

## Department of Labor and Industry

### Correction to Prevailing Wage Rates

The prevailing wage rates certified on August 1, 1985 for Sheet Metal Workers (421) in Beltrami, Clearwater and Lake of the Woods counties for commercial construction projects was certified in error.

Also certified in error were Pipefitters—Steamfitters (417) and Plumbers (419) in Aitkin, Becker, Beltrami, Clay, Clearwater, Crow Wing, Hubbard, Lake of the Woods, Mahnommen, Marshall, Norman, Ottertail, Pennington, Red Lake, Polk, Roseau, Wadena and Wilkin.

The correct rates, effective October 16, 1985 may be obtained by contacting the State Register and Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155.

Steve Keefe, Commissioner  
Department of Labor and Industry

## Department of Natural Resources Land Bureau

### Outside Opinion Sought Concerning Proposed Rules Regarding the Issuance of Twenty-Year Wild Rice Paddy Leases

The Department of Natural Resources is seeking information and opinions from sources outside the agency in preparing rules to set the terms and conditions under which the Department will issue 20 year wild rice paddy leases. The rules will address the method of establishing and updating fees, conditions to be imposed if a lease is assigned, water quality monitoring, harvest data, public use of the leased area, and reclamation of the leased area upon expiration of the lease.

These rules and regulations are being established under authority of Minnesota Statutes 92.501.

You may submit information or comments, in writing, concerning the rules to:

James E. Lawler  
Bureau of Land—Box 30  
Department of Natural Resources  
500 Lafayette Rd.  
St. Paul, MN 55146

The Department will accept information and comments through November 29, 1985.

# STATE CONTRACTS

Pursuant to the provisions of Minn. Stat. § 16.098, subd. 3, an agency must make reasonable effort to publicize the availability of any consultant services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal.

Commodities contracts with an estimated value of \$5,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers by calling 296-6152. If the appropriate buyer is not available, contact Harvey Leach or Barbara Jolly at 296-3779.

## Department of Administration Procurement Division

### Commodities Contracts and Requisitions Currently Open for Bidding

Requisition #	Item	Ordering Division	Delivery Point	Estimated Dollar Amount
79-150-00439, etc.	Reboundable Plastic Drum-Like Traffic Channelizers	Transportation	Various	Contact buyer
55-000-92697-92699 Rebid	Vending Machines	Human Services— Services for the Blind	St. Paul	Contact buyer
79-000-49683	Ballasts	Transportation— Electrical Services	St. Paul	Contact buyer
26-137-03451	Purchase of Modems	Mankato State University	Mankato	Contact buyer
26-073-17569	Purchase of Digitizer	St. Cloud State University	St. Cloud	Contact buyer
07-700-37075	Cardboard Boxes	Public Safety	St. Cloud	Contact buyer
79-800-02737	Fiberglass Tank	Transportation	Willmar	Contact buyer
27-000-47710 Rebid	Electric Kiln	Vermilion Community College	Ely	Contact buyer
26-073-18253	Exterior Lights	St. Cloud State University	St. Cloud	Contact buyer
32-300-13843	Work Processing Ribbons	Pollution Control	Roseville	Contact buyer
27-381-47915, etc.	Carbonless Continuous Data Processing Forms	Various	Various	Contact buyer
79-000-49694	Dump Trucks	Transportation	Various	Contact buyer
78-830-07794	Wheel Alignment System	MN Correctional Facility	St. Cloud	Contact buyer
Sch. 92DF	No. 1 DF and Premium Grade No. 2 DF	Transportation	Various	Contact buyer
79-100-03468 43-000-06666	Stockpile Class 1 Aggregate Full Maintenance Service for Environmental Controls and Heating and Air Conditioning Systems	Transportation Iron Range Interpretative Center	Moose Lake Chisholm	Contact buyer Contact buyer
29-000-42663	Drafting Plotter and Accessories	Natural Resources	St. Paul	Contact buyer
26-073-18148	Purchase of Reader/Printer	St. Cloud State University	St. Cloud	Contact buyer
78-630-06316	Ballast Assembly (BV)	MN Correctional Facility	Oak Park Heights	Contact buyer
79-100-03469	Stockpile Class 1 Aggregate at McGregor	Transportation	Duluth	Contact buyer
26-073-18319	Stereo Equipment	St. Cloud State University	St. Cloud	Contact buyer

## STATE CONTRACTS

Requisition #	Item	Ordering Division	Delivery Point	Estimated Dollar Amount
26-073-18303	Network Workstation	St. Cloud State University	St. Cloud	Contact buyer
32-100-13851 & 13852 Rebid	Dissolved Oxygen Meter	Pollution Control Agency	Roseville	Contact buyer

Contact 296-6152 for referral to specific buyers.

### Department of Energy and Economic Development Governor's Rural Development Council

#### Request for Proposals for a Soil Conservation/Farmland Preservation Assessment and Education Project

The Minnesota Department of Energy and Economic Development/Governor's Rural Development Council (MN DEED/GRDC) is requesting proposals from qualified individuals interested in working with MN DEED/GRDC on a project to evaluate a number of projects and programs which have been conducted with Council funds, to broadly disseminate the results of these efforts, and to identify new demonstration project and Council initiated programs for future implementation.

The work is to be completed no later than September 30, 1986. Proposals are being requested to complete the following major activities:

A. Review and evaluate the results of approximately 20 demonstration projects and programs supported by the GRDC in the areas of soil conservation and farmland preservation;

B. Design and implement an appropriate method(s) for transferring the knowledge gained through these projects/programs to a wide audience (farmers, soil conservation professionals, farm service organizations, environmental organizations, local elected officials, state decision-makers, and other interested groups and individuals);

C. Develop recommendations for appropriate future projects/programs to be encouraged or initiated by the GRDC in the areas of soil conservation and farmland preservation.

It is estimated that the cost of this activity need not approach but shall not exceed \$15,000. Proposals should be received by MN DEED/GRDC no later than 4:30 p.m., Friday, November 15, 1985.

The formal Request for Proposals document may be requested and inquiries should be directed to:

Glynnis Jones, Program Manager  
Governor's Rural Development Council  
Department of Energy and Economic Development  
900 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
Phone: (612/296-3993)

### Department of Energy and Economic Development Governor's Rural Development Council

#### Request for Proposals for Minnesota Farm Vacation Project

The Minnesota Department of Energy and Economic Development/Governor's Rural Development Council (MN DEED/GRDC) is requesting proposals from qualified individuals interested in working with MN DEED/GRDC on a project to provide technical research and recommendations regarding the potential development of a Farm Vacation industry in the state.

The work is to be completed no later than September 30, 1986. Proposals are being requested to complete the following major activities:

A. Research the existing and potential opportunities for the development of a Farm Vacation industry in Minnesota;

B. Identify the current barriers which would prevent or hinder the development of a Farm Vacation industry in the state;

C. Develop recommendatons for future appropriate action to be taken by the GRDC. Recommendations for continuing work should include the following: description of additional consultant contract work if necessary; design of a demonstration or pilot project; estimated budgets; and a timeline for completion.

It is estimated that the cost of this activity need not approach but shall not exceed \$15,000. Proposals should be received by MN DEED/GRDC no later than 4:30 p.m., November 15, 1985.

The formal Request for Proposals document may be requested and inquiries should be directed to:

Glynnis Jones, Program Manager  
Governor's Rural Development Council  
Department of Energy and Economic Development  
900 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
Phone: (612/296-3993)

## **Department of Health**

### **Contract Available for Nurse Practitioner with Pediatric Expertise**

Notice is hereby given that the Minnesota Department of Health, Maternal Child Health Division, (MCH) intends to issue a Consultant Contract to obtain technical services of a nurse practitioner with pediatric expertise. The consultant will provide the pediatric nursing component of Early Periodic Screening/Early Periodic Screening, Diagnosis and Treatment Program (EPS/ EPSDT) screener training seminars, provide on site consultation to EPS/EPSDT screeners and provide consultation to MCH staff on related EPS/EPSDT program tasks.

This contract will be awarded to the candidate best demonstrating the needed consulting and teaching skills, experience, and education.

The Minnesota Department of Health will make the final selection of a consultant and issue a contract not to exceed \$15,500 for the period from October 1, 1985 to June 30, 1986.

Please submit qualifications by November 18, 1985, to:

Jean Cronje, Acting Supervisor  
Child Health Screening and Health Promotion Unit  
Section of Maternal and Child Health Technical Services  
Minnesota Department of Health  
717 Delaware Street South  
Minneapolis, Minnesota 55440  
(612) 623-5542

## **Housing Finance Agency Home Improvement Division**

### **Request for Proposals for Housing Inspections**

The Minnesota Housing Finance Agency intends to engage the services of a housing inspector to make inspections of single family houses improved through its home improvement loan programs.

The Agency will identify properties which are to be inspected. The contractor will be expected to:

1. Review microfiche of selected loan files or the actual loan files to determine the location of the properties and which improvements were to have been completed;
2. Contact individuals selected by the Agency to schedule inspections;
3. Inspect properties to determine compliance with program standards; and,
4. Complete a written inspection report in evidence of each inspection.

The contractor will provide the automobile to be used for the inspections and must be available to travel to all parts of the state. Travel reimbursement is allowed in accordance with state guidelines. Approximately \$10,000 is contemplated for this project.

## STATE CONTRACTS

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The agency intends to conduct 200 inspections. It is probable that at least 50% of the inspections will be for properties located outside the seven-county metropolitan area. The inspections must be completed by April 1, 1986.

Proposals must be in writing and must be received by the agency no later than 4:30 p.m. on November 18, 1985.

General inquiries and proposals should be directed to:

Ms. Kathleen Aanerud  
Acting Coordinator, Home Improvement Loan Programs  
Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101  
(612) 297-3121

## STATE GRANTS

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In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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### Department of Human Services Refugee Program Office

#### Notice Pertaining to Interest in Refugee Social Adjustment Services

The Department of Human Services wishes to ascertain if there are agencies that might be interested in applying for Refugee Social Adjustment funding. Statement of Interest should be received no later than Tuesday, November 5, 1985. Agencies may either telephone the State Refugee Program Office at 296-1383, or write to the above office at 444 Lafayette Road, St. Paul, MN 55101.

### Minnesota Historical Society

#### Grants Review Committee Notice

A special meeting of the Minnesota Historical Society's Grants Review Committee will be held on Monday, November 4, 1985 at 5:00 p.m. in the Fort Snelling History Center, St. Paul, MN, to consider Federal Historic Preservation Program Certified Local Government grant applications.



# NON-STATE PUBLIC CONTRACTS

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

## Hennepin County Department of Transportation

### Contracts Available for Highway Design Projects

The Hennepin County Department of Transportation is seeking assistance from qualified Consultants for preparation of preliminary and detail design plans on the following three highway projects which are on the County State Aid Highway system:

- |               |  |
|---------------|--|
| Project 8529— | County State Aid Highway 28 between I-494 and West 78th Street in Bloomington and Edina. Construction will include, but not be limited to, widening, channelization, drainage and signal. All contract documents including, but not limited to, plans, specifications and estimates, shall be ready for a contract bid letting in September, 1986.             |
| Project 8345— | County State Aid Highway 109 between old County State Aid Highway 18 and Trunk Highway 169 in Brooklyn Park. Construction will include, but not be limited to, grading, channelization, and drainage. All contract documents including, but not limited to, plans, specifications and estimates, shall be ready for a contract bid letting in September, 1986. |
| Project 7408— | County State Aid Highway 10 between County State Aid Highway 18 and I-494 in Maple Grove and Plymouth. Construction will include, but not be limited to, grading, drainage, surfacing and signals. All contract documents including, but not limited to, plans, specifications and estimates, shall be ready for a contract bid letting in March, 1987.        |

### General Scope of Services

Following is the anticipated Scope of Services. Hennepin County may expand or reduce the Scope of Services as the need dictates.

1. Field surveys including alignment, topography, cross sections, soils, utilities and other pertinent information.
2. Preparation of preliminary layouts and profiles. Obtain municipal approval of layouts and profiles.
3. Preparation of final construction plans, construction specifications, cost estimates, and construction contract documents.
4. Obtain construction plan approval from Mn/DOT State Aid and municipality.

### Expression of Interest

Those Consultants who wish to be considered for any of the aforementioned projects, please furnish the following information:

1. Indicate the Project(s) for which you are qualified and wish to be considered.
2. Submit a Statement of Qualifications for the project(s) mentioned in 1 above.
3. Indicate whether or not you are an Equal Opportunity firm and have an affirmative action plan.
4. If your Statement of Qualifications does not include a list of client references, provide a list of client references with an overview of the scope and the results of the project performed for those clients.

If more information concerning the specific project(s) is desired, the firm should contact Chief of Design, Phone Number 935-3381.

Consulting firms wishing to submit Statements of Qualifications should submit six copies to the Hennepin County Department of Transportation, 320 Washington Avenue South, Hopkins, Minnesota, 55343, by 3:00 P.M., November 15, 1985.

### Selection Procedure

Selection will be made in accordance with the established "Process for Selection of Consultant Engineering/Professional Services for the Bureau of Public Service" dated December 3, 1980, a copy of which is on file with the Clerk of the Board.

The County will negotiate contracts with the Consultant's selected by the County Board.

## NON-STATE PUBLIC CONTRACTS

### McLeod County

#### Request for Proposals for a Telephone System

McLeod County is calling for bids on a telephone system for the Courthouse-Law Enforcement Center and its Off-premise location. Selection of the systems to be considered will be based on the price and applicability of the system as submitted in a sealed bid marked "phone bid" to be opened at the McLeod County Courthouse on Tuesday, November 5, 1985 at 11:00 a.m. Contact Communication Solutions at 612-374-4752 or 1938 Fremont Ave. So. Mpls., MN 55403.

The County reserves the right to accept, or reject, any or all bids or waive bid specifications.

Gene Reddemann  
County Coordinator  
Courthouse  
Glencoe, MN

## SUPREME COURT DECISIONS

### Decisions Filed Friday, October 18, 1985

#### Compiled by Wayne O. Tschimperle, Clerk

##### **C4-84-2181 Kent Berge, Petitioner v. Commissioner of Public Safety, Appellant. Court of Appeals.**

Where the trial Court credits the uncontradicted testimony of the arresting officer as to the facts relating to the stop of a motor vehicle, the appellate court, in reviewing the trial court's decision as to the validity of the stop, should not use the "clearly erroneous" test but should analyze the testimony of the officer and determine whether, as a matter of law, his observations provided an objective basis for the stop; in this case the stop was valid because although the officer did not actually see the driver run a stop sign, he contemporaneously observed facts which justified the inference that the driver did so.

The officer's observations after the stop gave him probable cause to arrest the driver for driving while under the influence of alcohol, and the trial court was not justified in rejecting the Intoxilyzer test results, which indicated that the driver had an alcohol concentration of 0.10 or more.

Reversed; revocation reinstated. Amdahl, C. J.

##### **C3-85-478 Florian H. Radermecher v. FMC Corporation and Liberty Mutual Insurance Company, Relators, and FMC Corporation and Kemper Insurance Company and FMC Corporation, Self-Insured and Blue Cross/Blue Shield of Minnesota, Intervenor and Equitable Life Assurance Society of U.S. Workers' Compensation Court of Appeals.**

Under the facts here, the employee's skin cancer was an occupational disease.

Applying the bright line rule of *Flowers v. Consolidated Container Corp.*, 336 N.W.2d 255 (Minn. 1983), liability is on the last insurer of the single employer who was on the risk at the time the treatment for the job-related dermatitis contributed in some, even if attenuated, degree to the cancer.

Disablement occurred the first time the employee was hospitalized in April 1973 for melanoma surgery and was disabled from earning full wages. Compensation benefits, therefore, are governed by the workers' compensation law as it was in April 1973.

Affirmed. Simonett, J.

##### **C2-85-892, C3-85-920 John S. Dotolo, Relator v. FMC Corporation and National Union Fire Insurance Company, Relators, and Blue Cross & Blue Shield Company of Minnesota, Intervenor and Equitable Life Assurance Society of United States, Intervenor. Workers' Compensation Court of Appeals.**

Tinnitus caused by employment exposure to noise is a physical trauma.

The finding that this trauma and exhaustion resulting from sleeplessness caused, aggravated, or accelerated employee's disabling, depression has substantial evidentiary support.

Employee's temporary total disability benefits were properly discontinued for his failure to accept reasonable medical treatment. However, he is entitled to reinstatement of such benefits when he accepts medical treatment as monitored by the Commissioner of the Department of Labor and Industry pursuant to Minn. Stat. § 176.103 (1984).

Affirmed and remanded for amendment to provide for reinstatement of benefits upon employee's acceptance of reasonable medical treatment. Simonett, J.

**C0-83-1812 State of Minnesota v. Lonnie Dale Sanders, Appellant. Court of Appeals.**

Defendant received a fair trial and was properly found guilty of second-degree felony murder; trial court's decision to allow jurors to separate during overnight recess in deliberations did not create a presumption of prejudice.

Reversed; judgment of conviction reinstated. Coyne, J.

Concurring specially, Wahl, J.

**Orders****C0-85-1622 In the Matter of the Application for the Discipline of Mark D. Luther, an Attorney at Law of the State of Minnesota. Supreme Court.**

Publicly reprimanded. Amdahl, C. J.

**C0-85-1698 In the Matter of the Application for the Discipline of Patrick H. Doherty, an Attorney at Law of the State of Minnesota. Supreme Court.**

Publicly reprimanded. Amdahl, C. J.

**C4-84-1256 In the Matter of the Application for the Discipline of James B. McCreary, an Attorney at Law for the State of Minnesota. Supreme Court.**

Suspended indefinitely. Amdahl, C. J.

**C9-85-1621 In the Matter of the Application for the Discipline of William N. Bernard, an Attorney at Law of the State of Minnesota. Supreme Court.**

Publicly reprimanded. Amdahl, C. J.

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**ERRATA****Department of Administration  
State Register & Public Documents Division****Explanation of Issues #16 and #16R, Dated October 14 and October 16 Respectively**

Issue #16, dated October 14, 1985, was correctly printed and legal for the following items:

<b>Proposed Rules</b>	<b>Minnesota Rule #</b>
Labor and Industry Department	
Proposed Rules Relating to Occupational Professions, Boiler Operators, Fees (pages 881-884)	5225.0300; .8600
Pollution Control Agency	
Proposed Rules Relating to Wastewater Treatment (pages 884-890)	7075.0100; .0400; .0401; .0411; .0414; .0419; .0428; .0433
<b>Adopted Rules</b>	
Commerce Department	2791.0100
Adopted Rule Authorizing Issuance of Medical Malpractice Insurance by the Minnesota Medical Malpractice Joint Underwriting Association (page 921)	
Energy and Economic Development Department	
*Extension of Emergency Rules Relating to the Technol- ogy Product Loan Program (page 921)	8300.4100-.4112 [Emer]
*Extension of Emergency Rules Relating to Tourism Loan Program (page 922)	8300.3060-.3070 [Emer]
Higher Education Coordinating Board	
*Adopted Emergency Rules Relating to Education; Financial Aid, Grants, Part-time Student (page 922)	4830.1550-.1556 [Emer]

# ERRATA

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Human Services Department  
Adopted Rules Relating to Special Needs Rate Exception  
for Very Dependent Persons with Special Needs (pages  
922-923) 9510.1020-.1140

All State Contracts, State Grants, Supreme Court  
Decisions, Tax Court, and Errata

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\*Emergency rules are not dependent upon publication date for legal effectiveness.

The October 16, 1985 issue, #16R, was the correct and legal printing date for:

**Proposed Rules**

Pollution Control Agency  
Proposed Rules Relating to Noise Control (pages 891-895) 7010.0010-.0080

Teaching Board  
Proposed Rules Relating to Education; Teaching Licensure  
(pages 886-920) 8700.0310; .3810; .5503-  
.5512; .6410; .7500

**Adopted Rules**

Pollution Control Agency 7045.0219; .0292; .0365;  
Adopted Rules Relating to Hazardous Waste (page 929) .0450; .0550

All Official Notices

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The other misprinted item in Issue #16 (correctly printed in Issue #16R) was:

Human Services Department  
\*Adopted Emergency Rules Relating to Work 9500.1210-.1221 [Emer]  
Readiness Program (pages 923-929)

These rules' effective date was *not* set back two days by the misprinting; they are emergency rules which take effect five working days after approval by the Attorney General. Their legal effectiveness date does not depend upon their publication date in the *State Register*.

The above is provided to help clear up confusion surrounding the reprinting of Issue #16. Subscribers should *not* throw out Issue #16; it is the legal effective date for five adopted rules, the comment periods for two proposed rules, and for all state contracts and state grants. If subscribers have thrown out the issue already, please mark up the Table of Contents, page 879R, in Issue #16R according to the explanations provided above. The last two proposed rules and adopted rules listed in that table of contents were legal October 16; the rest use a legal date of October 14.

## ORDER FORM

**State Register.** Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court and Tax Court decisions.

- \_\_\_\_\_ Annual subscription \$130.00
- \_\_\_\_\_ Trial subscription (13 weeks) \$40.00
- \_\_\_\_\_ Single copies \$3.25 each

**Minnesota Guidebook to State Agency Services 1984-85.** A 623-page guide to services provided by Minnesota agencies.

- \_\_\_\_\_ Single copy: \$12.50 + \$.75 tax = \$13.25\* each

**Minnesota Rules 1985.** 10-volume set.

- \_\_\_\_\_ Set: \$125.00 + \$7.50 = \$132.50.\*
- \_\_\_\_\_ Each volume: \$13.00 + \$.78 = \$13.78.
- \_\_\_\_\_ No handling charge.

**Minnesota Laws 1985.** All laws passed in the Regular and Special Sessions.

- \_\_\_\_\_ \$37.00 + \$2.22 = \$39.22.\*
- \_\_\_\_\_ No handling charge.

\*To avoid Minnesota sales tax, please include your Certificate of Exempt Status issued by the Department of Revenue. No Mastercard/VISA accepted on Rules and Laws.

Please enclose full amount for items ordered; prepaid orders only. Make check/money order payable to "State of Minnesota." (Phone orders are taken only with a Mastercard/VISA charge number.)

**EACH ORDER MUST INCLUDE \$1.50 POSTAGE AND HANDLING FEE.**

**State Register Binder.** Durable 3½ inches, forest green binders imprinted with the *State Register* logo.

- \_\_\_\_\_ *State Register Binder* \$6.50 + \$.39 tax = \$6.89\* each

**State Register Index.** Contains cumulative findings aids to Volume 8 of the *State Register*, including MCAR Amendments and Additions, Executive Orders List, Executive Orders Index, Agency Index, Subject Matter Index.

- \_\_\_\_\_ Single copy \$5.00

**Worker's Compensation Decisions.** Volume 37. Selected landmark decisions of the Worker's Compensation Court of Appeals. Annual subscription, quarterly updates.

- \_\_\_\_\_ Annual subscription \$85.00

**Minnesota Outdoors Catalog—1985.** Complete listing of material on the Minnesota outdoor activities. Bikeways, canoeing, county, lake and other maps. Books, charts, rules, laws, posters and more.

- \_\_\_\_\_ FREE COPY

Name \_\_\_\_\_

Attn of: \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

### CHANGE OF ADDRESS NOTICE

Please notify us as soon as your address changes so that we can continue to serve you.

OLD ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Publication(s) you are receiving from us: \_\_\_\_\_

## FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

### SENATE

**Briefly/Preview**—Senate news and committee calendar; published weekly during legislative sessions.

**Perspectives**—Publication about the Senate.

Contact: Senate Public Information Office  
B29 State Capitol, St. Paul, MN 55155  
(612) 296-0504

### HOUSE

**Session Weekly**—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

**This Week**—weekly interim bulletin of the House.

Contact: House Information Office  
Room 8 State Capitol, St. Paul, MN 55155  
(612) 296-2146

Legislative Reference Library  
Attn: Zona DeWitt  
645 State Office Bldg.  
**Interoffice**