

The Minnesota
**State
Register**

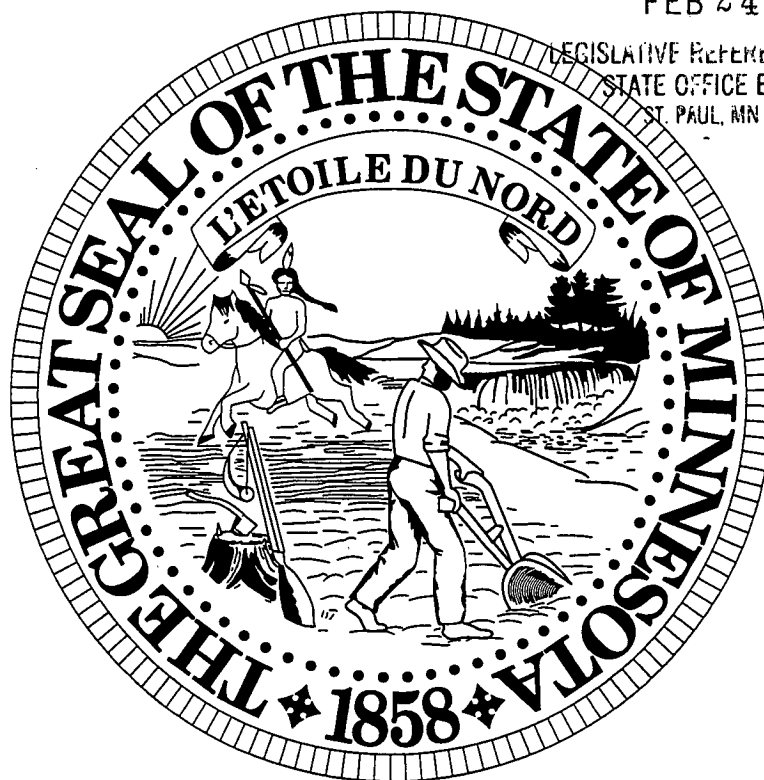
3

Department of Administration—Print Communications Division

RECEIVED

FEB 24 1995

LEGISLATIVE REFERENCE LIBRARY
STATE OFFICE BUILDING
ST. PAUL, MN 55155



Rules edition
Published every Monday
(Tuesday if Monday is a holiday)

Monday 27 February 1995
Volume 19, Number 35
Pages 1793-1822

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 and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

Printing Schedule and Submission Deadlines

Vol. 19 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
35	Monday 27 February	Monday 13 February	Friday 17 February
36	Monday 6 March	Friday 17 February	Monday 27 February
37	Monday 13 March	Monday 27 February	Monday 6 March
38	Monday 20 March	Monday 6 March	Monday 13 March

Arne H. Carlson, Governor 612/296-3391

Joanne E. Benson, Lt. Governor 612/296-3391

Department of Administration:

Elaine S. Hansen, Commissioner 612/296-1424

Robert A. Schroeder, Asst. Commissioner 612/297-4261

Hubert H. Humphrey III, Attorney General 612/297-4272

Judi Dutcher, State Auditor 612/297-3670

Print Communications Division:

Kathi Lynch, Director 612/297-2553

Mary Mikes, Manager 612/297-3979

Joan Anderson Growe, Secretary of State 612/296-2079

Michael A. McGrath, State Treasurer 612/296-7091

Robin PanLener, Editor 612/297-7963

Paul Hoffman, Assistant Editor 612/296-0929

Debbie George, Circulation Manager 612/296-0931

An "Affidavit of Publication" can be obtained at a cost of \$5.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

SUBSCRIPTION SERVICES:

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, MN 55155, pursuant to *Minnesota Statutes* § 14.46. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. Telecommunication Device for the Deaf Metro area: 282-5077 Toll free 800-657-3706. **NO REFUNDS.** Both editions are delivered postpaid to points in the United States, second class postage paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. Publication Number 326630 (ISSN 0146-7751). Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$125.00 via first class mail, \$140.00 via fax or through our On-Line Service via your computer modem. For a free sample demo of the On-Line Service call via your modem: 612/821-4096. Access item "S": *State Register* Modem parameters 8-N-1 1200/2400. By purchasing the On-Line access you are agreeing to not redistribute without authorization.
- 13-week trial subscription which includes both the *State Register* and *Contracts Supplement*. \$60.00
- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "*Commodity Contract Awards Reports*," - lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" - published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00 - a savings of about \$38.00 over the cost of purchasing them individually. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "*Professional-Technical-Consulting Award Reports*," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$7.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$50.00, a savings of about \$15.00 over the cost of purchasing them individually. Appears monthly. Order stock number 90-15. Available in hard copy format only.

FOR LEGISLATIVE NEWS

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

SENATE

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

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office (612) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

HOUSE

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

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

Minnesota Rules: Amendments & Additions

Volume 19, issues #27-35 (issues 1-26 cumulative in #26) .. 1756

Proposed Rules

Podiatric Medicine Board

Miscellaneous amendments 1798

Adopted Rules

Health Department

Dietary and food services for nursing homes 1803

Official Notices

Agriculture Department

Rural Finance Authority public hearing for issuing agricultural development revenue bonds for:
bare farmland in Pleasant Prairie Township, Martin County..... 1806
acreage with buildings in Luxemburg Township and Eden Lake Township, Stearns County 1806
bare farmland in Redwood County 1807
bare farmland in Decoria Township, Blue Earth County..... 1807
bare farmland in Decoria Township, Blue Earth County..... 1808
bare farmland in Decoria Township, Blue Earth County..... 1808
acreage with buildings in New Sweden Township, Nicollet County 1809
farm equipment in New Sweden Township, Nicollet County..... 1809

Labor and Industry Department

Prevailing wage certifications for commercial construction projects..... 1810

State Grants

Health Department

Postponement of request for proposals for lead abatement training courses..... 1811

Human Services Department

Proposals sought for homesharing program 1811
Contract available for interpreter referral services 1813

Professional, Technical & Consulting Contracts

Corrections Department

Red Wing Correctional Facility contracts available for:
speech therapist services..... 1813
psychological evaluation and sexual therapy services 1814
physician, oral surgical and pharmacist services..... 1815

Natural Resources Department

Proposals sought for marketing or survey consultants to conduct a series of focus groups on the department's ecological services operation..... 1815
Proposals sought to format, print and fund a series of four 1995-96 snowmobile trail maps..... 1817
Proposals sought to produce, print and fund the DNR's 1995-96 snowmobile safety laws, rules and regulations handbook..... 1818

State University Board

Proposals sought for consultant to conduct an analysis to determine demand for on-campus student housing 1818

Transportation Department

Proposals sought for a Minnesota intercity bus needs study . 1819

Non-State Public Bids, Contracts & Grants

Metropolitan Council - Wastewater Services

Advertisement for bids for Seneca Wastewater Treatment Plant stack cap damper procurement..... 1819
Bids sought for the sale of used plate and frame equipment 1820

State Contracts, RFPs & Advertised Bids:

Commodities and requisitions are advertised in the *State Register Contracts Supplement*, published every Tuesday, Wednesday and Friday.

For subscription information call 612/296-0931.

"Commodity Contract Awards Reports" are published every two weeks, and "Professional-Technical-Consulting Contract Awards Reports" are published monthly. Both are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

Individual awards can be obtained from the **Materials Management Helpline** 612/296-2600.

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 Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

Volume 19, issues # 27-35 (issues 1-26 cumulative in # 26)

Accountancy Board

1100.0100; .0600; .0650; .0700; .1000; .1100; .1200; .1300; .1500; .1900; .2110; .2115; .2120; .2150; .2200; .2500; .3200; .3250; .3300; .3400; .3550; .3600; .4000; .4100; .4200; .4300; .4400; .4500; .4650; .4700; .4800; .4900; .5100; .5800; .5850; .6100; .6400; .6500; .6700; .6800 (adopted) .	1732
1100.0100 s.5; .1500 s.1; .1600; .1902; .1905; .2000; .2100; .2300; .2600; .2700; .2750; .2800; .3000; .3100; .3500; .4200 s.2; .5000 (repealed).....	1732

Administration Department

1300.6100 (adopted)	1735
1302.0100; .0200; .0500; .0600; .0700; .0850; .0950 (adopted).....	1735
1302.0300; .0500 s.2,3; .0800; .0900 (repealed)	1735
1350.0100; .0250; .0300; .0400; .0500; .0600; .0700; .0900; .1000; .1100; .1400; .2100; .2400; .2500; .2700; .2801; .3400; .3500; .6500; .6600; .6700; .6800; .8300; .8600 (proposed withdrawn)	1737
1350.0100 s.2,5,6,7,13,18,24,27,28,30,35,45,52,55,57,58,59; .2600; .2700 s.5,6,7; .2800; .2900; .3000; .3100; .3200; .3300; .3600; .3700; .5800 (proposed repealer withdrawn)	1737

Agriculture Department

1505.4000-.4130 (proposed)	1758
1510.0410; .0411; .0412; .0413; .0414; .0416; .0417; .0419; .0420; .0421; .0422 (proposed)	1692
1510.0415; .0416 s.4,5,7,8; .0418 (proposed repealer).....	1692
1510.0430; .0431; .0432; .0433; .0434 (proposed).....	1764
1510.0432 s.2,3 (proposed repealer).....	1764
1558.0010-0090 (proposed)	1481

Commerce Department

2700.2460; .2470; .2480 (adopted)	1581
---	------

Economic Security Department

3300.5010; .5040; .5050; .5060 (proposed)	1767
3300.5010 s.38; .5060 s.4,6,8,10 (proposed repealer)	1767

Electricity Board

3800.3600-.3603 (proposed)	1539
----------------------------------	------

Health Department

Health Department

4617.0002; .0020; .0025; .0030; .0043; .0044; .0045; .0049; .0050; .0056; .0058; .0171; .0172; .0173; .0174 (proposed).....	1607
---	------

4617.0002 s.11; .0046; .0047; .0170; .0175; .0180 (proposed repealer)	1607
4625.2100; .4717.0150; .0250; .0275; .0310; .0375; .0450; .0650; .0750; .0775; .0950; .1050; .1250; .1350; .1450; .1550; .1575; .1650; .1750; .1850; .1950; .2150; .2250; .2350; .2450; .2550; .2560; .2570; .2580; .2590; .2595; .2610; .2620; .2630; .2650; .2750; .2850; .3050; .3150; .3250; .3350; .3450; .3475; .3550; .3650; .3675; .3850; .3870; .3875; .3950; .3970; .3975; .7000 (errata)	1637
4651.0100; .0110; .0120; .0130; .0140 (adopted).....	1581
4652.0010-.0130 (adopted)	1515
4653.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170 - all emergency rules - (repealed)	1582
4655.0090; 4658.0600; .0605; .0615; .0620; .0625; .0630; .0635; .0640; .0645; .0650; .0655; .0660; .0665; .0670; .0675; .0680; .0685 (adopted)	1803
Higher Education Coordinating Board	
4815.0100-.0160 (adopted)	1636
4830.0100 (adopted)	1491
4830.7100; .7200; .7300; .7400; .7500; .7710; .7720; .7800; .7900 (adopted)	1636
4830.7100 s.3,4; .7400 s.8; .7500 s.1,3; .7600; .7700; .7720 s.2 (repealed).....	1636
4890.0100-.0900 (proposed)	1441
Labor and Industry Department	
5205.0010 (adopted)	1459
5205.0010 (proposed)	1489
Natural Resources Department	
6125.0100; .0400; .0410; .0420; .0500; .0600; .0610; .0620; .0700 (proposed)	1615
6125.0300; .1000-.4100 (proposed repealer)	1615
6200.0200; 6210.0100; 6212.1750; .1800; .2900; .3000; 6214.0500; 6230.0200; .0400; .0900; .1300; 6232.0100; .0200; .0300; .0700; .0800; .1200; .1250; .1300; .1800; .1950; .2000; .2100; .2450; .2500; .2900; .3000; .3700; .3800; .4000; .4700; 6234.0200; .0400; .2600; .3000; .3100; .3400; 6236.0100; .0900; 6240.0200; .0550; .0850; .0860; .0900; .1700; .1950; 6242.0200; .0500; .0900; .1000; .1200; 6252.0500; 6254.0200; .0500; .0510; 6262.0100; .0200; .0300; .0500; 6266.0100; .0300; .0400; .0500 (proposed).....	1702
6234.1300 s.3; 6262.0500 s.3 (proposed repealer)	1702

Minnesota Rules: Amendments and Additions

6236.0600; .0800; .1050 (adopted expedited emergency).....	1518	7007.0350 (adopted)	1666
6262.0500 (emergency proposed).....	1736	7007.0800; 7017.0100 (adopted)	1775
6264.0300 (adopted exempt)	1517	7007.1075; 7011.0553; 7017.1020 (adopted).....	1666
Nursing Board		7045.0020 s.102b; .0102 s.3; .0528 s.5; .0628 s.5; .0695	
6305.0500; 6310.2600; .2900; .3200; 6330.0350; 6340.0050;		(proposed repealer)	1542
6340.0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900;		Public Safety Department	
.0950; .1000; .1100 (proposed)	1452	7507.0500 (adopted)	1637
Podiatric Medicine Board		Public Service Department	
6900.0010; .0020; .0160; .0200; .0210; .0300 (proposed).....	1798	7600.0100-.9900 (proposed repealer withdrawn).....	1775
6900.0200 s.8 (proposed repealer)	1798	7601.0100-.9900 (proposed withdrawn).....	1775
Pollution Control Agency		7813.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800;	
7001.0560; .0650; 7035.2535; 7045.0020; .0065; .0120; .0121;		.0900; .1000; .1100 (adopted).....	1518
.0125; .0131; .0135; .0143; .0145; .0206; .0208; .0221; .0225;		Gambling Control Board	
.0230; .0240; .0243; .0248; .0292; .0310; .0320; .0450; .0454;		7861.0080 (proposed)	1601
.0456; .0478; .0518; .0528; .0541; .0552; .0556; .0558; .0562;		Secretary of State	
.0584; .0594; .0610; .0620; .0628; .0629; .0644; .0665; .0692;		8271.0010-.0350 (proposed).....	1659
.0790; .0795; .0800; .0805; .0810; .0815; .0820; .0825; .0830;		Telecommunications Access to Communication-Impaired Persons Board	
.0835; .0840; .0845; .0855; .0865; .0875; .0885; .0895; .1300;		8775.0100; .0300; .0400; .0500; .0800 (adopted).....	1666
.1339 (proposed)	1542	8775.0100 s.13 (repealed).....	1666

Proposed Rules

Pursuant to Minn. Stat. §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.

Board of Podiatric Medicine

Proposed Permanent Rules Relating to Miscellaneous Amendments

Notice of Intent to Adopt a Rule without a Public Hearing

The Minnesota Board of Podiatric Medicine intends to adopt a permanent rule without a public hearing following the procedures set forth in the Administrative Procedures Act, *Minnesota Statutes*, sections 14.22 to 14.28 (1994). You have 30 days in which to submit written comments on the proposed rules and may also request that a hearing be held on the proposed rules.

Comments or questions on the rule and written requests for a public hearing on the rules must be submitted to:

Lois E. Mizuno
Executive Director
Board of Podiatric Medicine
2700 University Avenue West, Room 40
St. Paul, Minnesota 55114
Phone Number: (612) 642-0401
Hearing/Speech Relay: 297-5353 or 1-800-727-3529

The proposed rules are about temporary permits, licensure, license renewal, and continuing education. The statutory authority to adopt these rules is found in *Minnesota Statutes* sections 153.02 and 214.06, subdivision 2. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

You may submit comments in support of or in opposition to the proposed rules or any part or subpart thereof. Your comments must be in writing and received by the agency contact person by 4:30 p.m. on March 30, 1995. Comments are encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comments, and any changes proposed, and include your name and address.

In addition to submitting comments, you may also request that a public hearing be held on the proposed rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on March 30, 1995. Your written request for a public hearing must include your name, address, and telephone number. You are encouraged to identify the portion of the proposed rules which caused your request, the reason for the request, and any changes you are suggesting to be made to the proposed rules. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

The proposed rules may be modified as a result of public comment. Any modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rules as printed in the *State Register*. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

A statement of need and reasonableness concerning the proposed rules is now available from the agency contact person. The statement describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules.

It is the position of the Board that it is not subject to the requirements of *Minnesota Statutes*, section 14.115 regarding small business considerations in rulemaking. The basis for this position, and the Board's evaluation of the applicability of the methods contained in *Minnesota Statutes*, section 14.115, subdivision 2 for reducing the impact of the proposed rules should it be determined that the Board is governed by section 14.115, are addressed in the statement of need and reasonableness.

It is also the position of the Board that promulgation of the proposed rules will not either result in the expenditure of public monies by local public bodies or have an impact on agricultural land. The reasons for this position are included in the statement of need and reasonableness.

If no hearing is required, after the end of the comment period the agency may adopt the rules. The rules and supporting documents will then be submitted to the Attorney General's office for review as to legality and form to the extent that the form relates to legality. You may request in writing to the agency contact person to be notified of the date the rule is submitted to the Attorney General, be notified of the Attorney General's decision on the rules, and/or to receive a copy of the adopted rules.

Dated: 13 February 1995

Lois E. Mizuno
Executive Director

Rules as Proposed

6900.0010 DEFINITIONS.

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

Subp. 1a. **Acceptable graduate training.** "Acceptable graduate training" means at least 12 consecutive months of postgraduate training in a clinical residency, or preceptorship, ~~or other graduate training~~ as described in part 6900.0020, ~~subparts subpart 5, 6, or 7, or 8.~~

[For text of subps 3a to 8, see M.R.]

6900.0020 LICENSURE REQUIREMENTS.

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

Subp. 2. **Education.** The applicant must submit a complete transcript of education obtained in ~~one of the following accredited colleges of podiatric medicine:~~

- A. ~~California College of Podiatric Medicine, San Francisco, California;~~
- B. ~~New York College of Podiatric Medicine, New York, New York;~~
- C. ~~Ohio College of Podiatric Medicine, Cleveland, Ohio;~~
- D. ~~Pennsylvania College of Podiatric Medicine, Philadelphia, Pennsylvania;~~
- E. ~~Scholl College of Podiatric Medicine, Chicago, Illinois;~~
- F. ~~University of Osteopathic Medicine and Health Sciences College of Podiatric Medicine and Surgery, Des Moines, Iowa; or~~
- G. any ~~other~~ college accredited by the Council on Podiatric Medical Education, American Podiatric Medical Association.

The transcript must contain the date of graduation, degree granted, and an original seal of the college.

Subp. 3. **Examination.** The applicant must have received a passing score on each ~~section of all parts part~~ of the National Board of Podiatric Medical Examiners Licensing Examination. A passing score is the number corresponding to or greater than the cut score recommended by the national board. The cut score is the score which separates passing scores from failing scores.

A copy of the applicant's scores must be submitted. The copy must contain an original seal of the national board.

Subp. 3a. State clinical examination. The applicant must pass a state clinical examination as required in *Minnesota Statutes*, section 153.16, subdivision 1, paragraph ~~(d)~~ (c).

A state clinical examination shall include demonstration of the clinical application of podiatric medical knowledge and skill, but need not include demonstrations on actual patients. The examination may be developed in cooperation with boards of podiatric medicine in other states. A passing score is the number corresponding to or greater than the cut score recommended by a test development consultant.

Subp. 4. **Graduate training.** Applicants graduating in 1987 and thereafter from a podiatric medical school must present evidence of satisfactory completion of acceptable graduate training. For applicants entering a graduate training program after June 30,

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

Proposed Rules

1995, the evidence of satisfactory completion must include written verification from the program supervisor and submission of the applicant's surgical and other training logs. The logs will be returned at the applicant's request.

Subp. 5. **Clinical residency.** A clinical residency is a formal, structured postdoctoral training program approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association and sponsored by and conducted in an institution such as a hospital or ambulatory health care facility or conducted by a college of podiatric medicine accredited by the Council on Podiatric Medical Education of the American Podiatric Medical Association. The residency must:

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

D. provide the podiatric medical graduate with clinical experience necessary to become competent in the full scope of ~~advanced~~ podiatric medicine and surgery.

[For text of subp 6, see M.R.]

Subp. 7. **Preceptor requirements.** The preceptor must:

A. provide hands-on training in the care of children and adults that offers experience as defined by the statutory scope of practice including drug therapy, radiology, local anesthesia, analgesia, biomechanics, physical medicine, rehabilitation, and the following surgeries:

[For text of subitems (1) to (7), see M.R.]

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

E. instruct and direct the unlicensed podiatrist in the podiatrist's duties, oversee and check the work, provide general directions, and comply with at least the following criteria:

(1) review and evaluate patient services provided by the unlicensed podiatrist ~~on a daily basis~~ from information in patient charts and records on a daily basis and the unlicensed podiatrist's surgical and other training logs on a monthly basis; review of patient charts and records may either be in person or by telecommunication;

[For text of subitems (2) to (4), see M.R.]

Subp. 8. [See repealer.]

Subp. 8a. Applicant lacking state clinical examination. An applicant for licensure who has met the licensure requirements in Minnesota Statutes, section 153.16, except passing the state clinical examination may be granted a temporary permit for one year to practice according to the requirements in part 6900.0160, subpart 3, and may be scheduled for the personal appearance at any time during the year.

[For text of subps 9 and 10, see M.R.]

6900.0160 TEMPORARY PERMIT.

Subpart 1. **Prerequisites.** An applicant for a temporary permit to practice podiatric medicine must submit a complete, acceptable application for a Minnesota license and temporary permit and ~~pay accompanied by~~ the required fee ~~for a temporary permit~~. The clinical examination and personal interview may be completed during the permit period.

The applicant must submit a transcript as provided in part 6900.0020, subpart 2, and written evidence that the applicant has been accepted as a resident, preceptee, or graduate trainee in an acceptable graduate training program.

Subp. 2. **Term of permit.** A granted permit is valid for the period of graduate training of 12 months beginning with the first day of graduate training. A permit may be reissued ~~once if~~ for one of the following reasons:

A. the applicant submits acceptable evidence that the training was interrupted by circumstances beyond the control of the applicant and that the sponsor of the program agrees to the extension; or

B. the applicant is continuing in a residency that extends for more than one year.

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

6900.0200 LICENSE RENEWAL.

Subpart 1. **Active status License renewal term.** The license renewal term is 24 months beginning on July 1 and ending on June 30. ~~Applications received and postmarked after June 30 in the year due will be returned for addition of the late renewal fee. The term of renewal begins on July 1 in odd-numbered years for a licensee whose license number is an odd number and in even-numbered years for a licensee whose license number is an even number. The July 1, 1991, renewal term for a licensee who renews in even-numbered years shall end June 30, 1992, and the renewal fee and continuing education hours shall be half the amount required for a 24-month renewal period.~~

Subp. 1a. First license renewal following licensure. For the first renewal period following the initial licensure period, the fee

and continuing education requirements for renewal of the license is are that fraction of the license renewal fee and continuing education hours, to the nearest dollar and hour, respectively, that is represented by the ratio of the number of days the license is held in the initial licensure period to 730 days.

Subp. 1b. Submission of license renewal application. ~~An applicant for license renewal~~ A licensee must submit to the board:

~~A. an a license renewal application on a form provided by the board, together with the license renewal fee, and, if applicable, the late renewal fee postmarked no later than June 30 in the year of renewal. The application form must provide a be signed by the licensee in the place provided for the renewal applicant's signature and solicit information including the applicant's office address, and other information that may be reasonably requested by the board;~~

~~B. include~~ evidence of participation in approved continuing education programs, as described in part 6900.0300, and any

~~C. other evidence~~ information as the board may reasonably require.

Subp. 1c. Renewal application postmarked after June 30. A renewal application postmarked after June 30 in the renewal year shall be returned to the licensee for addition of the late renewal fee. A license renewal application postmarked after June 30 in the renewal year is not complete until the late renewal fee has been received by the board.

Subp. 2. Failure to submit renewal application. The procedures in subparts 3 to 6 will be followed by the board for licensees who have failed to submit the renewal application including information about continuing education and applicable fees as provided in subparts 1b and 1c.

Subp. 3. Notice. Any time after July 1 of the applicable year, the board will send to the last address on file with the board, a notice to ~~licensees a licensee~~ who have has not applied for completed and submitted a license renewal application. The notice will state that the licensee has failed to make application for renewal; the amount of renewal and late fees and information about continuing education that must be submitted in order for the license to be renewed; that the licensee may voluntarily terminate the license by notifying the board; and that failure to respond to the notice by the date specified, which date must be at least 30 days after the notice is sent by the board, either by applying for license renewal as provided in subpart 4 1b or by notifying the board that the licensee has voluntarily terminated the license, will result in expiration of the license and terminating the right to practice.

[For text of subps 4 to 7, see M.R.]

6900.0210 REINSTATEMENT OF LICENSE.

Subpart 1. Requirements. Upon a podiatrist's compliance with the requirements in this part, the podiatrist's license must be reinstated. The podiatrist requesting reinstatement of a license shall submit the following materials:

[For text of items A and B, see M.R.]

~~C. if for each year the license has been inactive for five years or less, evidence of participation in 45 one-half the number of hours of acceptable continuing education required for each year that the license was expired or terminated up to 75 hours biennial renewal, under part 6900.0300, up to five years;~~

~~D. if the license has been inactive for more than five years, evidence of continuing competency as shown by submission of 75 hours the amount of acceptable continuing education required in item C, must be obtained during the five years immediately before application; or~~

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

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

6900.0300 CONTINUING EDUCATION.

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

Subp. 1a. Prorating continuing education hours. The number of continuing education hours required during the initial licensure period is that fraction of 30 hours, to the nearest whole hour, that is represented by the ratio of the number of days the license is held in the initial licensure period to 730 days. Continuing education in infection control, including blood borne diseases, is required for renewal periods beginning on or after September 1, 1993. For initial licensure periods of less than two years and for the renewal period ending June 30, 1994, one continuing education hour in infection control is required.

Subp. 2. Obtaining continuing education hours. Continuing education hours shall be obtained in the following manner:

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

Proposed Rules

A. attendance at educational programs approved by the board under subpart 3 or completion of verifiable home study programs under subpart 3b;

B. attendance at hospital staff meetings (no more than three hours of hospital staff meetings may be used for license renewal each year); or

C. participation in acceptable graduate training.

Subp. 3. **Requirements of program approval.** Each continuing education program used to meet the license renewal requirements must be approved by the board before the program is accepted ~~as meeting requirements of this part.~~

~~In order for a continuing education program to be approved by the board, the program must meet, based on~~ the following criteria:

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

[For text of subp 3a, see M.R.]

Subp. 3b. Home study programs. The criteria listed in subpart 3 for program approval shall apply to home study programs to the extent the criteria are relevant to home study programs. In addition, the sponsor of the home study program must verify that the licensee has completed the program by means of an independently scored quiz related to the subject matter of the program or other procedure that is approved by the board.

[For text of subp 4, see M.R.]

REPEALER. Minnesota Rules, part 6900.0020, subpart 8, is repealed.

Adopted Rules

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

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

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

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

Department of Health

Adopted Permanent Rules Relating to Dietary and Food Services For Nursing Homes

The rules proposed and published at *State Register*, Volume 18, Number 51, pages 2638-2645, June 20, 1994 (18 SR 2638), are adopted with the following modifications:

Rules as Adopted

4655.0090 SCOPE.

The rules in this chapter 4655 apply to both nursing homes and boarding care homes unless ~~otherwise indicated or when superseded by more recently adopted rules for nursing homes~~ the context clearly indicates otherwise. This chapter does not apply to nursing homes in those areas covered by the dietary and food services rules in parts 4658.0600 to 4658.0685.

4658.0600 DIETARY SERVICE.

Subp. 3. **Availability of diet manuals.** ~~Current~~ The most recent edition of diet manuals must be readily available in the dietary department.

4658.0605 DIRECTION OF DIETARY DEPARTMENT.

Subpart 1. **Dietitian.** The nursing home must employ a qualified dietitian either full time, part time, or on a consultant basis. For purposes of this chapter, a "qualified dietitian" means a person who:

- A. is registered by the Commission on Dietetic Registration of the American Dietetic Association; ~~or a person who;~~
- B. is licensed under Minnesota Statutes, section 148.624; or

C. has a bachelor's degree in dietetics, food and nutrition, or food service management plus experience in long-term care and ongoing continuing education in identification of dietary needs, and planning and implementation of dietary programs.

Subp. 2. **Director of dietary service.** If a qualified dietitian is not employed full time, the administrator must designate a director of dietary service who is enrolled in or has completed, at a minimum, a dietary manager course, and who receives frequently scheduled consultation from a qualified dietitian. The number of hours of consultation must be based upon the needs of the nursing home. ~~A director~~ Directors of dietary service hired ~~after~~ before the effective date of parts 4658.0600 to 4658.0685 ~~must meet this requirement~~ are not required to complete a dietary manager course.

4658.0610 DIETARY STAFF REQUIREMENTS.

Subp. 3. **Grooming.** Dietary staff must wear clean outer garments. Hairnets, ~~headbands, caps,~~ or other hair restraints must be worn to prevent the contamination of food, utensils, and equipment. Hair spray is not an acceptable hair restraint.

Subp. 4. **Hygiene.** Dietary staff must thoroughly wash their hands and the exposed portions of their arms with soap and warm water in a handwashing facility before starting work, during work as often as is necessary to keep them clean, and after smoking,

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.

Adopted Rules

eating, drinking, or using the toilet, or handling soiled equipment or utensils. Dietary staff must keep their fingernails clean and trimmed.

Subp. 6. **Eating.** All employees must consume food only in areas designated for employee dining. An employee dining area must not be designated if consuming food in that location could cause contamination of other food, equipment, or utensils. This subpart does not apply to cooks or other persons designated by the cook who test the food for flavor and palatability.

Subp. 7. **Handling soiled equipment Sanitary conditions.** Employees must handle soiled dietary equipment or utensils in a manner that minimizes contamination of their hands. Sanitary procedures and conditions must be maintained in the operation of the dietary department at all times.

4658.0615 FOOD HANDLING TEMPERATURES.

Potentially hazardous food must be maintained at ~~45~~ 40 degrees Fahrenheit (~~seven~~ four degrees centigrade) or below, or ~~140~~ 150 degrees Fahrenheit (~~60~~ 66 degrees centigrade) or above, including periods when it is being transported. "Potentially hazardous food" means any food subject to continuous time and temperature controls in order to prevent the rapid and progressive growth of infectious or toxigenic microorganisms.

4658.0620 FREQUENCY OF MEALS.

Subpart 1. **Time of meals.** The nursing home must provide at least three meals daily; at regular times ~~comparable to normal mealtimes in the community.~~ There must be no more than 14 hours between a substantial evening meal and breakfast the following day. A "substantial evening meal" means an offering of three or more menu items at one time, one of which is a high-quality protein such as meat, fish, eggs, or cheese.

Subp. 3. **Time between meals.** ~~There must be no more than 14 hours between a substantial evening meal and breakfast the following day. A "substantial evening meal" means an offering of three or more menu items at one time, one of which includes a high-quality protein such as meat, fish, eggs, or cheese.~~ Up to 16 hours may elapse between a substantial evening meal and breakfast the following day if a resident group, such as the resident council, agrees to this meal span and selects the snacks to be a nourishing snack is provided.

Subp. 4. **Dining room.** Meals are to be served in a specified dining area consistent with the resident's choice and plan of care.

4658.0625 MENU PLANNING MENUS.

Subpart 1. **Menu planning.** All menus must be planned in advance, dated, posted for a minimum of one week in advance, and followed. ~~Residents must be involved in menu planning. Notations must be made of any substitutions. Any changes in the meals actually served and those substitutions must be of equal nutritional value. The current week's menus, and any changes to those menus, general menu for a seven-day period must be posted prior to the start of that seven-day period at a location readily accessible to residents, and any changes to the general menu must be noted on that posted menu.~~ All menus and any changes for the current week's and following week's seven-day periods must be posted in the dietary area. Records of menus and of foods purchased must be filed for six months. A variety of foods must be provided. A file of tested recipes adjusted to a yield appropriate for the size of the home must be maintained.

Subp. 2. **Food habits and customs.** There must be adjustment to the food habits, customs, likes, and appetites of individual residents including condiments, seasonings, and salad dressings. There must be resident involvement in menu planning.

4658.0630 RETURNED FOOD.

Returned portions of food and beverages from individual servings ~~must not~~ may be reused unless if the food or beverage is served in a sealed wrapper or container which has not been unwrapped or opened and is not potentially hazardous.

4658.0650 FOOD SUPPLIES.

Subpart 1. **Food.** All food must be clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption. ~~No hermetically sealed, nonacid, or low-acid Canned or preserved food which has been processed in a place other than a commercial food-processing establishment may be used~~ is prohibited for use by nursing homes.

Subp. 2. **Food brought into nursing home.** Nonprohibited food items from noncommercial sources ~~including such as~~ fresh produce, game, and fish may be brought into the nursing home ~~to be served for special occasions;~~ in accordance with nursing home policy. ~~These food items must be maintained in a sanitary and safe manner.~~

Subp. 4. **Storage of nonperishable food.** Containers of nonperishable food must be stored a minimum of six inches above the floor in a manner that protects the food from splash and other contamination, and that permits easy cleaning of the storage area. Containers may be stored on equipment such as dollies, racks, or pallets, provided the equipment is easily movable and constructed to allow for easy cleaning. Nonperishable food and containers of nonperishable food must not be stored under exposed or unprotected sewer lines or similar sources of potential contamination. The storage of nonperishable food in toilet rooms or vestibules is prohibited.

Subp. 6. **Prohibited storage.** The storage of detergents, cleaners, pesticides, and other nonfood items not related to the operation of the dietary service, including employees' personal items, is prohibited in food storage areas. The nursing home may store dry goods and paper products related to the dietary service in the food storage area.

4658.0655 TRANSPORT OF FOOD.

The food service system must be capable of keeping food hot or cold until served. A dumbwaiter or conveyor, which cab or carrier is used for the transport of ~~soiled linen or food and~~ soiled dishes, must be sanitized immediately after the transportation of soiled dishes is complete, and prior to the transporting of food. The dumbwaiter or conveyor, which cab or carrier is used for the transport of soiled linens, may not be used for the transport of food or soiled dishes.

4658.0660 FLOOR CLEANING AND TRASH.

Subpart 1. **Cleaning during food preparation.** There must be no sweeping or mopping in the food preparation or service areas of the kitchen during the time of food preparation or service, except when necessary to prevent accidents.

4658.0665 DISHES AND UTENSILS REQUIREMENTS.

The requirements in items A to E apply to the use of dishes and utensils.

A. Only dishes and utensils with the original smooth finishes may be used. Cracked, chipped, scratched, or permanently stained dishes, cups, or glasses or damaged, corroded, or open seamed utensils or cookware must not be used. All tableware and cooking utensils must be kept in ~~enclosed~~ closed storage compartments.

4658.0670 DISHWASHING.

Subpart 1. **Requirements.** The dishwashing operation must provide ~~proper~~ separation in the handling of soiled and clean dishes and utensils, and must conform with either part 4658.0675 or 4658.0680 for washing, rinsing, sanitizing, and drying.

4658.0675 MECHANICAL CLEANING AND SANITIZING.

Subp. 7. **Air drying.** Dishes and utensils must be air dried before being stored or must be stored in a self-draining position. Properly racked sanitized dishes and utensils may complete air drying in proper storage places, if available.

4658.0680 MANUAL CLEANING AND SANITIZING.

Subp. 6. **Sanitization methods.** The food-contact surfaces of all equipment and utensils must be sanitized by one of the following methods:

Subp. 9. **Air drying.** All dishes and utensils must be air dried before being stored or must be stored in a self-draining position. Properly racked sanitized dishes and utensils may complete air drying in proper storage places, if available.

4658.0685 PENALTIES FOR DIETARY AND FOOD SERVICES AND SANITATION RULE VIOLATIONS.

Penalty assessments for violations of parts 4658.0600 to 4658.0680 are as follows:

EFFECTIVE DATE. Minnesota Rules, parts 4655.0090 and 4658.0600 to 4658.0685 are effective 90 days after the notice of adoption is published in the State Register.

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.

Official Notices

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.

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C — for Bare Farmland in Pleasant Prairie Township, Martin County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C in order to finance the purchase of **approximately 80 acres of bare farmland** located in **Section 16, Pleasant Prairie Township, Martin County, Minnesota** on behalf of **Louis & Amy Maday**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$72,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C — for Acreage with Buildings in Luxemburg Township and Eden Lake Township, Stearns County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C in order to finance the purchase of **approximately 186 acres with buildings** located in **Section 19, Luxemburg Township, and Section 24, Eden Lake Township, Stearns County, Minnesota** on behalf of **Scott & Denise Gathje**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$216,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes, Chapter 41C* — for Bare Farmland in Redwood County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C* in order to finance the purchase of **approximately 160 acres of bare farmland** located in **Section 9, Township 112N, 37W, Redwood County, Minnesota** on behalf of **David C. & Kim R. Reynolds**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$112,000.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes, Chapter 41C* — for Bare Farmland in Decoria Township, Blue Earth County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C* in order to finance the purchase of **approximately 40 acres of bare farmland** located in **Section 3, Decoria Township, Blue Earth County, Minnesota** on behalf of **Mark & Teresa Depuydt**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$42,735.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Official Notices

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C — for Bare Farmland in Decoria Township, Blue Earth County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C in order to finance the purchase of **approximately 40 acres of bare farmland** located in **Section 3, Decoria Township, Blue Earth County**, Minnesota on behalf of **Kevin & Gayle Depuydt**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$41,202.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C — for Bare Farmland in Decoria Township, Blue Earth County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C in order to finance the purchase of **approximately 40 acres of bare farmland** located in **Section 3, Decoria Township, Blue Earth County**, Minnesota on behalf of **Frank J. Depuydt**, a single person (the Borrower). The maximum aggregate face amount of the proposed bond issue is **\$39,820.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 1 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes, Chapter 41C* — for Acreage with Buildings in New Sweden Township, Nicollet County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C* in order to finance the purchase of **approximately 20 acres with buildings** located in **Section 2, New Sweden Township, Nicollet County, Minnesota** on behalf of **Jeffrey D. & Tammy Jo Mosel**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$55,500.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 2 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes, Chapter 41C* — for Farm Equipment in New Sweden Township, Nicollet County

NOTICE IS HEREBY GIVEN that a public hearing will be held on **March 15, 1995, at 9 A.M. in Room 145** Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C* in order to finance the purchase of **farm equipment** located in **Section 2, New Sweden Township, Nicollet County, Minnesota** on behalf of **Jeffrey D. & Tammy Jo Mosel**, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is **\$5,500.00**. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 2 February 1995

Wayne Marsolf
RFA Executive Director (acting)

Official Notices

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective February 27, 1995 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Beltrami: MN/DOT Bemidji Headquarters Ventilation Modifications-Bemidji.

Benton: Sauk Rapids High School Remodeling & Middle School Site Package-Sauk Rapids.

Carlton: Moose Lake Correctional Facility Electrical Upgrade-Moose Lake.

Crow Wing: Regional Airport 1995 Electrical Improvements-Brainerd.

Douglas: Lake Latoka Rest Area-Alexandria.

Faribault: Wells Facility, United South Central Schools Elevator & Stair Addition-Wells.

Freeborn: Mn/Dot Albert Lea Truck Station Ventilation Modifications-Albert Lea.

Hennepin: Poucher Building Asbestos Abatement, Environmental Services Building County ADA Corrections, HCMC HVAC Upgrades, MAC Parking Structures Rehabilitation 1995, U of M Football Complex Artificial Turf Replacement-Minneapolis; Eden Prairie Truck Station Vehicle Storage New Lighting-Eden Prairie; Golden Valley Vehicle Maintenance & Storage New Lighting-Golden Valley; Mt. Calvary School Sound Abatement-Richfield.

Pine: Brook Park Water System Improvements-Brook Park.

Ramsey: Randolph Heights, Ames, Riverview, Sheridan, Roosevelt Elementary, Harding Sr. High, Jefferson Alternative, Monroe Community School Abatement-St. Paul; 1995 Reroofing Mounds View Public Schools-New Brighton.

Rice: MN Correctional Facility-Faribault.

St. Louis: Mesabi Regional Medical Center OB/GYN Remodeling-Hibbing.

Sibley: Gaylord Public School Toilet Room Accessibility Upgrade-Gaylord.

Stearns: Sartell Elementary School Fire Protection Improvements-Sartell.

Washington: Park Sr. High School-Cottage Grove; Oakdale Headquarters Vehicle Storage & Maintenance New Lighting-Oakdale.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian
Acting Commissioner

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Health

Division of Environmental Health

Notice of Postponement of Request for Proposals (RFP) for Lead Abatement Training Courses Funding Available

The Minnesota Department of Health (MDH) has been awarded a \$108,000 grant from the U.S. Department of Housing and Urban Development (HUD) to conduct initial lead abatement training courses for lead abatement contractors, lead abatement workers, and swab team workers. The "Request for Proposal" for these training courses was to have appeared in this issue, but has been delayed and is expected to be published in the March 13, 1995 issue. For more details see the complete notice which appeared in the December 19, 1994 issue of the *State Register*.

Eligibility for Funding

Only providers of initial lead abatement contractor/supervisor courses approved by MDH are eligible to apply for these HUD-funded training grants. The EPA regional lead training centers are considered MDH-approved training course providers. Providers of other lead abatement contractor/supervisor courses that have been submitted to MDH for approval will also be eligible for the funding if the courses successfully complete the approval process. January 17, 1995 was the deadline for submitting courses for approval in order to be considered for the HUD-funded training grants.

For More Information Contact:

Ray Olson (612) 627-5480
Dianne Kocourek Ploetz (612) 627-5018
Minnesota Department of Health
Environmental Health Hazard Management
925 Delaware Street
P.O. Box 59040
Minneapolis, MN 55459-0040

Department of Human Services

Aging and Adult Services Division

Notice of Request for Proposals (RFP) for the Homesharing Program

Purpose

The Minnesota Department of Human Services is soliciting proposals (RFPs) from eligible sponsors for the purpose of establishing and/or operating Homesharing Programs throughout the state of Minnesota.

1. There are two types of grants available.

a. **Homesharing Service Provider Grant (HSP).** These grant programs match low and moderate income homeowners with homeseekers who contribute rent or services in exchange for sharing the home. The homeowner must be elderly, physically handicapped, a person with a developmental disability, or the head of a single parent household with dependent children. Either the homeowner or the homeseeker must be elderly, have a physical or developmental disability, or be the head of a single parent family. Applicants are expected to work with all of these groups. This income and/or service should help homeowners stay in their homes longer than they would have without the tenants. No two homesharing situations are alike; each is tailored to meet the need and desires of the people involved. There is funding for several of these types of grants.

State Grants

b. Homesharing Technical Assistance Provider Grant (HTAP). Up to one grant for up to \$5,000 will be available for an organization representing homesharing service providers for the purpose of providing technical assistance to these providers in the operation and promotion of homesharing programs.

It is the intent of this program to assist in the development of homesharing programs in both urban and rural sections of the state with as wide a distribution as possible.

This Notice is contingent upon approval of the transfer of the Homesharing Program from the Minnesota Housing Finance Agency to the Department of Human Services and the appropriation of state funds by the 1995 legislature for the next biennium, July 1, 1995 through June 30, 1997.

Amount of Funds

During the first year of the biennium, (July 1, 1995 through June 30, 1996) contingent upon legislative approval, up to a total of \$275,000 may be available: up to \$275,000 in grant funds may be available for homesharing service provider grants, and up to \$5,000 may be available for a homesharing technical assistance provider grant for an organization that will represent homesharing service providers for the purpose of providing technical assistance to these providers in the operation and promotion of homesharing programs. Contingent upon legislative approval, the same amounts may be available for the second year of the biennium, July 1, 1996 through June 30, 1997.

Eligible Sponsors

Eligible grant applicants include non-profit organizations, housing authorities and units of local government that operate or propose to operate homesharing programs within the State of Minnesota and who have submitted a letter of intent to apply for a grant. Applications will only be accepted from those who have submitted a letter of intent as specified in this "Notice."

Availability of Funds

Applicants may request any size grant to operate their program for 22 months beginning September 1, 1995. Grant awards will be for 10 months beginning on September 1, 1995 and ending on June 30, 1996. Productivity, the cost per match, will be one factor in evaluating the reasonableness of the amount being requested and the merits of the application.

Contingent upon availability of funds, and satisfactory performance and compliance with the contract, the State has the option of extending the contract for an additional 12 months from July 1, 1996 through June 30, 1997.

Informational Meetings on the Application Materials

There will be two informational meetings on the application materials. Meetings will be at the Human Services Building on 444 Lafayette Road in St. Paul. The meetings will be at 9:30 A.M. on March 22 in Rooms 1A and 1B; and on March 23 at 1:30 P.M. in Rooms 5B and 5BC.

Application Process

This is a two step process. A letter of intent to apply for grant funds must be submitted and then an application.

1. **The letter of Intent to apply** for grant funds is due at the Aging and Adult Services Division's fourth floor offices by 4:00 P.M., on April 3, 1995. The letter of intent must specify:
 1. the type of grant that will be applied for: HSP or HTAP; and in addition
 2. letters of Intent for HSP grants must specify the proposed area to be served.
2. **All Application-Proposals must be received by 4:00 P.M. on May 15, 1995 at the fourth floor offices of the Aging and Adult Services Division.** Completed proposals must be submitted to Ron Abato at the address listed below. Proposals received after the above deadline will not be eligible for consideration.

Applicants may request a copy of the Request for Proposals (RFP) and the application by contacting Bernie Kuhn at (612) 296-3868.

Letters of Intent and completed application proposals must be sent to:

Ron Abato, Homesharing Program
Aging and Adult Services Division
444 Lafayette Road
St. Paul, MN 55155-3843.

If you have any questions about this notice, the letter of intent, or the proposal, please call Ron Abato at (612) 296-3769.

The state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Professional, Technical & Consulting Contracts

Department of Human Services

Deaf and Hard of Hearing Services Division

Contract Available for Interpreter Referral Services

The State of Minnesota Department of Human Services, Deaf and Hard of Hearing Services Division is soliciting proposals for the provision of statewide interpreter referral services used by deaf and hard of hearing individuals and a variety of public and private human service agencies.

Activities of the interpreter referral service must include the following:

1. Filling of interpreter referral requests by deaf and hard of hearing consumers.
2. Filling of interpreter referral requests generated by the public, private and non-profit human service sector, with priority given to state and county human service agencies.
3. Continued development of a statewide interpreter referral system which operates in conjunction with, and in support of, the Regional Service Centers for Deaf and Hard of Hearing People.
4. Implementation of a computerized interpreter referral scheduling system.
5. Emergency and after-hours interpreter referral coverage.
6. Development and maintenance of a comprehensive statewide directory of interpreters who are skilled in American Sign Language, Manually Coded English, speech-reading, or other visual-gestural tactile systems to facilitate communication.

Contract activities must also include monitoring of interpreter services, provision of reports in the format specified, and participation in quarterly evaluations of the interpreter referral service.

The Deaf and Hard of Hearing Services Division anticipates contracting for this activity in the amount of \$202,000 for a twenty-four month period, July 1, 1995-June 30, 1997, pending approval of the 1995 Minnesota State Legislature. The Division reserves the right to award the entire amount to one responder.

The full text of the Request For Proposals is available upon request. Inquiries should be directed to:

Amy McQuaid, Program Planner
Deaf and Hard of Hearing Services Division
444 Lafayette Road
St. Paul, MN 55155-3814
(612) 296-8978 (V), or (612) 297-1298 TTY

Proposals must be received by Friday, March 31, 1995, 4:00 p.m. No late applications will be accepted. Award date for the contract will be April 28, 1995.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$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.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Department of Corrections

Correctional Facility-Red Wing

Notice of Availability of Contract for Speech Therapist Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a speech therapist from 7/1/95 to 6/30/97. The contractor will provide the needed therapy for clients with special or severe speech problems at MCF-Red Wing. Total cost for the biennium is limited to \$9,577.00.

Professional, Technical & Consulting Contracts

For further information on this contract contact:

John Odden, Director of Education
Minnesota Correctional Facility-Red Wing
1079 Highway 292
Red Wing, Minnesota 55066
Telephone: (612) 388-7154

Final submission date for this contract is April 14, 1995.

Department of Corrections

Correctional Facility-Red Wing

Notice of Availability of Contract for Psychological Evaluation Services and Sexual Therapy Services

Psychological Evaluation Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a licensed psychologist from 7/1/95 to 6/30/97. This person will provide the written psychological evaluation — through testing, interviews, etc., on up to a twice weekly basis for all new admissions to the institution, to re-test selected youth based upon specific staff referral, plus limited staff training in the area of his/her expertise. Payment is \$330.40 per 8 hour day. Total cost for the biennium is limited to \$62,800.00.

In accordance with the provisions of *Minnesota Statutes*, Section 363.073; for all contracts estimated to be in excess of \$50,000, 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. Your proposal will be rejected unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

Sexual Therapy Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a sexual therapist from 7/1/95 to 6/30/97. The contractor will provide consultant services to residents for criminal sexual misconduct or identified as having been victims of sexual abuse. Total cost for the biennium is limited to \$36,200.00.

For further information on these contracts contact:

John Handy, Program Director
Minnesota Correctional Facility - Red Wing
1079 Highway 292
Red Wing, Minnesota 55066
Telephone: (612) 388-7154

Final submission date for these contracts is: April 14, 1995.

Department of Corrections

Correctional Facility-Red Wing

Notice of Availability of Contract for Physician Services, Oral Surgical Services and Pharmacist Services

Physician Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a licensed physician from 7/1/95 to 6/30/97. This person will provide medical services to the clients at MCF-Red Wing. This person will provide 9 hours per week. Cost is limited to \$70,000.00 for the biennium.

In accordance with the provisions of *Minnesota Statutes*, Section 363.073; for all contracts estimated to be in excess of \$50,000, 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. Your proposal will be rejected unless it includes one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A letter from Human Rights certifying that your firm has a current certificate of compliance.
3. A notarized letter certifying that your firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

Oral Surgical Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of an oral surgeon from 7/1/95 to 6/30/97. The contractor will perform special surgical procedures that cannot be provided at MCF-Red Wing. Total cost for the biennium is limited to \$6,000.00.

Pharmacist Services

The program at the Minnesota Correctional Facility-Red Wing requires the services of a registered pharmacist from 7/1/95 to 6/30/97. Person(s) will provide pharmacist services to staff the on-site pharmacy, dispensing prescriptions to residents. The pharmacist also is responsible for the development and implementation of pharmacy services policy, and assuring compliance with all Minnesota Board of Pharmacy regulations. The pharmacist will provide services approximately 3 hours per week. The total cost for the biennium is limited to \$10,850.00.

For further information on these contracts contact:

Michael E. Meier, Assistant Superintendent
Minnesota Correctional Facility-Red Wing
1079 Highway 292
Red Wing, Minnesota 55066
Telephone: (612) 388-7154

Final submission date for this contract is: April 14, 1995.

Department of Natural Resources

Notice of Request for Proposals for Marketing or Survey Consultants to Conduct a Series of Focus Groups on the Department's Ecological Services Operation

Goal

The Minnesota Department of Natural Resources (DNR) wishes to enter into a contract with a marketing and/or survey organization to provide services to the Division of Fish and Wildlife (DFW), Section of Ecological Services (ES). ES needs assistance with a series of focus groups to make quality adjustments to its operation.

Objective and Background Information

Our primary need from the contractor is to gather information about the general public's knowledge, perceptions and needs regarding ecosystem protection and management. A new approach the DNR is taking to manage natural resources. ES will provide advice and guidance to the agency staff and the many collaborators needed to implement this management approach. Without

Professional, Technical & Consulting Contracts

understanding what the public knows about ecosystem-based management, the DNR risks making unnecessary mistakes as we inform and involve the public in this new management approach.

DNR is a visible agency in state government. Many citizens have a preconceived expectation of the DNR that may help or hinder the agency's new management shift. Information and analysis are needed about the strengths and weaknesses of the public's expectations as it relates to ecosystem-based management and the programs described below.

Our secondary need from the contractor is to review three highly visible programs in ES. Information from focus groups would be helpful to program managers improving customer service in the areas of environmental review, aquatic plant management and exotic species management. Customers of environmental review are other DNR staff, private developers and local units of government (municipalities, counties, townships, and other regulatory units). Customers of aquatic plant management are primarily lakeshore property owners. Most customers of the exotic species program are lakeshore property owners and lake associations trying to keep unwanted aquatic species from lakes.

ES has a third need from the contractor which is to teach one ES staff member how to moderate a focus group.

A fourth need is to develop six to ten follow up questions for a short but statistically valid telephone poll. The questions should reconcile unanswered questions resulting from focus groups.

The following will be considered minimum contents of the proposal:

- Restatement of the goals, objectives, and deliverables,
- Section describing the experience and capabilities of the company, project team, and the focus group moderator who will work on this project,
- Section clearly describing the participation needs from DNR personnel,
- Section describing the recruiting and selection of the focus group participants,
- Description of the focus group process, number of focus groups to be conducted, observation opportunities by agency personnel, and VHS videotaping experience of the company,
- Section describing the company's experience in analyzing focus group interviews, and the techniques used,
- Section describing report content and examples from other reports,
- Section describing oral reports following each focus group,
- Section describing how an ES employee would be taught to moderate focus groups,
- List of references (especially for the moderator), example analysis, example video tapes, and
- Cost for mutually exclusive parts of the project and cost for the entire project.

Perspective respondents who have any questions regarding this request for proposals may call or write only (Other department personnel are not allowed to answer questions or discuss the proposal):

Bruce Hawkinson
MnDNR Fish and Wildlife
Box 25, 500 Lafayette Road
St. Paul, MN 55155-4025

Telephone (612) 296-0776
Fax (612) 296-1811

Six (6) proposals, signed in ink by an authorized member of the firm; but only one video or example reports for review. All proposals must comply with Minnesota State Law and be received no later than 4:30 p.m. CST, March 16, 1995. All final deliverables will be submitted to Mr. Hawkinson by June 30, 1995. It is estimated that the cost of this project should not exceed \$20,000.

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

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitted proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal.

Deliverables include:

- Final proposal that can be used as a contract agreement, including cost information and interim benchmarks where partial payments can be made,

Professional, Technical & Consulting Contracts

- Interim oral reports schedule,
- Written report including the following:
 1. Methods and criteria used to select focus group participants.
 2. Names and vitae of group participants.
 3. Analysis of the responses and program implications.
 4. Recommended approach DNR and ES should take to resolve weaknesses and take advantages of strengths identified in focus groups discussions.
 5. Videotapes of all focus groups conducted.
- Recommend 6-10 follow up questions for a statistically valid telephone poll with justification for the questions, and
- One ES employee will be trained to moderate focus groups.

Evaluation of the Proposal

Proposals with minimum contents will be evaluated by representatives of the DNR. At the discretion of the DNR, an interview and a site visit may be incorporated into the evaluation process. Factors on which proposals will be judged include, but are not limited to:

1. Understanding of the project and cost maximum.
2. The capabilities and creativity of the project moderator as seen in video tapes.
3. The capabilities and creativity of the project team and company.
4. VHS videotaping capabilities.
5. Participant recruitment process.
6. Example report quality.
7. Customer service.
8. Availability and quality of the focus group facility.
9. Discussions with references and others.

Department of Natural Resources

Trails and Waterways Unit

Request for Proposals to Format, Print and Fund a Series of Four 1995-96 Snowmobile Trail Maps

The Minnesota Department of Natural Resources is requesting proposals from qualified individuals or firms for production and printing of four snowmobile trail maps; quadrants include Northeast, Northwest, Southwest, and Southeast Minnesota. Funding for the completion of this project may be through the sale of paid advertising. All advertising revenue will belong to the firm selected, with the firm selected providing to the DNR a required number of copies of the maps without charge.

Copies of the Request for Proposals may be obtained at the Department of Natural Resources, Trails and Waterways Unit, 500 Lafayette Road, St. Paul, MN 55155.

Final date for submitted proposals is Monday, March 20, 1995.

For more information contact Ray Masterson, Trails and Waterways Unit, Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155. (612) 296-6485.

Professional, Technical & Consulting Contracts

Department of Natural Resources

Bureau of Information and Education

Request for Proposals to Produce, Print and Fund the Minnesota Department of Natural Resource's 1995-96 Snowmobile Safety Laws, Rules and Regulations Handbook

The Minnesota Department of Natural Resources (DNR) is requesting proposals from qualified individuals or firms to produce and print the DNR 1995-96 Snowmobile Safety Laws, Rules and Regulations handbook. Funding for the production and printing may be through the sale of paid advertising. All advertising revenue will belong to the firm selected, with the firm selected providing to the DNR a required number of copies of the handbook without charge.

Copies of the Request for Proposals may be obtained at the Department of Natural Resources, Bureau of Information and Education, 500 Lafayette Road, St. Paul, MN 55155.

Final date for submitting proposals is Monday, March 20, 1995.

For more information contact Sheila Gebhard, Bureau of Information and Education, Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155. (612) 296-6038.

State University Board

State Universities - Revenue Fund

Notice of Request for Proposals for Consultant to Conduct an Analysis to Determine Demand for On-Campus Student Housing

The Minnesota State University Board is requesting proposals from qualified consultants interested in conducting an analysis to determine the long-term demand potential for on-campus student housing at the six outstate universities. The scope of the work shall include a thorough examination of certain historical enrollment and occupancy data to determine enrollment patterns and their corresponding impact on future enrollment and residence hall occupancy. Enrollment and correlating residence occupancy shall be predicted from several sources of demographic data for selected years from 1996-2014. Included in this analysis shall be a comprehensive inventory of off-campus housing available to students in the respective communities and a study of the impact the off-campus market has on residence hall occupancy. This study shall compare a variety of factors related to both types of housing including operating expenses, space and amenities, and accommodation to life style desires.

The cost of this project need not approach but shall not exceed \$50,000. It is anticipated that the contract period will begin no later than March 30, 1995 and will continue through June 30, 1995.

For further information, or to obtain a copy of the completed Request for Proposal, contact:

Elaine Bellew
Minnesota State Universities
Suite 230
555 Park Street
St. Paul, MN 55103
Telephone: 612/297-1626

Proposals must be received at the above address no later than 4:00 PM on March 20, 1995.

This request does not obligate the Minnesota State University Board to complete the work contemplated in this notice, and the Board reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Department of Transportation**Office of Transit****Notice of Request for Proposal for a Minnesota Intercity Bus Needs Study**

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation (Mn/DOT), Office of Transit is seeking proposals from qualified consultant firms to conduct an Intercity Bus Needs Study for Minnesota. The study will include but not be limited to: analyzing existing intercity service; determining intercity bus needs by region; reviewing relevant Minnesota motor carrier regulations; conducting user surveys; developing methods for determining potential ridership; developing marketing strategies; and developing recommendations and policy options to comply with Federal Transit Administration Section 18(i) requirements. The state estimates the amount of this contract not to be in excess of \$250,000.

The successful proposer will be required to comply with all applicable Equal Opportunity laws and regulations.

The Minnesota Department of Transportation hereby notifies all proposers that it will affirmatively ensure, that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Mn/DOT has set a goal for Disadvantaged Business Enterprises of 11% participation for this contract.

Background information, description of the project, scope of work, and submission requirements are available from the Mn/DOT Office of Transit and may be obtained by calling (612) 296-1612 or writing to:

Gerald Weiss
Program Manager
Office of Transit, Mail Stop 430
Mn/DOT Transportation Building
395 John Ireland Boulevard
Saint Paul, MN 55155

Proposal packages will be mailed to interested parties. All proposals must be received at the reception desk of the Office of Transit on or before 3:00 P.M. CST, March 31, 1995 at the above address. No time extensions will be granted. Mn/DOT reserves the right to accept or reject any or all proposals, or waive any minor informalities for good cause upon a finding that it is in the public interest to do so.

This request does not obligate the State of Minnesota, Department of Transportation to complete the work contemplated in this notice, and Mn/DOT reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Non-State Public Bids, Contracts & Grants

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

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

Metropolitan Council**Wastewater Services****Advertisement for Bids for Seneca Wastewater Treatment Plant Stack Cap Damper
Procurement**

NOTICE IS GIVEN THAT on March 9, 1995, at 2:00 P.M., the Metropolitan Council (COUNCIL) will receive and publicly open separate sealed bids for Seneca WWTP Stack Cap Damper Procurement, MCWS Project Number 930566 at their Central Office at Mears Park Centre, 230 E. 5th Street, Sixth Floor, St. Paul, MN 55101.

Non-State Public Bids, Contracts & Grants

This Project consists of procurement of the following:

1. Goods: Furnish 2 stack cap dampers for the incinerator bypass stacks at Seneca WWTP. The Goods will be installed under a separate Contract.
2. Special Services: Provide on-site technical assistance during installation and start-up of the Goods by others. Provide operations and maintenance instruction to COUNCIL personnel.

The estimated procurement cost is between \$50,000 and \$100,000.

Bidding Documents may be obtained from Metropolitan Council Wastewater Services, Attn: Jan Bevins, Mears Park Centre, 230 E. 5th Street, St. Paul, MN 55101.

A Pre-Bid Meeting will be held at the Seneca WWTP Construction Field Office, 3752 Plant Road, Eagan, MN on February 23, 1995 at 10:00 a.m.

Direct inquiries to the COUNCIL's Project Manager, Harold Voth at (612) 771-9599.

Minnesota Statutes, sections 473.144 and 363.073, and *Minnesota Rules*, parts 5000.3400 to 5000.3600, will be incorporated into any contract based upon the Bidding Documents or any modifications to them. If a contract for this Project is awarded in excess of \$50,000, the requirements of *Minnesota Rules*, Part 5000.3530 will be applicable. Copies of the above statutes and rules are available upon request from the COUNCIL. Additional pertinent information is contained in the Bidding Documents.

The geographical area for this notice and contract is Dakota County.

By Order of the METROPOLITAN COUNCIL WASTEWATER SERVICES

Helen A. Boyer, General Manager, Wastewater Services

Dated this 17th day of February, 1995.

Metropolitan Council

Wastewater Services

Notice of Request for Bids (RFB) for the Sale of Used Plate & Frame Equipment

The Metropolitan Council Wastewater Services (MCWS) has one to eight Ingersoll Rand Company, Lasta Automatic Filter Presses and miscellaneous spare parts for sale by sealed bid to the highest bidder. Final sale will be AS IS, WHERE IS.

The filter area per press is 1,658 square feet with a filter volume of 71 cubic feet and a maximum operating pressure of 205 PSIG. The used Plate & Frame Equipment is located at the MCWS' Metro Plant, 2400 Childs Road, St. Paul, MN 55106.

Bid forms and detailed information can be obtained by calling Shirley Curtis, Purchasing Agent at (612) 229-2035 or by writing to the MCWS, Mears Park Centre, 230 East 5th Street, St. Paul, MN 55101.

Sealed bids will be accepted at the office of the Metropolitan Council Wastewater Services, 6th Floor, Room 1 at the above address until Thursday, March 30, 1995 at 2:00 p.m., at which time and place the bids will be read aloud.

Minnesota Sales Tax will be added to the total bid amount. The successful bidder shall submit a Money Order, Cashier's, Certified, Bank or Company Check payable to the Metropolitan Council Wastewater Services. The successful bidder shall remove the equipment no later than 30 days after notice of award.

The MWCC reserves the right to reject any or all bids.

BY ORDER OF THE METROPOLITAN COUNCIL
WASTEWATER SERVICES

Helen A. Boyer, General Manager



Minnesota's Bookstore

117 University Avenue St. Paul, MN 55155

Open 7am-5:30pm, Mon-Thurs and 7am-4:30pm, Fri

Phone:

8am-4:30pm, M-F
612/297-3000
1-800/657-3757

TDD: telecommunications
device for the deaf
612/282-5077
1-800/657-3706

Fax:

24 hour
612/296-2265

Online Service:

24-hour, free access
612/821-4096
Parameters: 8-N-1
1200-2400 bps

Volunteer Program Development Tools

The Power and Potential of Youth in Service to Communities

Comprehensive guide to developing and sustaining a successful and meaningful youth volunteer program. Learn what it takes--- from developing a mission, vision and management philosophy to identifying skill and ability experiences suitable for youth age 5-24; from defining a program structure and outcomes to understanding common concerns and issues. Includes information on model programs throughout the state. 96pp. (MOVS, 1993)
Stock No. 10-48 \$16.00



Planning it Safe: How to Control Liability & Risk in Volunteer Programs

Offers concrete suggestions, clear definitions, and a preventive approach to managing legal risk and liability concerns of volunteer programs. Discusses liability for personal injury, business liability, possible protection from liability, basic concepts of risk management, and specific risks your organization may face. 112pp. (MOVS, 1992)
Stock No. 10-45 \$17.95

Promise of the Future/Responsibility Today

Report sites findings of the Governor's Blue Ribbon Committee on Mentoring and Your Community Service (1989-90). Includes recommendations for mentoring programs/youth community service as a means to match caring responsible individuals with youth to encourage and guide their personal growth and development. 56pp. (MOVS, 1991)
Stock No. 10-16 \$15.00

Bridging the Gap: A Training Manual for Respite Care Volunteers

Program assistance for the project director, coordinator of volunteers, or anyone associated with the training of volunteers in a respite care program for caregivers of chronically ill, frail, and elderly individuals. The manual offers ideas, plans, and resources to recruit, train, place and retain volunteers in a respite care program. Provides flexibility/options that enable the trainer to pick and choose training activities that are appropriate for the participants, the time available, and the trainer's skills. Topics covered include:

- * Recruiting volunteers
- * Orientation
- * Resources
- * Handouts and forms
- * Practical tips
- * Guidelines for trainers
- * Ice breaker activities
- * Understanding the caregiver
- * Communications skills
- * Dealing with grief and loss

Looseleaf, 200pp. (MN Dept. of Human Services, 1994)
Stock No. 10-50 \$35.00



117 University Avenue • St. Paul, Minnesota 55155
Metro Area 612-297-3000
Toll Free 1-800-657-3757
FAX 612-297-8260
TDD Metro Area 612-282-5077 Greater MN 1-800-657-3706

59