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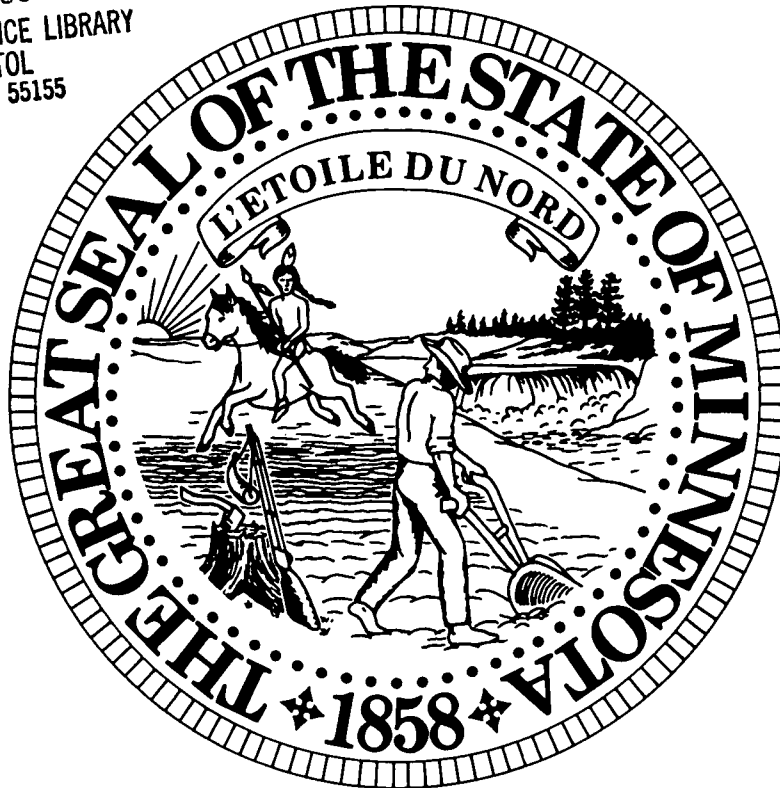
State of Minnesota

# STATE REGISTER

Department of Administration—Documents Division

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# STATE REGISTER

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

The *State Register* is the official publication of the State of Minnesota, containing executive orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

### Printing Schedule and Submission Deadlines

Vol. 13 Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
2	Monday 27 June	Friday 1 July	Monday 11 July
3	Friday 1 July	Monday 11 July	Monday 18 July
4	Monday 11 July	Monday 18 July	Monday 25 July
5	Monday 18 July	Monday 25 July	Monday 1 August

\*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 State Register editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

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## 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.

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Contact: Senate Public Information Office  
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Contact: House Information Office  
Room 175 State Office Building, St. Paul, MN 55155  
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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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as **Proposed Rules**. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

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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 Education

### Proposed Permanent Rules Relating to Libraries

#### Notice of Hearing

NOTICE IS HEREBY GIVEN that a public hearing concerning the proposed rules captioned above will be held at 716 Capitol Square Building, 550 Cedar Street, commencing at 9:00 a.m. on August 10, 1988, and continuing until all interested persons have had an opportunity to be heard. The rule proposed for adoption would more clearly define the scope of school library media programs. A copy of the proposed rule is attached hereto.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to ask questions and make statements. Statements may be made orally and written materials may be submitted.

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.

Whether or not an appearance is made at the hearing, written material may be submitted to the Administrative Law Judge Howard L. Kaibel, Administrative Hearings Office, Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, MN 55415, phone 612-341-7608, either before the hearing or within five working days after the public hearing ends. Those statements will be recorded in the hearing record. The Administrative Law Judge may, at the hearing, order that the comment period be kept open for a longer period not to exceed 20 calendar days. Comments received during the comment period shall be available for review at the Office of Administrative Hearings. The agency and interested persons may respond in writing within three business days after that comment period ends to any new information submitted. No additional evidence may be submitted during the three-day period. The rule hearing procedure is governed by *Minnesota Statutes*, sections 14.14 to 14.20 and by *Minnesota Rules* parts 1400.0200 to 1400.1200. Questions about the rule hearing procedure may be directed to the Administrative Law Judge.

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 rule. Copies of the statement of need and reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

The agency intends to present a summary of the Statement of Need and Reasonableness at the hearing and 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.

The Board's statutory authority to adopt the proposed rules is provided by *Minnesota Statutes* section 121.11, subd. 12 (1986).

#### Fiscal Note

The Minnesota Department of Education estimates that there will be an increased cost to some local school districts in the state

**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.

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to implement the rule changes proposed. The cost figures which follow are based on a 1986 staffing and resource study conducted by the Minnesota Educational Media Organization (MEMO) because the data is the most recent and complete available. Increased costs will vary from district to district depending on existing staff and programs currently being offered. Lack of complete data makes it difficult to project a precise cost estimate. The MEMO estimate is based on needs identified in each of the categories listed below.

**LICENSED PERSONNEL:** New and existing language, as it pertains to licensed personnel, are substantially the same. Consequently, if districts are in compliance with the old rule, there should be no additional cost to implement that portion of the rule requiring a licensed media person.

**SUPPORT STAFF:** For the first time, the proposed rule would require that some level of support staff be provided in each building. In MEMO's April 1986 survey, 316 buildings have no paid support staff. 49 schools did not answer this question on the survey. Assuming that a halftime support position is a reasonable minimum and assuming an average halftime salary of \$6,100.00, filling 316 halftime support positions would cost \$1,927,600.00 per year, for the two years following adoption of the rule. The level of support staff may vary from building to building. Each building will determine the exact number of hours necessary to provide clerical assistance to the library media program.

School officials may wish to consider one or more of the following ways to provide for support service:

1. Reassign support staff.

Shifting responsibilities may provide opportunities to use current staff more effectively.

2. Extend part-time support service hours.

Lengthen the day of current employees.

3. Hire new support staff.

**RESOURCES:** The proposed rule language indicates that at a minimum all schools must purchase a percentage of materials each year to replace those becoming outdated. In other words, a school must purchase some new learning resources each year. The collections of resource materials in Minnesota schools have deteriorated during the past decade. A survey conducted by the MEMO EDU6 Rule Change Task Force indicates that elementary and secondary schools have 50 percent fewer recent copyright books in 1980-85 than was true in the 1970-75 time span. This has happened even though more materials are being published today. In MEMO's April 1986 survey, 62 schools including 16,873 students reported that they did not purchase any materials during the 1985-86 school year. 20 schools did not answer this question on the survey. It is imperative that schools look at ways to provide timely materials to students in all settings. This can be done by sharing materials as well as purchasing them. Other than North Central Association standards, national or state recognized minimum budget figures for materials do not exist. Minnesota Department of Education financial reports indicate that in FY86 the total expenditure for books, audiovisual materials, and computer software was \$11,570,460.96. This figure does not include textbooks. The average per pupil amount was \$16.55. If school buildings who reported that they spent nothing on materials were to buy materials at the average per pupil amount of FY86, the estimated additional cost would be \$279,248.15 statewide per year for the two years following adoption of the rule. This amount is about 2% of the total spent for materials in FY86. The amount per district would vary according to the number of pupils. Each school must look at its own situation and make decisions about how to best provide its students with access to quality materials.

School officials may wish to consider one or more of the options below to provide additional money for the building of school library media collections:

1. Block Grant Funds.

Use Block Grant (Chapter II) funds for library media materials purchase.

2. Special Levy.

Enact a one-time special levy to develop a basic, current collection.

3. Capital Funds.

Use capital funds for purchase of library media materials.

This rule is not expected to impact small business in any way.

When this rule is adopted, *Minnesota Rules*, part 3500.0700 Library is repealed.

A copy of the proposed rule is attached hereto. 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: Joan Wallin, Supervisor, Media and Technology Unit, 683 Capitol Square Building, St. Paul, MN 55101, phone number 612-296-1570.

**Notice:** Any person may request notification of the date on which the administrative law judge's report will be available, after which date the agency 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 agency at any time prior to the filing of the rules with the secretary of state.

*Minnesota Statutes* 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 *Minnesota Statutes* section 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 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 number 612/296-5615.

Ruth E. Randall, Secretary  
State Board of Education

### **Rules as Proposed (all new material)**

#### **3500.0710 LIBRARY MEDIA PROGRAM.**

Subpart 1. **Definition of library media program.** The library media program provides all users, including students, teachers, and administrators, with resources for learning and with instructional programs and services. The program utilizes all types of informational resources including, but not limited to, books, people, periodicals, slides, filmstrips, films, audio, video, computer formats, and corresponding equipment.

The program's components shall include:

- A. instruction in locating and using information;
- B. instruction in the production of resources;
- C. guidance in reading, listening, and viewing;
- D. participation in curriculum development;
- E. provision for inservice programs relating to information and technology;
- F. administration and management of the media program;
- G. development of a comprehensive collection of informational resources;
- H. evaluation and selection of all types of resources;
- I. organization of all types of resources and equipment;
- J. use of educational technology including electronic and nonelectronic resources and equipment;
- K. production of instructional resources for teachers;
- L. provision for reference services and resources;
- M. participation in information networking and utilization of developing educational innovations and technologies; and

N. a written scope and sequence of library media learner outcomes based on, but not limited to, outcomes contained in Model Learner Outcomes for Educational Media and Technology (E730), written and published by the Minnesota Department of Education, Division of Instructional Effectiveness, in 1986. The publication is incorporated by reference. It is revised every five years. When a new edition is published, the new edition replaces the older edition in this item. The publication is available at the Legislative Reference Library, 645 State Office Building, 100 Constitution Avenue, St. Paul, Minnesota 55155, and from local libraries through the interlibrary loan system. In this item, "scope" and "sequence" have the meanings given in part 3500.1150, subpart 7.

Subp. 2. **Personnel.** In all schools, library media instruction and service shall be given by a licensed media person as defined by the Board of Teaching. Licensed media personnel shall be assigned in numbers that assure all components of subpart 1 are fully implemented. Provisions must be made for support staff as necessary.

Subp. 3. **Resources.** There shall be provided for the curriculum of the school, up-to-date resources and the necessary equipment and technological systems to use these resources. The resources shall include a variety of formats such as books, periodicals, and

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projected and electronic resources, selected in accordance with a school board adopted selection policy. Each year a percentage of the resources shall be updated.

Subp. 4. **Facilities.** There shall be a well-equipped, centrally located, library media center of a size appropriate to the library media program and the enrollment in every elementary, middle, and secondary school building. Additional space and facilities shall be provided for work storage, listening, viewing, technological, and conference purposes. In one- and two-room elementary schools, provisions shall be made for library media services.

**REPEALER.** *Minnesota Rules*, part 3500.0700 is repealed.

## Housing Finance Agency

### Proposed Permanent Rules Relating to Urban Indian Housing Program

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

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency ("agency") proposes to adopt the above-entitled rules without a public hearing. The agency 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* Sec. 14.21 to 14.28.

Persons interested in these rules shall have 30 days to submit comments in support of or in opposition to the proposed rules within the 30-day comment period. Such comments are encouraged, and should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. The proposed rule may be modified as the result of comments received if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language. Unless twenty-five or more persons submit written requests for a public hearing on the proposed rule within the 30-day comment period, a public hearing will not be held. In the event a public hearing is required, the agency will proceed according to the provisions of *Minnesota Statutes*, Sec. 14.14 *et. seq.* Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed.

Persons who wish to submit comments or a written request for a public hearing should submit such comments or request to:

Kathleen J. Johnson  
Legal Division  
Minnesota Housing Finance Agency  
Suite 300  
400 Sibley Street  
St. Paul, Minnesota 55101  
Telephone: 612/296-9794

Authority for the adoption of these rules is contained in *Minnesota Statutes*, Sec. 462A.06, Subd. 4 and 11. Additionally, a Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules, and that identifies the data and information relied upon to support the proposed rules has been prepared and is available from Kathleen J. Johnson upon request.

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 a designee of the Attorney General for review as to form and legality, including the issue of substantial change, and to determine whether the agency has the authority to adopt the rules and whether the record demonstrates a rational basis for the need for and reasonableness of the proposed rules. Persons who wish to receive notice of the date of submission of these rules to the Attorney General for review, or who wish to receive a free copy of the final rules as adopted, should make such requests to Kathleen J. Johnson.

A copy of the proposed rule is attached to this notice. Additional copies may be obtained by contacting Kathleen J. Johnson.

Please be advised that *Minnesota Statutes* Ch. 10A.03 requires each lobbyist to register with the State Ethical Practices Board within five (5) days after he or she commences lobbying. A lobbyist is defined in *Minnesota Statutes*, Sec. 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 month or more than \$250.00, not including his own 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 \$250.00, not including his own 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, 625 North Robert Street, St. Paul, Minnesota 55101-2520 (612) 296-5615.

Dated: 8 July 1988

James J. Solem  
Commissioner

**Rules as Proposed**

**REPEALER.** Minnesota Rules, parts 4900.1530, 4900.1531, 4900.1532, 4900.1533, 4900.1550, 4900.1560, and 4900.1570, are repealed.

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**Executive Orders****Order #88-7: Establishing the Governor's Council on Children, Youth, and Families;  
Amending Executive Order No. 84-11**

I, RUDY PERPICH, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

WHEREAS, families and children are truly our most precious social resource because they are responsible for perpetuating the basic goal and values which bind a society together; and

WHEREAS, Minnesota families reflect a richness of ethnic diversity and family styles which need to be supported and encouraged; and

WHEREAS, rapid and radical changes in society have brought new pressures and challenges to today's families, and especially to the children in these families; and

WHEREAS, public policy toward families and children is of the utmost importance because of the demonstrable effects on the family by the actions of major social institutions, including all levels of government; and

WHEREAS, public policy should be designed to combat harmful effects upon the family by all such activities, just as programs which actively service family needs should be devised and implemented; and

WHEREAS, the current Governor's Council on Families and Children should be strengthened and its work expanded;

NOW, THEREFORE, I hereby order that a Governor's Council on Children, Youth, and Families be created to propose policies to improve services for children and families. The Council will be administered by the Department of Human Services.

1. The Council shall advise the Governor on the development of state policies that strengthen and support the ability of parents to care for children and that provide families with those preventive and other supports that contribute to children's well-being.

2. The Council shall consist of the following members: the Commissioner of Human Services, Commissioner of Health, Commissioner of Education, Commissioner of Jobs and Training, Commissioner of Finance, and the Commissioner of State Planning or their designees. Two legislators may be appointed, one of whom shall be appointed by the Speaker of the House and the other by the Majority Leader of the Senate. Seven citizens-at-large shall be appointed by the Commissioner of Human Services to serve as members.

**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.

## Executive Orders

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3. The Commissioner of Human Services may appoint a chair from among the members who are citizens-at-large.

4. Any state agency not formally represented on the Council may send a representative to serve in an ex-officio capacity to assist the Council in its work. State agencies may also provide such information or support as may be helpful to enable the Council to carry out its work.

5. The Council shall have the following powers:

a. to propose child and family policies on issues that are broad-based, comprehensive, and require interagency collaboration;

b. to make recommendations to improve the coordination of program and fiscal resources of state and local, public and private services to children and their families;

c. to facilitate access to services by all children and families;

d. to promote legislative action on behalf of children and families;

e. to conduct or sponsor research for the purpose of monitoring, evaluating, or redirecting existing services and programs or for developing new programs;

f. to accept and expend any grants, awards, or other funds, or appropriations as may be available to the Council to effectuate the purposes of the Council;

g. to perform all other activities necessary to carry out the functions, powers, and duties of the Council.

6. The Council shall have the following duties:

a. to submit a written report to the Governor no later than October 1, 1988, and annually thereafter, setting forth the recommendations and activities of the Council on matters within its scope;

b. to meet on a regular basis to implement the purposes of this article and to establish task forces, when needed, to carry out its duties;

c. to conduct public meetings and hearings to promote its agenda and to seek public input;

d. to receive recommendations for interagency study and action from state agencies and report back to these bodies with their findings;

e. to establish an annual legislative platform; and

f. to provide information and support to parents and service providers to enable them to use government services for children more effectively.

7. The Commissioner of Human Services shall appoint a full-time executive director who may employ such other personnel as may be necessary for the operation of the Council.

Pursuant to *Minnesota Statutes* 1986, Section 4.035, Subdivision 2, this Order shall be effective July 1, 1988 and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1986, Section 4.035, Subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 30th day of June, 1988.



Rudy Perpich  
Governor

# Official Notices

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Pursuant to the provisions of Minnesota Statutes § 14.10, 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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## Minnesota Comprehensive Health Association

### Meeting notice

Notice is hereby given that the 1988 Annual Meeting of Members of the Minnesota Comprehensive Health Association will be held on Tuesday, July 19, 1988, at 9:00 a.m., at the Minnesota Club, 317 Washington Street, St. Paul, Minnesota. A meeting of the Board of Directors will follow the Annual Meeting of Members at the same address. For additional information, please call (612) 456-8466.

## Department of Finance

### Maximum Interest Rate for Municipal Obligations in the Month of July

Pursuant to *Minnesota Statutes*, Section 475.55, Subdivision 4, Commissioner of Finance, Tom Triplett, announced today that the maximum interest rate for municipal obligations in the month of July, 1988 would be nine (9) percent per annum. Obligations which are payable wholly or in part from the proceeds of special assessments or which are not secured by General Obligations of the municipality may bear an interest rate of up to ten (10) percent per annum.

Dated: 20 June 1988

Peter Sausen, Assistant Commissioner  
Cash and Debt Management  
(612) 296-5900

## Department of Labor and Industry

### Labor Standards Division

### Notice of Correction to Prevailing Wage Rates

The prevailing wage rate certified April 1, 1988 for labor classification 419 — Plumber on commercial construction projects has been corrected.

Copies of the correct certification report for Winona county may be obtained by contacting the Minnesota Documents Division, 117 University Avenue, St. Paul, Minnesota, 55155, or the Minnesota Department of Labor and Industry, Labor Standards Division, 443 Lafayette Road, St. Paul, Minnesota 55101.

Ray Bohn, Commissioner  
Department of Labor and Industry

# State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any 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. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of \$15,000 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 whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

## Department of Administration: Materials Management Division

### Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid. Contact listed buyer.

**Commodity:** Duplicating supplies—misc.

**Contact:** Ann Wefald 612-296-2546

**Bid due date at 2pm:** July 13

**Agency:** Central Stores

**Deliver to:** St. Paul

**Requisition #:** Price Contract

**Commodity:** Rental of Xerox 1090's

**Contact:** Teresa Ryan 612-296-7556

**Bid due date at 2pm:** July 14

**Agency:** Human Services

**Deliver to:** St. Paul

**Requisition #:** 55000 93003

**Commodity:** 27,500 lb. G.U.W. truck

**Contact:** Bernadette Vogel 612-296-3778

**Date opens:** July 11

**Agency:** Transportation Department

**Deliver to:** St. Paul

**Requisition #:** 79 382 01374

**Commodity:** Truck

**Contact:** Bernadette Vogel 612-296-3778

**Date opens:** July 15

**Agency:** Transportation Department

**Deliver to:** St. Paul

**Requisition #:** 79 382 01376

**Commodity:** Fish hatchery equipment

**Contact:** Brenda Thielen 612-296-9075

**Date opens:** July 14

**Agency:** Department of Natural Resources

**Deliver to:** Duluth

**Requisition #:** 29002 15595

**Commodity:** Agency relocation

**Contact:** Pam Anderson 612-296-1053

**Bid due date at 2pm:** July 14

**Agency:** Human Services

**Deliver to:** St. Paul

**Requisition #:** 55000 93005

**Commodity:** Sound system

**Contact:** Pat Anderson 612-296-3777

**Bid due date at 2pm:** July 15

**Agency:** State University

**Deliver to:** Winona

**Requisition #:** 26074 12157

**Commodity:** Lawn tractor

**Contact:** Brenda Thielen 612-296-9075

**Date opens:** July 14

**Agency:** Transportation Department

**Deliver to:** St. Cloud

**Requisition #:** 79382 01506

**Commodity:** Conference tables

**Contact:** Linda Parkos 612-296-3725

**Date opens:** July 15

**Agency:** Department of Revenue

**Deliver to:** St. Paul

**Requisition #:** 67 110 05208

**Commodity:** Sealer & bonder

**Contact:** Pat Anderson 612-296-3777

**Date opens:** July 18

**Agency:** Transportation Department

**Deliver to:** Golden Valley

**Requisition #:** 79500 03151

**Commodity:** Meat & meat products for August, 1988

**Contact:** Joyce Dehn 612-296-2621

**Bid due date at 2pm:** July 15

**Agency:** Various

**Deliver to:** Various

**Requisition #:** Various

**Commodity:** Ergonomic office chairs

**Contact:** Linda Parkos 612-296-3725

**Bid due date at 2pm:** July 20

**Agency:** Revenue Department

**Deliver to:** St. Paul

**Requisition #:** 67110 05194

**Commodity:** Ergonomic chairs

**Contact:** Linda Parkos 612-296-3725

**Date opens:** July 20

**Agency:** Revenue Department

**Deliver to:** St. Paul

**Requisition #:** 67110 05194

**Commodity:** Boiler room repair

**Contact:** Pat Anderson 612-296-3777

**Date opens:** July 20

**Agency:** Cambridge Regional Human Services Center

**Deliver to:** Cambridge

**Requisition #:** 55201 07227

**Commodity:** Athletic complex remodeling

**Contact:** Pat Anderson 612-296-3777

**Date opens:** July 28

**Agency:** Anoka Ramsey Community College

**Deliver to:** Coon Rapids

**Requisition #:** 27000 46541

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## State Contracts and Advertised Bids

**Commodity:** Library shelving & install  
**Contact:** Linda Parkos 612-296-3725  
**Date opens:** July 15  
**Agency:** Normandale Community College  
**Deliver to:** Bloomington  
**Requisition #:** 27156 10367

**Commodity:** Office chairs  
**Contact:** Linda Parkos 612-296-3725  
**Date opens:** July 15  
**Agency:** MN Pollution Control Agency  
**Deliver to:** St. Paul  
**Requisition #:** 32100 17601

**Commodity:** Dorm/ward furniture  
**Contact:** Linda Parkos 612-296-3725  
**Date opens:** July 15  
**Agency:** Anoka Metro Reg. Treatment Center  
**Deliver to:** Anoka  
**Requisition #:** 55100 03973

### Contract Awards—Materials Management Division

**Item:** Computer equipment  
**Req.#:** 37080 40563 01  
**Awarded to:** Data Source, Bloomington, MN  
**Awarded amount:** \$16,625.00  
**Awarded date:** June 30, 1988

**Item:** Furniture office  
**Req.#:** 10000 03239 01  
**Awarded to:** Johnsons P. M. Inc., St. Paul  
**Awarded amount:** \$9,852.00  
**Awarded date:** July 1, 1988

**Item:** Armor personal  
**Req.#:** 29000 50191 01  
**Awarded to:** Streicher Don Guns, Minneapolis, MN  
**Awarded amount:** \$39,744.00  
**Awarded date:** July 5, 1988

**Item:** Rent lease office equipment  
**Req.#:** 55000 93017 01  
**Awarded to:** Xerox Corporation, Edina, MN  
**Awarded amount:** \$136,380.00  
**Awarded date:** June 30, 1988

**Item:** Hospital furn equipment & utensil  
**Req.#:** 55303 12456 01  
**Awarded to:** Arjo Hospital Equipment, Inc., Morton Grove, IL  
**Awarded amount:** \$18,225.96  
**Awarded date:** July 1, 1988

**Item:** Truck ½ or ¾ ton with extended cab  
**Req.#:** 79382 01348 01  
**Awarded to:** Boyer Ford Trucks, Minneapolis, MN  
**Awarded amount:** \$111,986.00  
**Awarded date:** July 5, 1988

**Item:** Telephone installation large quantity  
**Req.#:** 67110 05188 01  
**Awarded to:** Air Comm Inc., Inver Grove Heights, MN  
**Awarded amount:** \$15,467.00  
**Awarded date:** June 30, 1988

**Item:** Doors (furnish & install)  
**Req.#:** 79000 84455 01  
**Awarded to:** Crawford Door Sales Co., West St. Paul, MN  
**Awarded amount:** \$53,937.00  
**Awarded date:** July 1, 1988

**Item:** Large van  
**Req.#:** 79382 01350 01  
**Awarded to:** Boyer Ford Trucks, Minneapolis, MN  
**Awarded amount:** \$26,120.00  
**Awarded date:** July 5, 1988

**Item:** Radio comm equipment: mobile/portable  
**Req.#:** 07500 49160 01  
**Awarded to:** King Radio Corporation, Lawrence, KS  
**Awarded amount:** \$16,405.20  
**Awarded date:** July 1, 1988

**Item:** Electronic test equipment  
**Req.#:** 79000 84669 01  
**Awarded to:** Hewlett Packard Co., St. Paul, MN  
**Awarded amount:** \$21,346.65  
**Awarded date:** July 1, 1988

**Item:** Van, compact  
**Req.#:** 79382 01349 01  
**Awarded to:** Superior Ford, Mpls., MN  
**Awarded amount:** \$100,723.00  
**Awarded date:** July 6, 1988

## State Contracts and Advertised Bids

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### Department of Administration: Printing & Mailing Services

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

**Commodity:** Continuous order forms, 60M over 3-year period, 5-parts carbonless, 8½" × 10" with tearstrips.

**Contact:** Printing Buyer's Office

**Bids are due:** July 12

**Agency:** Administration: Documents Division

**Deliver to:** St. Paul

**Requisition #:** 8167

**Commodity:** Forum student newspaper, 11½" × 14-16", 10 issues of 1,100 each, type to set, two-sided

**Contact:** Printing Buyer's Office

**Bids are due:** July 12

**Agency:** Inver Hills Community College

**Deliver to:** Inver Grove Heights

**Requisition #:** 8182

**Commodity:** *Minnesota Explorer*, 2 × 1 year, 200M, 1 × /year 800M, 12-24 pgs, 27½" × 22¾" and 13¾" × 22¾", camera ready

**Contact:** Printing Buyer's Office

**Bid due date at 2pm:** July 13

**Agency:** Trade & Economic Development Department

**Deliver to:** St. Paul

**Requisition #:** 8102

**Commodity:** *TODAY Magazine*, 4 issues of 50M each, 11½" × 16" tabloid 20pp.

**Contact:** Printing Buyer's Office

**Bid due date at 2pm:** July 13

**Agency:** Mankato State University

**Deliver to:** Mankato

**Requisition #:** 8164

**Commodity:** Benefit Payment with Check, type to set, 755M, continuous, 2-sided 9" × 14" with pin feed

**Contact:** Printing Buyer's Office

**Bid due date at 2pm:** July 14

**Agency:** Jobs & Training Department

**Deliver to:** St. Paul

**Requisition #:** 8177

**Commodity:** Printed envelopes, many sizes, various quantities

**Contact:** Printing Buyer's Office

**Bid due date at 2pm:** July 14

**Agency:** Various

**Deliver to:** Various

**Requisition #:** Price Contract

**Commodity:** Envelopes: IM 7½" × 10½"; 15M 9" × 12", both camera ready

**Contact:** Printing Buyer's Office

**Bids are due:** July 15

**Agency:** Vermilion Community College

**Deliver to:** Ely

**Requisition #:** 8237 & 8

**Commodity:** Deer Registration List, 10M 30-page books 8½" × 11", camera ready

**Contact:** Printing Buyer's Office

**Bids are due:** July 15

**Agency:** DNR—Wildlife Section

**Deliver to:** St. Paul

**Requisition #:** 0031

**Commodity:** Deer & Bear Registration Poster 1,200 22½" × 12", type to set

**Contact:** Printing Buyer's Office

**Bids are due:** July 15

**Agency:** DNR—License Center

**Deliver to:** St. Paul

**Requisition #:** 0029

**Commodity:** Snowmobile Safety Certificate, 10M, 9½" × 7" overall fanfold, one-side

**Contact:** Printing Buyer's Office

**Bids are due:** July 15

**Agency:** DNR—Enforcement

**Deliver to:** St. Paul

**Requisition #:** 0012

**Contract Awards—Printing & Mailing Services****Item:** Tickets for bank deposits**Req.#:** 8099**Awarded to:** Bann Division Stuart

Hooper Co., St. Paul

**Awarded amount:** \$1,295.00**Awarded date:** June 30**Item:** Quarterly class flyer**Req.#:** 7842**Awarded to:** House of Print, Madelia**Awarded amount:** \$32,994.00**Awarded date:** July 6**Item:** Federal employment and wages report**Req.#:** 8092**Awarded to:** Georgene Bergstrom Co.,

Minneapolis

**Awarded amount:** \$550.00**Awarded date:** July 1**Item:** Quarterly credit class schedules**Req.#:** 8065**Awarded to:** House of Print, Madelia**Awarded amount:** \$34,887.22**Awarded date:** July 6**Item:** Quarterly class tabloid**Req.#:** 8069**Awarded to:** Miller Printing Co., St.

Paul

**Awarded amount:** \$2,025.00**Awarded date:** July 6**Item:** Quarterly class flyer**Req.#:** 7842**Awarded to:** House of Print, Madelia**Awarded amount:** \$32,994.00**Awarded date:** July 6**Item:** Report of Federal employment and wages**Req.#:** 8092**Awarded to:** Georgene Bergstrom,

Minneapolis

**Awarded amount:** \$550.00**Awarded date:** July 6**Item:** College brochures**Req.#:** 8093**Awarded to:** Treasure Bay Printing,

Grand Rapids

**Awarded amount:** \$1,060.00**Awarded date:** July 7**Item:** Quarterly class tabloid**Req.#:** 8007**Awarded to:** Shakopee Valley Printing,

Shakopee

**Awarded amount:** \$23,633.00**Awarded date:** July 7**Department of Corrections****Request for Proposal for Chemical Dependency Training**

Department of Corrections seeks consultants and/or organizations to provide up to 17 training sessions for a total of 29 training days covering a wide variety of chemical dependency issues for a target population of state corrections institutional staff, field agent/probation and parole staff, and local Jail staff. Each training session will generally be for two days, with a projected attendance of 40 participants.

The selected consultants/organizations will be chosen based upon proven performance in chemical dependency training, thoroughness of training proposal, cost-effectiveness of proposal, and availability for selected training session dates. Priority will be given to consultants/organizations with extensive experience in delivery of chemical dependency training for correctional staff, who can provide trainers with professional credentials and training experience, and who have established chemical dependency curriculum. The Department of Corrections seeks a single vendor for this training program but reserves the right to contract separately for specific training sessions based upon quality and content of individual proposals and credentials of proposed trainers.

Funds for this training program are made available through a federal funding program as an 18 month project scheduled to terminate on September 30, 1989. Total funds available to consultants and organizations are \$38,208 which must include all trainer fees, travel and per diem expenses, curriculum development costs, and trainee materials duplication costs. Proposals must include total cost for each training session.

For additional information and specifications, contact:

Tom Reid, Director  
Minnesota Jail Resource Center  
Department of Corrections  
300 Bigelow Building  
450 N. Syndicate Street  
St. Paul, Minnesota 55104  
(612) 642-0249

Deadline for receipt of notice of intent to respond is July 25, 1988. An informational meeting will be held with those who submit a notice of intent to respond on July 28, 1988 at the Department of Corrections. Deadline for receipt of final proposals is August 12, 1988.

# State Contracts and Advertised Bids

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## State Designer Selection Board

### Request for Proposal for a Project at the University of Minnesota

#### To Registered Professionals in Minnesota:

The State Designer Selection Board has been requested to select a designer for *a project at the University of Minnesota*. Design firms who wish to be considered for this project should submit proposals on or before **4:00 P.M., August 2, 1988**, to George Iwan, Executive Secretary, State Designer Selection Board, Room G-10, Administration Building, St. Paul, Minnesota 55155-1495.

#### The proposal must conform to the following:

- 1) Six copies of the proposal will be required.
- 2) All data must be on 8½" × 11" sheets, soft bound.
- 3) The cover sheet of the proposal must be clearly labeled with the project number, as listed in number 8 below, together with the designer's firm name, address, telephone number and the name of the contact person.

#### 4) Mandatory Proposal contents in sequence:

a) Identity of firm and an indication of its legal status, i.e. corporation, partnership, etc. If the response is from a joint venture, this information must be provided for firms comprising the joint venture.

b) Names of the persons who would be directly responsible for the major elements of the work, including consultants, together with brief descriptions of their qualifications. If desired, identify roles that such persons played in projects which are relevant to the project at hand.

c) A commitment to enter the work promptly, if selected, by engaging the consultants, and assigning the persons named 4b above along with adequate staff to meet the requirements of the work.

d) A list of State and University of Minnesota current and past commissions under contract or awarded to the prime firm(s) submitting this proposal during the three (3) years immediately preceding the date of this request for proposal. The prime firm(s) shall **list and total** all fees associated with these projects whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed on the projects listed pursuant to the above.

e) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualification for the work. The graphic material must be identified. It must be work in which the personnel listed in "c" have had significant participation and their roles must be clearly described. It must be noted if the personnel named were, at the time of the work, employed by other than their present firms.

The proposal shall consist of no more than twenty (20) faces. Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further examination.

#### 5) Statutory Proposal Requirements:

In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted.

#### The proposal will not be accepted unless it includes one of the following:

- a) A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
- b) A statement certifying that firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
- c) A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months; or
- d) A statement certifying that the firm has an application pending for a certificate of compliance.

6) In accordance with the provisions of *Minnesota Statutes* 16B.19, Subdivision 6, at least 10% of the amount of any contract in excess of \$200,000.00 must be subcontracted to certified small businesses owned and operated by S/E/D persons as defined by *Minnesota Statutes* 645.445. Alternatively, the requirement may be met by purchasing materials or supplies from S/E/D businesses. Any combination of subcontracting and purchasing that meets the 10% requirements is acceptable. If there are no S/E/D persons able to perform subcontracting or provide supplies and materials, other small businesses as defined are to be utilized instead of small businesses owned and operated by S/E/D persons.

7) Design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:



a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposal will be discarded; or

b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statute, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedure or their schedule for the project herein described may be referred to George Iwan at (612) 296-4656.

**8) PROJECT—17-88**

Magnetic Resonance Research Facility  
University of Minnesota—Minneapolis

The University of Minnesota is planning to construct a Magnetic Resonance Research Facility to be located on the East Bank of the Minneapolis campus. The 3,100 asf facility will be located on a site immediately east of the East River Road Ramp. The primary function of the new facility is to house one major piece of equipment, a 4.0 Tesla, 1.25 meter bore magnetic resonance imager/spectrometer that will be used primarily for patient research. The major space in the building will be the Magnet Room; support space is required for Operator Room, Electronics, and Computer Room. Approximately 1,000 asf will be required for Reception, Offices, Patient Preparation, and Storage. The construction budget is approximately \$600,000.00.

Questions concerning this project may be referred to Clint Hewitt at (612) 625-7355.

Damon Farber, Chairman  
State Designer Selection Board

## **Minnesota Historical Society**

### **Request for Proposals for "Owner's Representative"**

The Minnesota Historical Society is seeking a qualified "owner's representative" to assist the Society in the following phases of a \$55 million construction project titled, the "State History Center."

1. Construction Documents Phase
2. Construction Phase
3. Close-Out Phase
4. Operational Move-In Phase

The architectural firm of Hammel, Green, & Abrahamson is the project architect and was selected by a design competition process. They hold a full A/E service contract on this project (copy available upon request).

#### **Scope of Project**

This project is anticipated to cover a 42-month period beginning as soon as possible. The construction document phase of this project has just been initiated.

The "owner's representative" must be a principal in an existing construction management firm and shall work directly on the Society's project. The consultant shall:

- Coordinate the project for the Society with the Minnesota Department of Administration, the contractor, and design firm
- Participate in developing the project bid strategy
- Review cost estimates and sign off on construction documents
- Study the feasibility of a 6% sales tax savings program on owner-supplied materials
- Design and monitor a construction schedule
- Review and approve all requests for payments
- Review and approve all supplemental agreements
- Monitor construction progress through weekly on-site meetings
- Provide weekly status reports to the Society's Director on the budget and construction progress
- Provide on-site construction observation on a full-time basis

## State Contracts and Advertised Bids

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- Maintain a complete project log of all construction activities
- Make recommendations to owner on value analysis of project
- Constructability review
- Make recommendations on mechanical systems to owner and architect
- Develop and maintain an occupancy plan, including an equipment delivery schedule to include relocation of existing equipment as required. The occupancy plan will include the moving of the Society's historical collections.

### Proposal Format

The proposal must conform to the following:

1. Six copies of the proposal will be required.
2. All data must be on 8½" × 11" sheets, soft bound.
3. The cover sheet of the proposal must be clearly labeled with the responder's firm name, address, telephone number, and the name of the contact person.
4. The proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal must be valid for the length of the project.

### Proposal Contents

The following will be considered mandatory contents of a proposal in sequence:

1. Identity of firm and indication of its legal status, i.e., corporation, partnership, etc. If the response is from a joint venture, this information must be provided for firms comprising the joint venture.
2. Firm background, including management philosophy.
3. Project management approach, including the specific responsibilities of persons working on the project and samples of management reporting systems.
4. Names of persons who would be directly responsible for the major elements of the work, including consultants, and clerks of the works, together with brief descriptions of their qualifications and professional references. If desired, identify roles that such persons played in projects which are relevant to the project at hand. If these individuals, either principal or on-site person, are unable to complete the assignment for any reason, the Society must be notified 60 days in advance of the change and have the opportunity to approve proposed new individuals to be assigned.
5. Construction management scope of services by phase.
6. A commitment to enter the work promptly, if selected, by engaging consultants, and assigning the persons listed in paragraph 4 of this section along with adequate staff to meet the requirements of work.
7. Litigation history, if any.
8. Project experience, including a list of comparable projects reflecting construction management and scheduling, cost, and occupancy and planning experience considered relevant to this project.
9. A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualification for the work. The graphic material must be identified. It must be work which the personnel listed in paragraph 2 of this section have had significant participation and their roles must be clearly described. It must be noted if the personnel named were, at the time of the work, employed by other than their present firms.
10. Submit fee schedule by each of the four project phases and the basis for your fee schedule.

The proposal shall consist of no more than twenty (20) faces. Proposals not conforming to the parameters set forth in this request will be disqualified and discarded without further examination.

The "owner's representative" will be selected by a review committee process. Relevant project experience and fee requirements will be major factors in the final selection.

### Statutory Proposal Requirements

In accordance with the provisions of *Minnesota Statutes*, 1981, Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees in Minnesota at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. The proposal will not be accepted unless it includes one of the following:

1. A copy of your firm's current certificate of compliance by the Commissioner of Human Rights; or

2. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
3. A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months; or
4. A statement certifying that the firm has an application pending for a certificate of compliance.

### Society Contacts

Prospective responders who have questions regarding the proposal may call or write: Mark Schwartz, Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101, (612) 296-2155, Ext. 32.

### Submission of Proposals

All proposals must be sent to: Mark Schwartz, Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101.

All proposals must be received no later than the close of the business day (5:00 p.m.), Tuesday, August 2, 1988. Late proposals will *not* be accepted.

Upon completion of evaluation and selection, results will be sent immediately by mail to all responders. Firms wishing to have their proposals returned after the Society's review must follow one of the following procedures:

1. Enclose a self-addressed, stamped postal card with the proposals. Firms will be notified when material is ready to be picked up. Firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or,
2. Enclose a self-addressed, stamped mailing envelope with the proposals. When the Society has completed its review, proposals will be returned using this envelope.

The Society will retain one copy of each proposal submitted.

This Request for Proposals does not obligate the Society to contract for consulting services, and the Society reserves the right to cancel solicitation if it is considered to be in the Society's best interests.

Dated: 17 June 1988

## Department of Labor and Industry

### Request for Proposals for Workers' Compensation Research Study Consultant

The Minnesota Department of Labor and Industry is requesting proposals from consultants to assist the Research and Education Division in designing and conducting a research study which will result in recommendations for containing costs in the provision of health care services in the Minnesota workers' compensation system.

The study will include:

1. A discussion of the theoretical framework of workers' compensation medical benefits.
2. A literature review of medical cost containment issues.
3. A detailed investigation of workers' compensation medical costs in Minnesota.
4. A comparison of medical costs and cost containment efforts in Minnesota, other states and nationally, both in workers' compensation and general health care.
5. A comparison of costs and medical practices of workers' compensation and general medical care, focusing on medical service utilization and cost shifting.
6. An evaluation of the present litigation system for medical disputes and of medical testimony in other litigated claims.
7. An analysis of the costs and benefits of cost containment strategies.
8. Recommendations for possible medical monitoring systems for the Department of Labor and Industry.

The consultant will assist in providing statistical and policy analysis of all components of the study, including the following tasks:

1. Help to identify the issues and focus research.
2. Define research parameters, establish methodology to be used by all personnel working on the project.
3. Help acquire medical databases from the national and state levels from both public and private sources.
4. Identify costs and benefits of cost containment strategies in the Minnesota workers' compensation system, and develop alternatives for reducing medical costs in the workers' compensation system.

## State Contracts and Advertised Bids

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5. Assist in the preparation and review of the final report.

The consultant will be responsible for writing the following components of the report:

1. Methodology for Assessing the Costs of Health Care.
  2. Review of the Literature on Health Care Cost Containment Efforts and An Examination of Strategies Useful for the Minnesota Workers' Compensation Program.
  3. A Study of Health Care Cost Containment Efforts Currently in Use in Workers' Compensation Programs.
  4. The Appropriate Role for the Workers' Compensation Program in the Provision of Medical Care.
- All components of the report must be completed by November 15, 1989.

Candidates must respond in the form of a proposal to enter into a contract as required by the Department of Labor and Industry. The maximum amount of the contract is \$130,000, which includes travel and expenses. The proposal should identify the level of the Department's participation in this project as well as any other services to be provided by the Department. Responder may propose additional tasks or activities if they will substantially improve the results of the project. The proposal should also include the proposer's background and experience in health care economics and workers' compensation research. Familiarity with the Minnesota workers' compensation system is desirable.

Questions regarding this request for proposals and copies of the proposals should be directed to:

Susan Robertson  
Director, Research, Planning and Evaluation  
Research and Education Division  
Minnesota Department of Labor and Industry  
443 Lafayette Road  
St. Paul, MN 55101  
(612) 296-4594

**Please note:** Other Department personnel are not allowed to discuss the project with responders before the submittal of proposal deadline.

Proposals should be postmarked no later than August 1, 1988.

Late proposals will not be accepted. Submit two copies of proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

All proposals received by the deadline will be evaluated by representatives of the Department of Labor and Industry. Factors upon which proposals will be judged include, but are not limited to, the following:

1. Expressed understanding of project objectives.
2. Project work plan.
3. Project cost detail.
4. Qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the firm.

Evaluation and selection will be completed by August 5, 1988. Results will be sent immediately by mail to all responders.

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

## Department of Trade and Economic Development

### Communications Office, Administration Division

### Request for Proposals for Audio-Visual Production

The Department of Trade and Economic Development wishes to retain a contractor for audio-visual production services. The services of the contractor will begin July 1, 1988 and end June 30, 1989. The cost of the project will not exceed \$40,000.00. The products of this contract will be one part of a broader marketing/public relations program.

Proposals must be received by 4:30 p.m. July 25, 1988. For a detailed Request for Proposals please contact the:

Communications Office  
Minnesota Department of Trade and Economic Development  
900 American Center Building  
150 East Kellogg Blvd.  
St. Paul, MN 55101  
Phone: (612) 297-1300

## **Minnesota Department of Trade and Economic Development Notice of Request for Proposals for Consultant to Develop a Strategic Information Systems Plan**

The Minnesota Department of Trade and Economic Development (DTED) is requesting proposals from a consultant to develop a Strategic Information Systems Plan for the Department.

### **Project Scope and Work Program**

The purpose of this contract is to develop a strategic information systems plan which includes an assessment of the department's existing computerized information systems hardware, software, applications, and associated personnel; existing system deficiencies; and computerized system needs necessary for the development of an agencywide computerized management information system plan.

This will require:

1. A baseline assessment of the existing system architecture, hardware, software, applications, and associated personnel.
2. Interviewing relevant staff to determine current, near-term, and long-term information needs.
3. Development of a strategic information systems plan, including recommendations and justification for recommended hardware, software, applications, networking and personnel needs for an integrated MIS system; development priorities; and cost estimates.

### **Project Start and Completion Dates**

The project shall become effective during August 1988 and shall end December 31, 1988.

### **Project Costs**

Total project costs shall not exceed \$25,000 for the consultant's fees and expenses, clerical support, telephone and other relevant expenses.

Those interested in receiving requests for proposals should contact:

Phyllis A. Hames  
Assistant to the Commissioner  
Minnesota Department of Trade and Economic Development  
900 American Center Building  
150 East Kellogg Blvd.  
St. Paul, MN 55101  
(612) 296-8898

Proposals will be accepted until 4:30 p.m. July 25, 1988.

## **Minnesota Waste Management Board Notice of Request for Proposal to Modify the Itasca County Education Campaign and Instructional Manual**

The purpose of this Request for Proposal (RFP) is to modify the Itasca County Education Campaign and the instructional manual. The Chair of the Waste Management Board (WMB) under the request of the Minnesota Waste Education Coalition is requesting that firms interested in modifying the existing campaign for the use by all Minnesotans, submit proposals.

The new manual will explain the use of educational and public relations tools in educating Minnesotans about waste reduction and recycling. The manual and Campaign will be used and implemented by county solid waste officers, community organizations, city planners, recycling coordinators and others interested in promoting proper waste management behavior and techniques.

## State Contracts and Advertised Bids

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### Scope of Project

Completion of this project will result in the development of a forty to sixty page manual relating to dealing with the media, and developing/using other marketing tools relating to waste education. In addition the current Itasca County education campaign will be modified and made "user-friendly" with the addition of directions for use. The proposer will also be responsible for designing an attractive cover and graphics for the inside pages. The characters and artwork from the Itasca County Campaign will not be changed in any way as they have received an overwhelming acceptance by advertising professionals and solid waste managers in the state.

### Deadline

Copies of the Request for Proposals are available from the following:

Suzanne Hanson, Waste Education Coordinator  
Minnesota Waste Management Board  
1350 Energy Lane  
St. Paul, MN 55108  
Telephone: (612) 649-5786

Responses should be submitted to the WMB postmarked no later than 4:30 p.m., Monday, August 15, 1988.

## Non-State Public Contracts

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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.

## City of Richfield, Minnesota

### Notice That Bids are Being Accepted for Computer Hardware and Software

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Richfield until 10:00 AM Central Daylight Time on Monday, August 8, 1988, and then will be publicly opened and read aloud.

Proposals are being requested on the following items:

#### COMPUTER HARDWARE AND SOFTWARE

in accordance with specifications on file in the Office of the Data Processing Manager at 6700 Portland Avenue South, Richfield, Minnesota 55423. The City is requesting proposals for the expansion of its existing computer system. The City operates a Unisys XE520 MegaFrame with Unisys and Convergent Technologies B25, 286 NGEN, and CWS Workstations and peripherals. All bids shall be on forms provided by the City, and will be furnished free to each bidder upon their request. Requests for specifications and proposal forms should be directed to the Data Processing Division, City of Richfield, 6700 Portland Avenue South, Richfield, Minnesota 55423, telephone: (612) 869-7521.

All bids must be sealed and marked on the outside of the envelope "Proposal Form: Computer Hardware and Software" and addressed to the City Clerk, City of Richfield. Each bid shall be accompanied by a certified check, cashier's check or bid bond in the amount of five percent (5%) of the total bid price and made payable to the City of Richfield.

The right is reserved to reject any or all bids or parts of bids and to waive informalities therein. Bids may be rejected for any alterations or erasures.

Dated: 11 July 1988

Thomas P. Ferber, City Clerk

# Supreme Court Decisions

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## Opinion Released Tuesday 5 July 1988

**C6-87-1712** In re Complaint Concerning the Honorable Alberto O. Miera, Judge of District Court, Ramsey County, State of Minnesota. Supreme Court.

Publicly censured for judicial misconduct and suspended from judicial office, without pay, for one year. He is also publicly reprimanded as an attorney. Popovich, J.

Concurring in part, dissenting in part, Wahl, J.

## Decisions Filed 8 July 1988

**C1-88-87** James Robert Arouni v. Kelleher Construction, Inc., Aetna Casualty & Surety Co., Relators. Workers' Compensation Court of Appeals.

*Minnesota Statutes*, 176.101, subd. 3f does not hold liable an employer/insurer who makes a good faith offer of appropriate employment at the pre-injury wage to an employee who elects to remain in an inappropriate low paying job of his own choosing.

The Workers' Compensation Court of Appeals erroneously awarded permanent partial disability compensation for subjective complaints of soreness and stiffness under 8 MCAR 1.9007A1b.

Reversed and decision of compensation judge reinstated. Simonett, J.

**C1-87-1617** In re Appeal of Panel's Affirmance of Director of Professional Responsibility's Admonition in Panel Matter No. 87-22. Supreme Court.

Attorney is properly admonished for loaning money to clients after he incorporated their business, when he continued to advise them about other borrowing efforts and failed to disclose the potential conflict between his roles as attorney and creditor.

Affirmed. Per Curiam.

## Orders

**C8-87-710** Nelson S. Parker, et al v. E. Harvey O'Phelan, M. D., petitioner, Appellant, St. Mary's Hospital. Court of Appeals.

Affirmed. Amdahl, C.J.

# Tax Court

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Pursuant to Minn. Stat. § 271.06, subd. 1, an appeal to the tax court may be taken from any official order of the Commissioner of Revenue regarding any tax, fee or assessment, or any matter concerning the tax laws listed in § 271.01, subd. 5, by an interested or affected person, by any political subdivision of the state, by the Attorney General in behalf of the state, or by any resident taxpayer of the state in behalf of the state in case the Attorney General, upon request, shall refuse to appeal. Decisions of the tax court are printed in the *State Register*, except in the case of appeals dealing with property valuation, assessment, or taxation for property tax purposes.

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## Tax Court—Regular Division

**Docket No. 4924—Dated: 8 June 1988**

**Louis Benoit, Appellant, vs. Commissioner of Revenue, Appellee.**

The above-entitled matter came on for hearing before the Honorable Arthur C. Roemer, Judge of the Minnesota Tax Court, on March 30, 1988, at the Courtroom of the Tax Court, 520 Lafayette Road, St. Paul, Minnesota.

J. Patrick Brinkman, of the law firm of Salmen & Brinkman, P.A., appeared on behalf of the appellant.

Barry R. Greller, Special Assistant Attorney General, appeared on behalf of the appellee.

The sole issue is whether Louis Benoit, President of Benoit, Inc., was personally responsible for the unpaid sales and withholding taxes of Benoit, Inc. collected or withheld during 1984.

Post-trial briefs were filed by both parties and the case was submitted to the Court for decision on May 2, 1988.

The Court, having heard and considered the evidence adduced at the hearing and upon all of the files and records herein, now make the following:

**FINDINGS OF FACT**

1. The appellant, Louis James Benoit, was founder and sole owner of Benoit, Incorporated, a corporation founded in 1970 and engaged in the construction supply and erection and fabrication of certain construction materials.
2. Benoit, Inc. employed 50 to 60 people at its peak.
3. Louis Benoit held all offices in the corporation at first and conducted all duties. In 1982 the duties of manufacturing, hiring, firing, paying employees, etc., were delegated to John Knost, who was named Executive Vice President. Louis Benoit (hereinafter referred to as "appellant") retained the marketing of Benoit, Inc.'s products. Fiscal and salary determinations were jointly conducted. John Knost was the only other person (other than appellant) to serve as an officer of the corporation.
4. Prior to 1982, Midway National Bank of St. Paul handled all banking and provided financing. However, because of increased financing needs (exceeding \$1.5 million), other sources of funding had to be developed.
5. On June 24, 1982, Benoit, Inc. executed an agreement with Maryland National Industrial Finance Corporation (hereinafter referred to as "Maryland"), pursuant to which Maryland agreed to advance, together with Midway National Bank, additional amounts of funding to Benoit, Inc. An agreement entitled, "Accounts Receivable, Inventory and Equipment Loan and Security Agreement," was executed.
6. In late 1983, Maryland became suspicious concerning the accuracy of the monthly financial statements being submitted by Benoit, Inc. In late November or early December, 1983, an audit was conducted by Ernst & Whinney, in which irregularities were discovered in the monthly financial reports submitted to Maryland by Benoit, Inc.
7. All state withholding and sales taxes attributable to 1983 and prior years were timely paid.
8. In early December, 1983, Maryland sent a delegation from its Chicago office to meet with the two officers and top administrators of Benoit, Inc.
9. Shortly thereafter, in December, 1983, Maryland asserted financial control requiring that all income be deposited in a trust account in Midway National Bank and forwarded, when directed by Maryland (several times a week) to Maryland's bank depository in Chicago. Only officers and employees of Maryland were authorized to withdraw funds from the trust account or the Chicago bank depository.
10. Expenditures had to be approved by Maryland prior to payment.
11. Officials of Benoit, Inc. submitted a list of expenditures to Maryland several times a week for approval. Only those expenditures required to be paid to continue in operation were authorized to be paid.
12. The appellant, John Knost and other officials of Benoit, Inc. were cautioned not to violate this agreement. Termination of employment and/or petition for bankruptcy of the corporation were inferred if violation occurred.
13. To assure compliance with instructions, Midway National Bank, also a co-creditor with Maryland, withheld processing of checks issued by Benoit, Inc. until it verified that the expenditures had been approved by Maryland. Maryland then reimbursed Midway National Bank for the payments made from the operating account.
14. Despite repeated requests, payment of federal withholding, state withholding and state sales tax was not authorized.
15. During 1984 appellant remained as President but his duties were restricted largely to collection of accounts receivable, discharging personnel which were no longer needed and, after the filing of a bankruptcy petition, disposing of the assets of Benoit, Inc.
16. On March 6, 1984, a Chapter 11 Petition in Bankruptcy was filed. The same fiscal controls continued after filing of bankruptcy.
17. Appellant personally repeatedly urged Maryland to authorize the approval for payment of federal and state withholding taxes and Minnesota sales tax.
18. On March 6, 1986, the Commissioner of Revenue issued an Order assessing personal liability against Louis Benoit for the unpaid sales and withholding taxes of Benoit, Inc. for the taxable periods January, 1984 through September, 1984, in the amount of \$19,030.56.
19. Appellant protested the Order determining personal liability for the unpaid sales and withholding taxes of Benoit, Inc.
20. On July 16, 1987, the Commissioner of Revenue issued an Order denying the protest of appellant, from which this appeal was taken.
21. Appellant did not have custody and control of the assets of Benoit, Inc. during 1984, the period at issue in this proceeding.
22. The attached Memorandum is hereby made a part of these Findings of Fact.



**CONCLUSIONS OF LAW**

1. Appellant did not have custody and control of the assets of Benoit, Inc. during 1984 and thus is not personally responsible for the amounts of withholding and sales taxes remaining unpaid.

2. The Order of the Commissioner of Revenue dated March 6, 1986 is hereby reversed.

LET JUDGMENT BE ENTERED ACCORDINGLY. A STAY OF 15 DAYS IS HEREBY ORDERED.

BY THE COURT,  
Arthur C. Roemer, Judge  
Minnesota Tax Court

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**Announcements**

**MECC Releases 1988-89 Product Collection:** The first group of MECC's (Minnesota Educational Computing Corp.) product collection of the 1988-89 school year has been completed. Several of the products introduce new series, including the Science Inquiry Collection and the MECC Spelling Series. Included in the new releases are: Mystery Objects, Mystery Matter, Spellevator, Computer Inspector, Patterns MECC Outliner, Mastering Math Textbook Connection and Reading Textbook Connection. For further information about these products and a free catalog describing over 200 MECC instructional computing products, write or call MECC Customer Services at (612) 481-3527, or call MECC toll free at 1-800-228-3504. In Canada, please call 1-800-263-9677. MECC is located at 3490 Lexington Avenue North, St. Paul, MN 55126-8097.

**Items Exempt From Minnesota Sales Tax:** The following items will no longer be subject to Minnesota's six percent sales tax beginning July 1: 1) non-prescription pain relievers, which consist principally of aspirin, acetaminophen or ibuprofen. Examples include Tylenol, Advil, Anacin and Bufferin; 2) purchases made by state educational institutions, including the University of Minnesota, state universities, community colleges, technical institutes and state academies. Purchases made by the University of Minnesota hospitals are exempt retroactive to June 1, 1987; 3) meals and drinks furnished, prepared and served to inmates or persons residing at correctional, detention and detoxification facilities; 4) security services provided by off-duty peace officers in their own jurisdiction; 5) fund-raising sales by organizations within elementary and secondary schools when the group's sales are under \$10,000 a year; 6) motor vehicles purchased or used by private nonprofit or public schools as instructional aids in automotive shop classes; and, 7) a variety of items, including bullet-proof vests if purchased by a licensed peace officer, cross-country ski passes and used motor oil.

**Twin Cities Area Jobless Rate Dips:** The Minneapolis-St. Paul metropolitan area unemployment rate continued its downward trend in May, dipping to 2.8 percent, down from 3.0 percent in April and 4.2 percent in May 1987. The May rate was the lowest figure since October 1978 when it had dropped to 2.6 percent. The comparable national unemployment rate for May was 5.4 percent and the statewide rate for the month was 3.2 percent. Wage and salary jobs grew by 14,200 in May for a 1.1 percent gain over April. Almost all gains were in nonmanufacturing categories, with manufacturing employment growing by just 1,000 jobs. Construction accounted for the largest share, with 4,600 jobs added in May, largely due to more seasonal hiring. Employment in services was up by 3,800, retail trade rose by 2,900 jobs—mainly among food stores and restaurants. The government sector showed a 1,200 employment gain—mostly among local governmental units. Compared with May a year ago, the size of the Twin Cities metropolitan area civilian labor force increased by 3.6 percent; the number of employed persons increased by 5.2 percent; and the number of unemployed workers decreased by 31.6 percent. The metropolitan area labor force in May was 1,384,900, up 13,600 from April and up 48,400 from May of last year. The number of persons employed in May was 1,346,200, up 16,400 from April and up 66,300 from May a year ago. The number of unemployed persons in the Twin Cities area in May was 38,700, down 2,800 from April and down 17,900 from May a year ago.

**Sexual Violence Task Force Appointed:** Attorney General Hubert Humphrey III announced the appointment of 20 members to his Task Force on the Prevention of Sexual Violence Against Women and directed them to begin work immediately. Humphrey has asked Fern Sepler-King, Executive Director of the Minnesota Crime Victim and Witness Advisory Council, and Hennepin County Attorney Tom Johnson to serve as co-chairs of the Task Force. In appointing the Task Force, Humphrey directed the group to investigate and recommend specific and concrete action, including changes in state law, to reduce the threat of sexual violence against women by giving the criminal justice system greater control over repeat and violent offenders. Humphrey also called on the Task Force to reduce the incidence of violence against women by developing education programs to promote healthy attitudes toward women, and by establishing ways to make early identification and intervention to prevent patterns of sexual aggressiveness from being established. Members are: Sharon Sayles-Belton—Minneapolis City Council;

## Announcements

Rep. David Bishop—IR-Rochester; Beth Christensen—English Instructor, West Junior-Senior High, Mankato; Bonnie Clairmont—Sexual Assault Project Manager, Division of Indian Work, Minneapolis; Judge Michael Davis—Hennepin County District Court, Minneapolis; Robert Devlin—Arrowhead Regional Corrections, Duluth; Thomas Foley—Ramsey County Attorney; Judge Donovan Frank—St. Louis County District Court, Virginia; Bill Gillespie—Sgt., St. Paul Police Department; President, Minnesota Police and Peace Officers Association; Grace Harkness—Minnesota Women's Consortium; Michael O'Brien—Director, PHASE Program, Stillwater; Sen. Donna Peterson—DFL-Minneapolis; Beth Pokela—Program Coordinator, Minnesota Migrant Council, St. Cloud; Barbara Sanderson—Director, Minnesota Sexual Assault Programs, Department of Corrections; Richard Seely—Director, Intensive Treatment Program for Sexual Aggressiveness, St. Peter Hospital, St. Peter; Barbara Shank—Chair, Department of Social Work, Colleges of St. Thomas and St. Catherine; Marjory Singher—Director, Ramsey County Sexual Offense Services; Minnesota Sexual Assault Coalition; and Julie Tilley—Program Coordinator, Minnesota Coalition for Battered Women.

## Minnesota's future environment

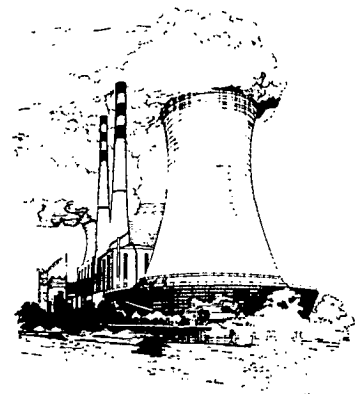
The issue of environmental protection is of continuing interest to both Minnesota business and the general public. Stay abreast of changes in state government regulations with these publications.

### 1987 Pollution Control Laws

Laws dealing with water pollution, disposal facilities, solid waste management, the MN Environmental Rights Act, recycling, and more. Code No. 2-21. \$15.00.

### 1987 Hazardous Waste Rules

Governs the production, storage, transportation and disposal of hazardous waste. MN Rules Chapter 7045 and 7046. Code No. 3-71. \$15.00.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Subscription Services

The Minnesota Documents Division offers several subscription services of activities, awards, decisions and special bulletins of various Minnesota state agencies.

Use the handy order form on the back of the *State Register* to order. Simply fill in the subscription code number, include your name, address and zip and your check made out to the State of Minnesota (PREPAYMENT IS REQUIRED) and send it in. We'll start your subscription as soon as we receive your order, or whenever you like.

SUBSCRIPTION	COST	CODE NO.	SUBSCRIPTION	COST	CODE NO.
Career Opportunity Bulletin, 1 year	\$ 25.00	90-3	State Register, 1 year	\$130.00	90-1
Career Opportunity Bulletin, 6 mos.	\$ 20.00	90-4	State Register, 3 mos. trial can be converted to a full subscription for \$90 at end of trial	\$ 40.00	90-2
Human Services Informational and Instructional Bulletin	\$100.00	90-6	Tax Court/Property Decisions	\$210.00	90-11
Human Services Bulletin List	\$ 30.00	90-7	Workers Compensation Decisions, unpublished subs run Jan-Dec; can be prorated	\$320.00	90-12
PERB (Public Employee Relations Board) Awards	\$285.00	90-9	Workers Compensation Decisions	\$ 89.50	
PERB (Public Employee Relations Board) Decisions	\$ 60.00	90-10	Vol. 38 (limited quantity)	\$105.00	
Minnesota Statutes Subscription Includes the complete 10-volume set of Minnesota Statutes 1986 and the 1987 Supplement	[ Out of Stock ]	18-8	Vol. 40		

TO ORDER: Prepayment required to start your subscription. Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000 VISA/MasterCard orders accepted. Please include daytime phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## For Real Estate Professionals:

### REAL ESTATE RULES 1987

Chapters 2800, 2805, and 2810 from the Minnesota Rules. *Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code No. 3-99. \$8.00

### REAL ESTATE LAWS 1987

Includes all the changes made by the 1986 State Legislature. Complete and up-to-date. Code No. 2-92. \$6.00.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.



## Morel: Minnesota's mushroom

*ROON: A Tribute to Morel Mushrooms*, this delightful treatise on the "filet mignon" of mushrooms will help the stalker of this elusive prey find, and prepare in a variety of ways, its mouth-watering madness. Code #19-55, \$12.00.

*Edible Mushrooms*, a classic guide to safe mushrooms, describes 60 species in detail, with photographs (many in color) to show each in its natural habitat. Advice to amateur mushroom hunters. Paperbound, 118 pp. Code #19-11, \$9.95.

*Malfred Ferndock's Morel Cookbook*, brim full of morel lore, interesting and tall tales, recounts of the hunt, and many savory recipes. Spiral bound, 117 pgs., black & white photos and drawings. Code #19-83, \$8.50.

*Northland Wildflowers*, the perfect mushroomers companion. An excellent guide for identification and enjoyment of wildflowers, with 308 color photographs and descriptions of 300 species. Paperbound. 236 pp. Code #19-9, \$12.95.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## NOTARY PUBLIC LAWS

Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of office and procedures for removal from office. Code No. 2-13. \$4.00.



Jane Smith

NOTARY PUBLIC-MINNESOTA

RAMSEY COUNTY

My Commission Expires January 1, 1994

### U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

Insurance and Risk Management for Small Business

Code No. 16-50. \$3.00.

Small Business Finance

Code No. 16-42. \$2.00.

Starting and Managing a Small Business of Your Own

Code No. 16-40. \$4.75.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Catching criminals is only one part of law enforcement. Here's the rest of it.

**Police Report Writing Style Manual 1986**—A common framework for report writing throughout the state. Discusses the general purpose of police reports, reviews field notetaking, offers instructions on completing common report forms, and introduces the Data Practices Law. Code No. 14-13. \$12.50.

**Background Investigation Manual 1986**—A guide to conducting effective thorough background investigations of peace officer candidates. Included are various criteria for use in the selection process: experience, education, and past behavior. Sample forms. Code No. 14-15. \$10.00.

**Motor Vehicle Traffic Laws 1987**—Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code No. 2-85. \$13.00.

**Criminal Code & Selected Statutes 1987**—Governs the conduct of peace officers. Includes continuing education requirements, sentencing standards, and more. Code No. 2-68. \$15.00.

**Blue Binder**—3 ring, 2" capacity. Criminal Code and Motor Vehicle Traffic Laws require 1 binder each. Code No. 10-21. \$4.25.



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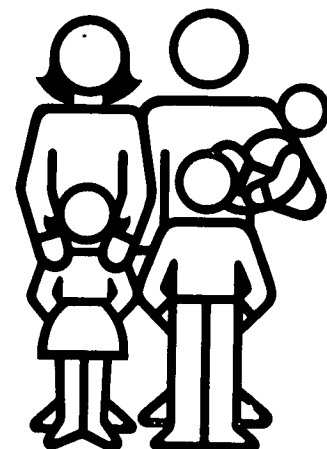
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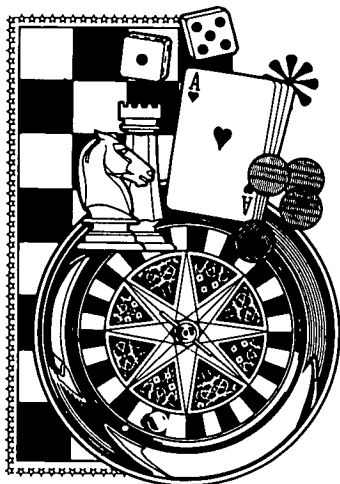
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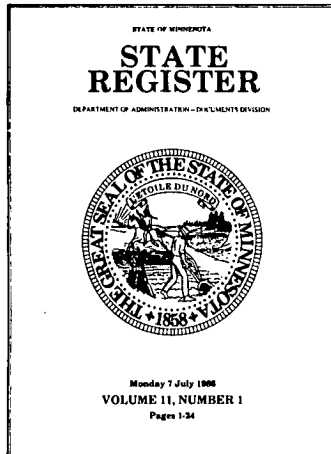
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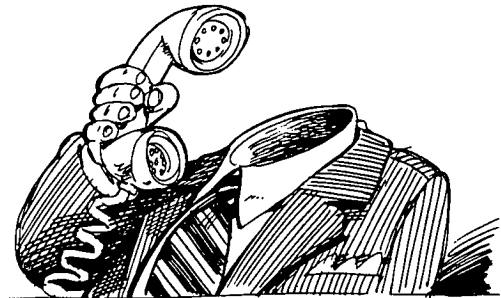
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