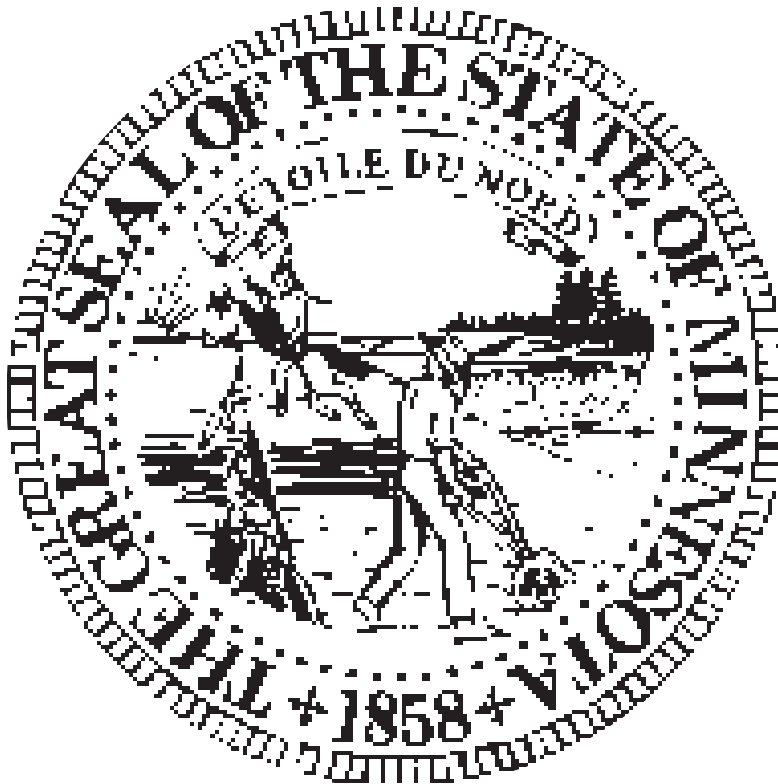


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Judicial Notice Shall Be Taken of Material Published in the *State Register*

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.

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Vol. 22 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
# 13	Monday 29 September	Monday 15 September	Monday 22 September
# 14	Monday 6 October	Monday 22 September	Monday 29 September
# 15	Monday 13 October	Monday 29 September	Monday 6 October
# 16	Monday 20 October	Monday 6 October	Monday 13 October

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Room 231 State Capitol, St. Paul, MN 55155

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Professional, Technical and Consulting contract awards are
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Individual copies and subscriptions for both publications are
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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety 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 most current edition of 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 issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Proposed Rules

Comments on Planned Rules or Rule Amendments

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

Rules to be Adopted After a Hearing

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

Rules to be Adopted Without a Hearing

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

Board of Education

Proposed Permanent Rules Relating to Educational Diversity

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

Proposed Rules Relating to Educational Diversity, *Minnesota Rules*, 3500.0552 to 3500.0562.

Introduction. The State Board of Education intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on October 29, 1997, a public hearing will be held in Room 5, State Office Building, 100 Constitution Avenue, St. Paul, MN 55155, on Monday, November 17, 1997, starting at 9 a.m. and reconvening at 7 p.m. for an evening session on November 17, 1997, and Tuesday, November 18, 1997, starting at 9 a.m. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after October 29, 1997 and before November 17, 1997.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Michele Wolf, Department of Children, Families and Learning, 629A Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101 - call (612)297-5772 or fax to (612) 296-3775. TTY users may call the Department of Children, Families and Learning at (612) 297-2094.

Subject of Rules and Statutory Authority. The proposed rules are about educational diversity. The statutory authority to adopt rules is *Minnesota Statutes* 121.11, subd. 7d (1996). A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 on Wednesday, October 29, 1997, to submit written comments in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the 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 October 29, 1997. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

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

Modifications. The proposed rules may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for November 17 and November 18, 1997 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at (612) 296-2012 after October 29, 1997 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Jon L. Lunde is assigned to conduct the hearing. Judge Lunde can be reached at the Office of Administrative Hearing, 100 Washington Square, Suite 1700, Minneapolis, MN 55401-2138, telephone (612) 341-7645 or fax to (612) 349-2665.

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

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practices Board at: First Floor South, Centennial Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612)296-5148 or 1-800-657-3889.

Adoption Procedure if no Hearing. If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
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Proposed Rules

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

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

Dated: 15 September 1997

Jeanne Kling
Vice President

3500.0552 PURPOSE.

The purpose of parts 3500.0552 to 3500.0562 is to require every school district in Minnesota to develop and implement an educational diversity plan to promote learning experiences for all children that are multicultural, gender fair, and disability aware, and to provide evidence of proactive efforts to eliminate education-related disparities.

3500.0554 DEFINITIONS.

Subpart 1. Scope. As used in parts 3500.0552 to 3500.0562, the terms defined in this part have the meanings given to them.

Subp. 2. Advisory committee. "Advisory committee" means the educational diversity advisory committee established by the district to develop, implement, monitor, evaluate, review, and revise the educational diversity plan and status reports.

Subp. 3. Commissioner. "Commissioner" means the commissioner of the Department of Children, Families, and Learning.

Subp. 4. Diverse student population. "Diverse student population" means a student group that contains members of different races, ethnicities, or cultures, both sexes, or students with disabilities, or students from different socioeconomic levels.

Subp. 5. Education-related disparity. "Education-related disparity" means any measurable disparity in student performance, attendance rates, graduation rates, dropout rates, absenteeism rates, expulsion rates, suspension rates, and rates of participation patterns in course offerings and extracurricular activities.

Subp. 6. Educational diversity. "Educational diversity" means a teaching and learning environment that promotes conditions in which all persons are encouraged to receive and show respect; have equitable access to high-quality learning opportunities; can participate in curriculum, instruction, and assessment that lead to maximum levels of achievement and attainment; can learn about the wide range of people and groups within the state and nation; and can receive information and experiences for future applications in a pluralistic society.

Subp. 7. Plan. "Plan" means the educational diversity plan developed by the district and the advisory committee.

Subp. 8. State board. "State board" means the State Board of Education.

3500.0556 DUTIES OF SCHOOL DISTRICTS.

Subpart 1. Establish and maintain advisory committee.

A. Each school district shall establish and maintain an educational diversity advisory committee. The district may use an existing curriculum advisory or desegregation committee as its educational diversity advisory committee if its membership meets the requirements of this subpart. At least one-half of the selected committee members shall be community residents not employed by the district. The selected committee shall be composed of and include equitable participation by:

(1) persons of different racial, ethnic, and cultural backgrounds, especially those represented in the district and community and district schools;

(2) persons of both sexes;

(3) persons with disabilities; and

(4) a liaison from the district's current community collaboration council if the district appoints a separate educational diversity committee.

B. If a district is unable to involve local persons of different racial, ethnic, and cultural backgrounds or local individuals with disabilities, the district shall make a good faith effort to involve resource persons from the region, state, or nation. A district demonstrates a good faith effort by taking prompt action to involve resource persons from the region, state, or nation in the development of a plan and status reports.

Subp. 2. Adopt and implement written plan. A district school board shall adopt and require districtwide implementation of a written plan as part of the district's plan for continuous improvement under Minnesota Statutes, section 123.972. A plan shall include the components in part 3500.0558.

Subp. 3. Filing requirements. All districts must have a current, approved plan on file in the administrative office of the district and with the commissioner.

Subp. 4. Implementation and reporting. The district shall review its plan annually. The district shall submit a status report to the commissioner on or before June 15 of every third year. The report must include measurable data on implementation and progress toward district educational diversity goals as identified in the district's approved plan.

Subp. 5. Revision of plan. A district shall revise its plan every six years. A district shall submit to the commissioner the revised plan on or before June 15 of the sixth year. The district shall also submit a revised plan at another time if deemed appropriate by the commissioner.

Subp. 6. Annual report to advisory committee. The district shall annually analyze and report to the advisory committee the following data disaggregated by race, limited English proficiency status, sex, eligibility for special education services, eligibility for services under section 504 of the federal Rehabilitation Act of 1973, Public Law Number 91-230, as amended in Public Law Number 101-476, and eligibility for free or reduced-price lunch:

- A. the most recent results of testing of students in the basic requirements under chapter 3501;
- B. the district's current and projected student enrollment within the district for the next three years;
- C. results of the assessments, identified by source, used by the district to show student academic progress for the grades specified in chapter 3501;
- D. rates of students' attendance, graduation, dropout, absenteeism, expulsion, and suspension; and
- E. student participation patterns in course offerings and extracurricular activities.

Subp. 7. Consultation with advisory committee. The district shall consult with the advisory committee for the development, implementation, monitoring, evaluation, review, and revision of a plan and status reports.

Subp. 8. Communication with district employees. A district shall notify all district employees of the content of the plan, including plan requirements, goals, progress toward goals, and expectations of all employees with respect to the plan.

3500.0558 DISTRICT PLAN REQUIREMENTS.

Subpart 1. Policy overview. A plan must include copies of any existing district policies related to educational diversity, including policies developed within a district's mission statement, nondiscrimination policy, affirmative action plan, or a separate policy devoted exclusively to educational diversity in the district. If a district does not have an applicable policy, it shall develop an educational diversity policy and include the policy in its plan.

Subp. 2. Advisory committee information. A plan must include a description of the membership and the extent and type of involvement of the advisory committee in the development, implementation, monitoring, evaluation, review, and revision of the plan. A plan must:

- A. describe the selection process for committee membership;
- B. describe how committee membership reflects the diversity of the community;
- C. include names and signatures of all current committee members and their positions, agencies represented, or other relationship to the district and the committee;
- D. include the name and signature of any outside resource person and explain each one's involvement with the advisory committee and development of the plan;
- E. explain how women, persons with disabilities, and persons of different racial, ethnic, and cultural backgrounds have been substantively involved in the development of the plan; and
- F. describe the committee's responsibilities.

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Subp. 3. Education-related disparity. A plan must:

A. include summary statements about the levels of education-related disparities as determined through the analysis of the data collected under part 3500.0556, subpart 6;

B. state goals for reducing at least three education-related disparities;

C. specify steps to be taken and methods to be used in reaching each goal; and

D. set a timeline for each step and goal.

Subp. 4. Curriculum development. A plan must state how the district will develop and implement:

A. culturally responsive and developmentally appropriate curriculum philosophy and beliefs;

B. curriculum content standards under chapter 3501;

C. multicultural, gender fair, and disability-aware curriculum content;

D. learning materials that support a multicultural, gender fair, and disability-aware curriculum;

E. instructional design and strategies that support a multicultural, gender fair, and disability-aware curriculum; and

F. assessments that have been reviewed for bias and have been determined not to disadvantage targeted student populations.

Statements in the plan must be specific so that the district's compliance with them can be measured. The plan must include a timetable for each aspect of curriculum development in items A to F.

Subp. 5. Site and district level staff development. A plan must specify ongoing staff development activities that the district staff development committee will undertake. The activities must be designed to:

A. assist all staff to meet the needs of a diverse student population;

B. use research and training to increase staff knowledge about different areas such as learning styles, multiple intelligences, and teaching styles;

C. assist all instructional staff to provide curriculum, instruction, and assessment for a diverse student population; and

D. assist all instructional staff to help students view concepts, issues, events, and themes from the perspectives of diverse racial, ethnic, and cultural groups, both sexes, persons with disabilities, and persons from different socioeconomic levels.

The plan must set a timetable for undertaking each activity.

Subp. 6. Evaluations of educational diversity plan. A district plan must explain how the district will evaluate its own compliance with the plan following implementation. The plan must describe methods for evaluating the district's compliance with the plan as a whole and with the specific parts of the plan described in subparts 3, 4, and 5. It must describe the process and name the instruments to be used in the evaluation and it must say how often evaluations will be done. The plan must give the name or the position title of the person who will perform the evaluation and must describe that person's qualifications for doing the evaluation.

Subp. 7. School board enforcement. A plan shall include the specific actions a school board will take regarding a site or program within the district if the site or program is out of compliance with the plan. For example, the plan shall indicate the consequences for the site or program, corrective action to be taken by the school board, and timelines for resolution and compliance.

3500.0560 DUTIES OF COMMISSIONER.

Subpart 1. Report. The commissioner shall annually provide to districts an integrated data report based on existing data collected by the department. The report shall include, for example, student composition by race, limited English proficiency status, sex, eligibility for special education services, eligibility for services under section 504 of the federal Rehabilitation Act of 1973, Public Law Number 91-230, as amended in Public Law Number 101-476, eligibility for free or reduced-price lunch; basic skills test results; district student attendance data; district student graduation and dropout data; and projected district student enrollment for the next three years.

Subp. 2. Commissioner's review. The commissioner shall review all educational diversity plans submitted and shall determine whether each plan complies with part 3500.0558.

Subp. 3. Notification of compliance or noncompliance. The commissioner shall notify a district as to whether its educational diversity plan complies with part 3500.0558 within 60 days of the date of receipt of the plan by the commissioner. If a plan does not comply, the notice shall specify the reasons the plan does not comply, describe the steps necessary to achieve compliance, and notify the district to submit a revised plan within three months of the district's receipt of notice that the plan does not comply.

Subp. 4. Enforcement.

A. If a district fails to submit a plan by the June 15 deadline, the commissioner shall, after notifying the state board:

- (1) send a certified letter to the district informing the district of noncompliance;
- (2) provide the district 90 days from receipt of the certified letter to submit a plan for review;
- (3) notify the district that its aid will be reduced according to *Minnesota Statutes*, section 124.15, if a plan is not submitted within 90 days; and
- (4) report the district's actions to the education committees of the legislature with recommendations for financial or other appropriate sanctions if a plan is not submitted within 90 days.

B. If a district fails to submit a status report by the June 15 deadline, the commissioner shall, after notifying the state board:

- (1) send a certified letter to the district informing the district of noncompliance;
- (2) require the district to participate in an on-site audit;
- (3) provide the district 60 days from receipt of the certified letter to submit a status report for review;
- (4) notify the district that its aid will be reduced according to *Minnesota Statutes*, section 124.15, if a status report is not submitted within 60 days; and
- (5) report the district's actions to the education committees of the legislature with recommendations for financial or other appropriate sanctions if a status report is not submitted within 60 days.

C. If a district's status report demonstrates failure to implement the district's plan, the commissioner shall, after notifying the state board:

- (1) send a certified letter to the district informing the district of noncompliance;
- (2) offer the district the opportunity for technical assistance from department staff;
- (3) require the district to participate in an on-site audit;
- (4) notify the district that its aid will be reduced according to *Minnesota Statutes*, section 124.15, if the district fails to implement the plan one year from the date of receipt of the certified letter under subitem (1); and
- (5) report the district's actions to the education committees of the legislature with recommendations for financial or other appropriate sanctions if the district fails to implement the plan one year from the date of receipt of the certified letter under subitem (1).

3500.0562 RECOGNITION.

The state board shall publicly recognize exemplary planning and implementation by districts that have a continued pattern of achievement of district plan goals while maintaining compliance with district plan timelines.

REPEALER. *Minnesota Rules*, part 3500.0550, is repealed.

REVISION OF EXISTING APPROVED INCLUSIVE EDUCATIONAL PROGRAM PLANS. A district with an inclusive educational program plan, approved under *Minnesota Rules* 1997, part 3500.0550, and due for revision during or before 1999, shall submit a complete plan as required in *Minnesota Rules*, part 3500.0558, by June 15, 1999. A district with an approved inclusive educational program plan that is due for revision later than 1999 shall submit either a new plan satisfying part 3500.0558 or an amendment covering part 3500.0558, subparts 3 and 7, no later than June 15, 1999.

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Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these Expedited emergency rules detail the agency's rulemaking authority.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules; Open Seasons for Taking Whitefish and Ciscoes - Upper Red Lake

NOTICE IS HEREBY GIVEN that the above entitled rule has been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13(b). The authority for the contents of this rule is *Minnesota Statutes*, section 97C.805.

Dated: 15 September 1997

Rodney W Sando

Commissioner of Natural Resources

By Gene Gere, Assistant Commissioner for Administration

REPEALER. *Minnesota Rules*, part 6252.0500, subpart 4, is repealed.

EFFECTIVE PERIOD; REVIVAL. The emergency repeal of *Minnesota Rules*, part 6252.0500, subpart 4, expires 18 months after adoption. After the emergency repeal expires, the permanent rule as it read prior to the repeal again takes effect, except as it may be amended by permanent rule.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules; Special Provisions for State Game Refuges; Controlled Hunting Zone Regulations; Hunting by Falconry; Waterfowl Hunting Regulations

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13(b). The statutory authority for the contents of these rules is *Minnesota Statutes*, sections 97A.091, 97A.092, 97B.105, 97B.731 and 97B.803.

Dated: 17 September 1997

Rodney W. Sando

Commissioner of Natural Resources

6230.0400 SPECIAL PROVISIONS FOR STATE GAME REFUGES.

[For text of subps 1 to 20, see M.R.]

Subp. 21. **Lac qui Parle Game Refuge, Chippewa and Lac qui Parle counties.** The following special provisions apply to the Lac qui Parle Game Refuge, Chippewa, and Lac qui Parle counties:

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

D. Designated hunting stations within the refuge must be spaced no less than 200 yards apart and must be no more than 125 yards inside the refuge, as measured from the posted boundary.

[For text of subps 22 to 52, see M.R.]

6230.0500 GENERAL REGULATIONS FOR CONTROLLED HUNTING ZONES.

The following regulations apply to all persons within a controlled hunting zone during the open Canada goose seasons or as otherwise specified in parts 6230.0600 to 6230.1100:

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

- D. A person may not leave any refuse, offal, or feathers on public lands in the controlled hunting zone or in any parking lot.
- E. Alcoholic beverages may not be consumed or possessed at any of the hunting stations on public lands.
- F. A person may not loiter in areas between the designated hunting stations on public lands.
- G. On public lands, dogs must be on a leash except within ten feet of stations or while retrieving, and must be under control at all times.
- H. On public lands, after each party member has bagged a limit of Canada geese, or expended a limit of shells, the party must promptly leave the station.
- I. No trailers of any kind are allowed in designated parking lots.

6230.0700 THIEF LAKE (EARLY) AND LAC QUI PARLE SPECIAL PROVISIONS.

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

Subp. 2. **Hunting stations.** Waterfowl and small game hunters may reserve designated hunting stations in accordance with regulations available at the Thief Lake and Lac qui Parle Wildlife Management Area Headquarters. Reservation dates may not be changed. Only one hunting group, consisting of no more than three hunters, may occupy a designated hunting station at one time. At Lac qui Parle, not more than six hunting groups per day may occupy a designated hunting station.

Subp. 3. **Back tag permit required.** On public lands, a person may not hunt migratory waterfowl or small game in the controlled hunting zone without first registering at the check station and obtaining a back tag permit. Back tags must be worn as specified on the permit. Hunters age 18 or older will be charged a \$3 daily fee for the Lac qui Parle back tag permit. Failure to comply with the provisions of the permit or special provisions relating to the controlled hunt will result in immediate revocation of the permit for that day.

[For text of subps 4 and 5, see M.R.]

Subp. 6. **Actions after taking bag limit.** Within one hour of hunt completion, each party member must submit any geese taken for inspection at the Lac qui Parle Wildlife Management Area Headquarters and, if hunting on public lands, personally return their entry permit to the check station and submit any geese taken for inspection.

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

6234.0800 HUNTING BY FALCONRY.

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

Subp. 4. **Open season and hours for migratory game birds.** Woodcock may be taken by falconry from September 20 to December 16. Sora and Virginia rails, common snipe, ducks, coots, and moorhens (gallinules) may be taken by falconry from September 1 to December 16. Geese may be taken by falconry from the Saturday nearest October 1 to December 16. Crows may be taken by falconry during the open season. Falconry hours are from one-half hour before sunrise to sunset, except during the regular waterfowl season when falconry hours are the same as waterfowl shooting hours.

6240.0600 TAKING OF DUCKS, COOTS, AND MOORHENS.

Subpart 1. **Open seasons.** Ducks, coots, and moorhens may be taken statewide from October 4 through December 2, 1997.

Subp. 2. **Daily limits.** A person may not in any one day take more than six ducks other than mergansers, five mergansers, and a total of 15 coots and moorhens. The daily limit of ducks other than mergansers may not include more than four mallards, of which not more than two may be female mallards; one black duck; one canvasback; two redheads; three pintails; and two wood ducks. The daily limit of mergansers may not include more than one hooded merganser.

6240.0650 TAKING OF GEESE AND BRANT.

Subpart 1. **Open season in West Goose Zone.** Canada and white-fronted geese and brant may be taken in the West Goose Zone during the 40-day period from October 4 through November 12, 1997, except in the West Central Goose Zone and in the Lac qui Parle Goose Zone as provided in subparts 2 and 3.

Subp. 2. **Open season in West Central Goose Zone.** Canada and white-fronted geese and brant may be taken in the West Central Goose Zone during the 30-day period from October 11 through November 9, 1997, except that the season may close earlier in the Lac qui Parle Goose Zone as provided in subpart 3.

Subp. 3. **Open season in Lac qui Parle Goose Zone.** Geese and brant may be taken in the Lac qui Parle Goose Zone during the

Expedited Emergency Rules

30-day period from October 11 through November 9, 1997, except that the season on geese will be closed earlier than November 9, 1997, if and when the harvest index reaches 16,000. The commissioner shall provide public notice of such closing, no less than 48 hours prior to the effective time of closing, by:

A. issuing a news release specifying the time of closing and describing the zone; and

B. posting written notices of the closing at the headquarters of the Lac qui Parle Wildlife Management Area and at four other points around the perimeter of the zone.

Subp. 4. **Open season in Northwest Goose Zone.** Canada and white-fronted geese and brant may be taken in the Northwest Goose Zone during the 40-day period from October 4 through November 12, 1997.

Subp. 5. **Daily limits on taking geese and brant.**

A. A person may not take more than ten snow, blue, and Ross' geese in any one day.

B. A person may not take more than two brant, two white-fronted geese, and two Canada geese or subspecies, except in the West Central Goose Zone, including the Lac qui Parle Goose Zone; the West Goose Zone; and the Northwest Goose Zone, where the daily limit of Canada geese is one.

6240.1850 GAME REFUGES OPEN TO THE TAKING OF GEESE.

The following refuges are open to the taking of geese, as specified:

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

B. The Fox Lake Game Refuge in Martin County and the Saint James Game Refuge in Watonwan County are open to goose hunting during the first three days of the goose season in the remainder of the state as described in part 6240.1100. The Fox Lake Game Refuge is also open to goose hunting ~~for the last 14 days of the goose season in the remainder of the state as described in part 6240.1100~~ beginning the Saturday on or nearest November 20, except there is no goose hunting within 100 yards of Fox and Temperance Lakes.

6240.1900 LATE SEASON FOR TAKING GEESE.

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

Subp. 3. **Seasons.** Canada geese may be taken in the Twin Cities Metropolitan Canada Goose Zone ~~and in Olmsted County from December 15 through December 24. Canada geese may be taken in the Fergus Falls/Alexandria Goose Zone during the ten-day period beginning the second Saturday in December, the Fergus Falls/Alexandria Goose Zone, and Olmsted county from December 13 through December 22, 1997.~~ Taking Canada geese on or within 100 yards of all surface waters, excluding ice, is prohibited in the Twin Cities Metropolitan Canada Goose Zone during the late season.

EFFECTIVE PERIOD. Minnesota Rules, parts 6240.0600 and 6240.0650, expire December 31, 1997. The emergency amendments to Minnesota Rules, parts 6234.0800 and 6240.1900, expire December 31, 1997. The emergency amendments to Minnesota Rules, parts 6230.0400, 6230.0500, 6230.0700, and 6240.1850, expire 18 months after adoption. After the emergency amendments expire, the permanent rules as they read prior to those amendments again take effect, except as they may be amended by permanent rule.

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

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

Housing Finance Agency

Request for Comments on Planned Amendment to Rules Governing Home Improvement Grants and Rehabilitation Loans *Minnesota Rules*, 4900.0010, Subp 23. D. (2); 4900.0630, Subp 3; and 4900.0640, Subp. 2

Subject of Rules. The Minnesota Housing Finance Agency requests comments on its planned amendment to rules governing Home Improvement Grants and Rehabilitation Loans. The Agency is considering rule amendments that (1) establish a maximum loan of \$12,000 for the Rehabilitation Loan programs, (2) increase the income limit for Revolving Loans and Accessibility Loans from \$15,000 to \$18,000 for Greater Minnesota and (3) correct an internal reference in the rules.

Persons Affected. The amendment to the rules would likely affect (1) low income Minnesota homeowners; and (2) homeowners in Greater Minnesota with incomes between \$15,000 and \$18,000.

Statutory Authority. *Minnesota Statutes*, Section 462A.06, Subd. 4, authorizes the Agency to adopt rules to carry out its programs. In addition, *Minnesota Statutes*, Section 462A.05, Subd. 14a requires the Agency to establish a maximum loan amount for Rehabilitation Loans by rule, and *Minnesota Statutes*, Section 462A.03, Subd. 10 requires the Agency to establish income limits for its programs by rule.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on December 4, 1997. The Agency does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Agency has prepared a draft of the planned rules amendments.

Minnesota Housing Finance Agency Contact Person. Written comments, questions, requests to receive a draft of the rules and requests for more information on these planned rules should be addressed to: Susan Ude, Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101, (612) 296-8844. TTY users may call the Minnesota Housing Finance Agency at (612) 297-2361.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the Minnesota Housing Finance Agency contact person at the address or telephone number listed above.

Dated: 6 October 1997

Katherine G. Hadley, Commissioner
Minnesota Housing Finance Agency

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective September 29, 1997 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Brown: 1997 Re-roofing Projects - ISD #88-New Ulm.

Dakota: Eagan Senior Housing - Town Center Drive-Eagan.

Hennepin: Windom School - Minneapolis Public Schools-Minneapolis; Harrison School and Community Center-Minneapolis; Trades Building - Metropolitan Airport Commission-Minneapolis.

Houston: LaCrescent Public Library-LaCrescent.

Isanti: Cambridge Regional Human Services Center - Minnesota Extended Treatment Options-Cambridge.

Mille Lacs: Arrival/Departure Equipment Storage Building - Princeton Airport-Princeton.

Official Notices

Ramsey: Picnic Pavilions - Como Park-St. Paul; Lighting Retrofit - Macalester College-St. Paul.

St. Louis: Campus Wide Roofing Contract - U of M-Duluth.

Swift: Lighting Retrofit - Benson High School & Elementary-Benson.

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 cost of copying and mailing is \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian,
Commissioner

Department of Natural Resources

Notice of Intent to Add Areas to State Metallic Minerals Preference Rights Lease Availability List

NOTICE IS HEREBY GIVEN of the intent to add areas to the preference rights lease availability list on November 3, 1997. Leases to explore for, mine and remove metallic minerals may be obtained by application for all lands included on the preference rights lease availability list. Included in the areas to be added to the list may be trust fund lands, lands and minerals forfeited for non-payment of taxes, lands and minerals otherwise acquired, and other state-owned land under the jurisdiction of the Commissioner of Natural Resources, and located in portions of Aitkin, Beltrami, Carlton, Crow Wing, Koochiching, Lake of the Woods, Morrison, Roseau, Saint Louis and Todd Counties. No land or water areas within the Boundary Waters Canoe Area Wilderness or Voyageurs National Park are included in the areas to be added to the preference rights lease availability list.

The preference rights leasing system is in addition to the public lease sale process. All lands to be added to the preference rights availability list have been offered at a public lease sale within the last two years.

The preference rights availability list will be maintained in the office of the Division of Minerals, Department of Natural Resources, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045. The list will be available for inspection by the public and interested parties during regular business hours. Those interested in obtaining a copy of the preference rights availability list may obtain one by submitting a request to the Commissioner. The Commissioner shall charge a fee for each copy of the list based on copying and mailing costs.

Information on procedures and applications for a preference rights lease may be obtained from the Commissioner of Natural Resources, c/o Division of Minerals, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045 (telephone 612-296-4807). Each application must be accompanied by a certified check, cashier's check, or bank money order, payable to the Department of Natural Resources in the sum of the following amounts: a) an application fee of \$100.00 for each mining unit for which a preference rights lease is requested; and b) rental for one full calendar year for each mining unit for which a preference rights lease is requested.

Applications may be submitted in person or by mail to the office of the Division of Minerals, Fourth Floor, DNR Building, 500 Lafayette Road, Saint Paul, Minnesota 55155-4045. Applications will only be accepted during the hours of 8:30 a.m. to 4:00 p.m. on regularly scheduled business days. Applications received at any other time will not be officially accepted until the next regularly scheduled business day, and the Commissioner assumes no responsibility for applications submitted in person at any time other than the time specified.

Evidence of qualification to hold a state mineral lease, as specified in *Minnesota Rules*, part 6125.0410, must be submitted with the application. The rules state that a lease will only be issued to an applicant qualified to do business in Minnesota and qualified to conduct exploratory borings in Minnesota. Within ten days after receipt of an application, the Commissioner will send written acknowledgment that the application was received. The Commissioner may request evidence that the lease applicant is technically and financially capable of performing under the terms of a state mineral lease. The requested evidence must be provided within 45 days of the request from the Commissioner or the application will be rejected.

A lease shall be awarded by the Commissioner, with the approval of the State Executive Council, to the first qualified applicant who files an application that is not rejected. The right is reserved to the State, through the Executive Council, to reject any and all applications for preference rights leases. Preference rights leases shall be in the form set out in *Minnesota Rules*, part 6125.0700. The rental and royalty rates shall not be less than prescribed in *Minnesota Rules*, part 6125.0700. Upon the award of a lease, the application fee submitted with the application will be deposited with the State Treasurer as a fee for the lease. If the application for a preference rights lease is rejected, the rental payment accompanying the application will be returned to the applicant. The application fee will not be refunded under any circumstances.

The purpose of Minnesota's metallic minerals rules is to promote and regulate the prospecting for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under the rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of minimum rentals which increase with the passage of time, the payment of royalty for all ore mined and removed, the submission of data and other reports, and the submission of exploration plans. In addition, the state lessee must comply with all applicable regulatory laws.

Rodney W. Sando, Commissioner
Department of Natural Resources
Saint Paul, Minnesota

Department of Natural Resources

Bureau of Real Estate Management

Notice of Proposed Conveyance for the Purpose of Resolving Boundary Line Issues Affecting the Ownership Interests of the State and Adjacent Landowners

NOTICE IS HEREBY GIVEN that the Minnesota Department of Natural Resources intends to correct a boundary discrepancy which affects land presently owned by the State and land owned by John Dewey and Deborah Dewey (*Minnesota Statutes* 84.0273, as amended 1997). The State originally acquired its property by Warranty Deed recorded in the Office of the Houston County Recorder November 20, 1979 as Document No. 131187. The State will issue a quit claim deed to the adjacent owner in order to resolve this boundary discrepancy. The deed from the State to John Dewey and Deborah Dewey will contain the following legal description:

That part of the Southeast Quarter of the Northwest Quarter of Section 24, Township 103 North, Range 7 West, Houston County, Minnesota, lying north and east of the public road, EXCEPTING THEREFROM: a piece of land 135 feet by 96 feet in said Southeast Quarter of the Northwest Quarter described as commencing at the northeast corner of said Southeast Quarter of the Northwest Quarter; thence South 96 feet; thence West 135 feet; thence North 96 feet; thence East 135 feet to the point of beginning.

For further information, contact Gerald P. Johnson at the Department of Natural Resource, Region 5 Real Estate Office, 2300 Silver Creek Rd NE, Rochester, Minnesota 55906, phone (507) 280-2962.

Board of Peace Officer Standards and Training

Request for Comments on Planned Amendment to Rules Governing Training and Licensing Rules, *Minnesota Rules*, Chapter 6700

Subject of Rules. The Board of Peace Officer Standards and Training requests comments on its planned amendment to rules governing training and licensing. The Board is considering rule amendments that will affect citizenship and drivers license requirements for peace officers, including part-time licenses.

In addition the Board will be addressing general and specific areas of the rules which require clarification and updates. This will be an overall focus on the current rules which will not include revisions of the standards of conduct for current licensees. Those rules will be addressed during a separate 1998 review. Comments on these planned amendments are requested.

Persons Affected. The amendment to the rules would likely affect those within the law enforcement community and those associated whether in educational, administrative, or community groups.

Statutory Authority. *Minnesota Statutes*, § 626.843 provides the authority to adopt rules with respect to the recruitment and licensing of peace officers within the state and such matters as may be necessary, consistent with the statutory duties and areas of involvement of the POST Board.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until further notice is published in the *State Register* that the Board intends to adopt or to withdraw the rules.

Rules Drafts. The Board has prepared a draft of some planned amendments and other drafts will be available when prepared.

Agency Contact Person. Written comments, questions or requests to receive a draft of the amendments when they have been prepared and requests for more information on these planned amendments should be addressed to: Mark Bliven, Minnesota Board

Official Notices

of Peace Officer Standards and Training (POST Board), 1600 University Avenue Suite 200, St. Paul, MN 55104-3825, (612)603-0070. TTY users may call the Board at (612) 297-2100.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 22 September 1997

John Laux, Executive Director
Minnesota Board of Peace Officer Standards and Training

Minnesota Racing Commission

Request for Comments on Planned Amendment to Rules Governing *Minnesota Rules (M.R.): M. R. 7872 - Assignment of Racing Days; M. R. 7875 - Facilities and Equipment; M. R. 7877 - Class C Licensure; M. R. 7883.0100 - Entries and Subscriptions; M. R. 7883.0150 - Paddock to Post; M. R. 7890.0140 - Horse Medication; and M. R. 7891.0100 - Physical Examination of Horses other Rule Amendments Proposed by Industry Groups*

Subject of Rules. The Minnesota Racing Commission requests comments on its planned amendment to rules governing Class C Licensure, Horse Medication and other rule amendments that may be proposed by industry groups. The Commission is considering rule amendments would:

- stipulate occurrences that would necessitate a revision to the assignment of racing days,
- set criteria for workout requirements,
- set further standards for occupational licensure,
- set additional criteria for racing soundness examinations,
- require that a farrier be in the paddock for all races, and
- other rule amendments proposed by industry groups.

Persons Affected. The proposed rule amendments would likely affect the betting patrons, horse owners and trainers competing at a licensed racetrack and individuals licensed to work at a licensed racetrack.

Statutory Authority. The Commission's statutory authority to amend these rules is set out in *Minnesota Statutes*, sections 240.23 general rulemaking authority; 240.08, Subd. 1, occupational licensing; 240.10 licensing fees; and 240.24, Subd. 1, medication.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until further notice. The Commission has appointed an advisory committee to comment on the planned rules.

Rules Drafts. The Commission has not yet prepared a draft of the planned rules amendments.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules when it has been prepared and requests for more information on these planned rules should be addressed to:

Richard G. Krueger, Executive Director
Minnesota Racing Commission
P.O. Box 630
Shakopee, Mn 55379
612-496-7950.

TTY users may call the Commission at 1-800-627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the Commission at the address or telephone number listed above.

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started.

Dated: 18 September 1997

Richard Pemberton, Chairman
Minnesota Racing Commission

Department of Revenue

Notice of Presumed Legal Cigarette Prices

The presumed prices for wholesaler and retailers as provided for by *Minnesota Statutes* 325D are shown in this schedule. The computations are based on manufacturer's list prices available as of September 5, 1997. A wholesaler or retailer may sell for less if they can show that their actual costs of doing business is lower than the presumed minimum.

	Presumed Minimum Wholesale Price Per Carton	Presumed Minimum Retail Price Per Carton	Presumed Minimum Retail Price Per Pack
Major Brands (Kings, Regulars 100's, 120's) Examples of major brands: Marlboro, Winston, Merits, Virginia Slims, Kools, Capri, Kent, Newport, Carlton	\$18.70	\$20.20	\$2.02
Players Lights 25's (Kings, 100's)	\$18.83	\$20.34	\$2.03
Marlboro 25's (Kings)	\$18.70	\$20.20	\$2.53
Old Gold, Richland 20's, Best Value, GPC'S, Basics, Mistys, Ralieggh Extra, Viceroy, Doral, Riviera, Magna, Sterling, Cambridge, Am Light, Montclair, Pyramid, Bristol, Alpine, Bucks, Stars & Bars, Quality Lights, Class A, Black and Yellow (Kings, Regulars 100's, 120's)	\$15.87	\$17.14	\$1.71
Ligget Private Label (Kings, Regulars, 100's)	\$15.87	\$17.14	\$1.71

Office of the Secretary of State

Request for Comments on Planned Amendment to and Repeal of Rules Governing Voter Registration; Absentee Ballots; Mail Ballots; Municipal Ballots; School District Ballots; and Voting Machines; Minnesota Rules, chapter 8200; chapter 8210; chapter 8220; chapter 8230; part 8235.0500; part 8235.0900; and chapter 8250

Subject of Rules. The Office of the Secretary of State requests comments on its planned amendment to and repeal of rules governing voter registration cards, absentee ballots, mail ballots, voting machines, and ballot formats. The Secretary is considering rule amendments that (1) change the form, but not the content, of the voter registration card; (2) change absentee and mail voting procedures to comply with recent legislative changes and to incorporate user comments; (3) remove references to obsolete lever voting and punch card voting systems; (4) change optical scan voting system procedures to reflect user experience; and (5) establish the form of ballots for municipal and school district elections.

Persons Affected. The amendment to the rules would likely affect eligible voters, election officials, and candidates for public office.

Statutory Authority. *Minnesota Statutes*, section 201.071, subdivision 1 gives the Secretary the authority to establish the form of the voter registration card; *Minnesota Statutes*, sections 203B.04, 203B.08, 203B.09, and 203B.125 give the Secretary the authority to establish rules governing absentee voting; *Minnesota Statutes*, section 204B.45, subdivision 3 gives the Secretary the authority to adopt rules governing mail voting; *Minnesota Statutes*, section 205.17, subdivision 6 gives the Secretary the authority to adopt rules establishing the form of ballots for municipal elections; *Minnesota Statutes*, section 205A.08, subdivision 5 gives the Secretary the authority to adopt rules establishing the form of ballots for school district elections; and *Minnesota Statutes*, section 206.57, subdivision 1 gives the Secretary the authority to adopt rules governing voting machines.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on December 1, 1997. The Secretary contemplates creating an informal advisory committee to comment solely on the planned amendments to the rules governing voting machines. The committee members will be county auditors and city clerks who are familiar with the voting machines used in the state. The Secretary contemplates that the committee will meet three times starting in early October. The Secretary does not contemplate appointing an advisory committee to comment on the other planned rule amendments.

Rules Drafts. The Secretary has not yet prepared a draft of the planned rules amendments.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules should be addressed to:

Joseph Mansky
Director, Election Division
Office of the Secretary of State
180 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1299
(612) 215-1440

TTY users may call the Election Division at (612) 297-5353 or (800) 627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 29 September 1997

Joan Anderson Growe
Secretary of State

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

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

Board of Animal Health

Notice of Availability of Funds for Laboratory Costs for Certain Diagnostic Tests for Johne's Disease (Paratuberculosis)

The Board of Animal Health announces the availability of state funds to assist owners of Minnesota cattle herds with the laboratory cost of certain diagnostic tests for Johne's disease (Paratuberculosis). This program is the result of an appropriation for Johne's disease received by the Board for fiscal years 1998 and 1999. The Board was directed by the legislature to design and implement a program to provide educational and financial assistance to bovine (cattle) herd owners for testing and related activities that will reduce the prevalence of the disease in herds known to be infected and to establish "test negative" herds as a source of negative replacement cattle. This program will begin October 1, 1997.

Agency Contact Person. Written or oral questions, and requests for more information on this program should be addressed to:

William L. Hartmann, DVM, MS
Minnesota Board of Animal Health
90 West Plato Boulevard
Saint Paul, MN 55107
(612) 296-2942 Ext. 27.

TTY users may call the Board of Animal Health at 1-800-627-3529.

Department of Children, Families and Learning

Office of Community Services

Early Childhood Family and Community Support

Cultural Dynamics Education Project

Request for Proposals (RFP) for the Administration of the Cultural Dynamics Education Project

The Department of Children, Families and Learning is announcing a request for proposals for the administration of the Cultural Dynamics Education Project. This project is a training project mandated by the Minnesota State Legislature to provide cultural dynamics training for all Rule 2 and Rule 3 Licensed care providers in the State of Minnesota. This grant is a 3 ½ multi-year grant renewable annually upon successful performance. Approximately \$170,000 will be available to run the project from January 1, 1998 through June 30, 1998; and then \$200,000 per year for each of the remaining fiscal years: FY '99, '00, and '01. The deadline for proposals is 4:00 pm, November 7, 1998. The contract will begin on January 2, 1998.

Copies of the full Request for Proposals are available on request from:

Carol Peirce, Statewide Project Coordinator
Cultural Dynamics Education Project
Department of Children, Families and Learning
Room 139A, Capitol Square Building
550 Cedar Street
St. Paul, MN 55101-2273
Phone: 612-297-5302
Fax: 612-296-5890
E-mail: carol.peirce@state.mn.us

All proposals must be received by 4:00 p.m., November 7, 1998.

State Grants & Loans

Department of Corrections

Notice of Availability of Funds for Gang Intervention Services Pilot Program

The Minnesota Department of Corrections, Community Services Division, announces the availability of grant funds for pilot programs to provide gang intervention services. A minimum of two grants will be awarded.

Public human service agencies, community corrections agencies, or non-profit organizations are eligible to apply for these funds. The grant program will provide funding of \$200,000 and requires a match of 10% of the grant amount awarded. The project will be completed within twelve (12) months from the date the grant officially begins. The amount of any grant may vary depending on number of clients and services provided.

Respondents are hereby notified that there is no assurance of continuation of funding.

The deadline for proposal submission is November 7, 1997 - 4:30 p.m. To receive a copy of the request for proposal which describes in detail how to apply for this funding, contact:

Nancy Montemurro,
Minnesota Department of Corrections
Community Services Division
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108-5219
Telephone (612) 642-0235 - TTY (612) 643-3589

Department of Public Safety

Minnesota Auto Theft Prevention Program

Grant Availability for Aid in Identification of Critical Issues, Education and Awareness, and Investigation and Prosecution of Motor Vehicle Theft

The Minnesota Auto Theft Prevention Program Board announces the availability of grant money to be used in the reduction of motor vehicle theft by funding programs which aid in the identification of critical issues, education and awareness and investigation and prosecution. Applications will be accepted from State, County, Local Police, Governmental Agencies, Prosecutors, Judiciary, Businesses, and Community and Neighborhood Organizations. The moneys granted must be dedicated to the area of auto theft. This is the second round of auto theft grants. These grant proposals will be due by December 31, 1997. Grant proposal forms and information may be obtained by contacting Dennis Roske at the Auto Theft Prevention Office at (612)405-6153 or 405-6155).

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, and final submission date of completed contract proposal.

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

Department of Administration

Communications.Media - Minnesota's Bookstore

Notice of Availability of "Awards Report" for Awarded Professional, Technical, and Consulting Contracts

An "Awards Report" of professional, technical, and consulting contracts, published as open for bid in this *State Register*, is available as a subscription service. This information can be useful to contractors preparing and submitting proposals in response to "Requests for Proposals" appearing in the "*State Register*."

The report lists the item put out for bid, the agency requesting proposals, the contract winner, the amount, the beginning and end dates of the contract, and the duration of the contract. The "Awards Report" is published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*" magazine. Reports are available only in hard copy format and are mailed first class to subscribers.

"Awards Reports" cover six-months and cost \$75.00 per subscription. Single copies cost \$15.00, plus \$3.00 for shipping. Order Stock # 99-43 for individual copies, or Stock # 90-15 for a six-month subscription. To order, call (612) 297-8774, or toll-free 1-800-657-3757, or FAX your order using VISA, MasterCard, American Express, or Discover Card to (612) 297-8260.

Department of Children, Families and Learning

Office of Graduation Standards

Notice of Request for Proposals for Research and Design of Assessment Programs for High School Graduation Standards

TITLE

Notice of request for proposal (RFP) for the research and design of assessment programs related to high school level statewide testing and the Minnesota Graduation Standards

SCOPE OF THE PROJECT

The Department of Children, Families and Learning (CFL) request proposals to assist the department in researching and designing statewide testing at the high school level in response to the legislative mandate. The anticipated result of the study that will result from this proposal is a careful review of all of the testing options available to the state, a careful consideration of each of the advantages and disadvantages of each of the testing options, recommendations, and an initial design for the assessment program which will be part of the statewide testing and accountability system.

GOAL

The goal of this effort is to thoroughly research various testing options and evaluate each one in terms of its correlation with the Profile of Learning. Identify advantages and disadvantages of each option as it relates to each of the learning areas within the Profile of Learning. Make recommendations about the assessment design(s) that are suggested for use.

PROJECT COST

The department has estimated that the cost of this project should not exceed \$50,000.

PROJECT COMPLETION DATE

The anticipated term of the project is until February, 1998.

Professional, Technical & Consulting Contracts

PRE-PROPOSAL CONFERENCE

All potential responders must attend a mandatory Responder's Conference on October 13, 1997, in St. Paul. The conference will be held in Room 500 North, State Office Building, 100 Constitution Ave., St. Paul, MN 55155, from 1:00 p.m. to 3:00 p.m. The purpose of the conference is to discuss requirements of the department and to respond to as many questions as possible. Please direct questions to Cathy Wagner by facsimile at (612) 282-6779 by October 9, 1997.

COPIES OF RFP

Cathy Wagner,
Office of Graduation Standards
Room 730
Capitol Square Building
550 Cedar St.
St. Paul, MN 55101
Phone: (612) 282-6281

Proposals must be received no later than 4:00 p.m. central standard time October 27, 1997.

In compliance with *Minnesota Statutes* 16B.167 the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employees along with other responses to this request for proposal.

Department of Children, Families and Learning

Office of Graduation Standards

Notice of Request for Proposals for Design, Development and Implementation of Assessment Programs Related to Graduation Standards and Statewide Testing

TITLE

Notice of request for proposal (RFP) for the design, development and implementation of assessment programs related to the Minnesota Graduation Standards And Statewide Testing.

SCOPE OF THE PROJECT

The Department of Children, Families and Learning (CFL) requests proposals to assist the department in designing and implementing a comprehensive assessment system that meets several legislated mandates and requirements. These are: 1) state legislated requirements for statewide testing (Minnesota Comprehensive Assessments); and, 2) state legislated requirements for the assessment of graduation standards (Basic Standards Tests).

GOAL

1. Develop a secured assessment process for the Minnesota Comprehensive Assessments (Statewide Testing) at grade three in reading and mathematics and at grade five in reading, mathematics, and written composition. Produce (print), distribute, score, and report the Minnesota Comprehensive Assessments beginning in the school year 1997-98.

2. Beginning in the 1998-99 school year, develop a secured assessment process for the Basic Standards Tests in reading and mathematics for the purposes of Graduation Standards Testing and Statewide Testing. The assessment processes will require the production, (printing), distribution, scoring, and reporting of the Basic Standards Tests in reading and mathematics.

PROJECT COSTS

It is estimated that the project will not exceed 2.6 million dollars for the term of the project. Estimated cost limitations are: Goal 1, \$1,300,000; Goal 2, \$600,000 each year.

PROJECT COMPLETION DATE

The anticipated term of the project is until June 30, 2000. An initial contract will be awarded for a period beginning November 20, 1997, through June 30, 1999. Contingent upon funding, and with the agreement of both parties, the contract may be renewed for state FY 2000.

PRE-PROPOSAL CONFERENCE

All potential responders must attend a mandatory Responder's Conference on October 13, 1997, in St. Paul. The conference will be held in Room 500 North, State Office Building, 100 Constitution Ave., St. Paul, MN 55155, from 9:00 a.m. to 12:00 noon. The purpose of the conference is to discuss existing test materials, review pertinent reporting requirements, and to respond to as many questions as possible. Please direct questions to Cathy Wagner by facsimile at (612) 282-6779 by October 9, 1997.

COPIES OF RFP

Cathy Wagner,
Office of Graduation Standards
Room 730
Capitol Square Building
550 Cedar St.
St. Paul, MN 55101
Phone: (612) 282-6281

Proposals must be received no later than 4:00 p.m. central standard time October 27, 1997.

In compliance with *Minnesota Statutes* 16B.167 the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employees along with other responses to this request for proposal.

Department of Finance

Request for Proposal for Master Equipment Lease Purchase Financing Program

Request for Proposal to provide a Master Equipment Lease Purchase Financing Program for the State of Minnesota Internal Service Funds operated by the Commissioner of Administration. The Department of Finance expects to finance the purchase of \$22,749,000 of equipment during the first year of the contract and \$10,231,000 of equipment during the second year of the contract. The Department of Finance is seeking proposals from qualified firms to provide lease purchase financing pursuant to a Master Equipment Lease Purchase Agreement.

Deadline for submission of the Proposal is no later than 4:00 p.m., on Wednesday, October, 15, 1997.

For further information or to obtain a copy of the complete proposal materials, contact Susan Gurrola, State Department of Finance, 658 Cedar Street, 400 Centennial Office Building, St. Paul, Minnesota 55155, Phone (612) 296-8373.

Department of Human Services

Mental Health Division

Request for Proposals for a Project to Develop Standards for Gambling Treatment and a Fee-for-service Reimbursement System

The Mental Health Division of the Minnesota Department of Human Services is soliciting proposals for a project to develop standards for treatment and provider qualifications for the treatment component of the compulsive gambling program and, to conduct a transition of treatment programs for compulsive gambling from the treatment center model to a model in which reimbursement is on a fee-for-service basis.

The time period for both parts of the project is one year, November 12, 1997 through November 12, 1998. Funding is provided through a legislative appropriation. The Department has designated a maximum of \$35,000 for the project and estimates that a minimum of 1,000 to 1,200 hours will be required. There will not be a proposer's conference. The successful responder will be required to submit evidence of compliance with Minnesota workers' compensation insurance coverage requirements prior to execution of the contract.

The request for proposals does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest as well as reject all proposals and solicit new proposals. The state also reserves the right to extend the term for up to an additional one year and/or increase the number of hours and compensation if it is determined to be in the best interest of the state.

A copy of the complete RFP material and the workers' compensation insurance coverage requirements is available by contacting Jay Bamberg, DHS Gambling Program Manager, by phone at 612-296-3923, or at the address below.

All applicants must provide six copies of their proposal to the Mental Health Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3828, no later than the close of business (4:00 p.m.) on Monday, October 20, 1997.

Department of Public Service

Notice of Request for Proposal for Consultant to Critique a Utility's Study of the Need for Additional Transmission Capacity

I. INTRODUCTION

The Minnesota Department of Public Service (Department) is soliciting proposals from qualified consultants to evaluate the need and capability components of the Chisago Electric Line Transmission Project (CELTP) submitted by Northern States Power Company's (NSP) and Dairyland Power Cooperative (DPC) before the Minnesota Environmental Quality Board (EQB). Specifically, the consultant must verify the existence of the need for the transmission capacity requested in the CELTP filing. In addition, the consultant must determine the reasonableness of NSP's and DPC's selection of transmission system alternatives from a regional transmission planning perspective. The consultant must also determine the extent to which the transmission capacity requested by NSP and DPC could be provided by system alternatives under review by the EQB and the Wisconsin Public Service Commission.

II. QUALIFICATION OF RESPONDENTS

Qualified respondents must be able to demonstrate experience and expertise in evaluating the need for transmission capacity at state and regional levels. The respondent must have experience evaluating proposed transmission system alternatives and determining a preferred alternative considering the project's costs.

The qualified respondent will also have experience presenting testimony in contested cases before one or more regulatory bodies in the United States or Canada.

The qualified respondent will provide a list of every commission or regulatory body before which the consultant/firm has presented similar testimony and other reports of this nature which the consultant/firm has done.

III. SCOPE OF PROJECT

A. DURATION

The anticipated duration of this project is from November 10, 1997 to May 1, 1998. The consultant's recommendations must be defensible by the consultant in sworn testimony in a contested hearing.

B. TASKS TO BE PERFORMED

The Department's objective is to have an expert review and critique the need for CELTP and NSP and DPC's proposed system alternatives for meeting this need.

The consultant would be responsible for analyzing and documenting the tasks outlined below.

1. Develop and prepare information requests which are necessary to obtain information to perform an evaluation of the need for the proposed transmission capacity for the Minnesota and Wisconsin jurisdictions.
2. Develop projected loads for each state net of NSP and DPC's Demand-Side Management programs for the area.
3. Develop projected loads for the region.
4. Review the transmission system alternatives developed by NSP and DPC as part of the Wisconsin Public Service Commission's Advance Plan process and by the Minnesota Environmental Quality Board for meeting the transmission capacity needs for East-Central Minnesota and Northern and Western Wisconsin.
5. Identify and review any additional information and records necessary to evaluate the reasonableness of the transmission planning models used to develop the system alternatives developed by the Wisconsin Public Service Commission for meeting the transmission capacity needs on a regional basis.
6. Develop and prepare information requests which are necessary to obtain information to perform an evaluation of the direct and external costs for the proposed transmission capacity for the Minnesota and Wisconsin jurisdictions.
7. Work with Department staff to develop cost estimates for each of the transmission system alternatives required by the Minnesota Environmental Quality Board in this proceeding.
8. Make a recommendation to the MEQB as to the preferred transmission system alternative.
9. Develop and prepare information requests which are necessary to fully discover and develop issues related to the investigation.
10. Work closely with designated members of the Department in all stages of the project to assure compliance with the tasks identified by the Department. Department staff will assist the consultant, as necessary, in obtaining required information

from the NSP, DPC and other sources. Also, the consultant will provide the designated staff with a progress report every two weeks throughout the duration of the project.

11. Provide a written report documenting the issues, the Wisconsin Public Service Commission's transmission planning models, and the consultant's analysis and recommendations. Include detailed changes to those models if necessary. All documentation used by the consultant in making this evaluation shall be provided to the Department.

Following the completion of the consultant's report and investigation and the preparation of written direct testimony, respondent will be expected to:

- Assist Department staff in the preparation of discussions related to positions developed by other intervenor.
- Assist Department counsel in the preparation of briefs.

The consultant may propose additional tasks or activities if they will substantially improve the ability of the consultant to advocate its recommendations.

IV. PROPOSAL CONTENTS

The following will be considered the minimum contents of the consultant's proposal:

- A. An outline of the consultant's background and experience in conducting this type of analysis and testifying on these matters.
- B. A restatement of the objectives and tasks of the project to illustrate the consultant's understanding of the proposal.
- C. An identification of the consultant's personnel who will perform each task, their training, and experience. No change in personnel assigned to this project will be permitted without written approval of the Department's project manager.
- D. A detailed work plan which identifies in specific terms all the tasks to be performed in fulfilling the obligations enumerated in section III.B and provides cost estimates for each task. In addition, the proposal shall:
 1. identify and describe the documentation to be provided by the consultant; and
 2. identify the level of Department participation as well as other services to be provided by the Department.
- E. Copies of recently delivered testimony, studies, or reports regarding the items described above.

V. EVALUATION

All proposals received by the deadline will be evaluated by representatives of the Department. In some instances, an interview will be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to the following:

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

It is anticipated that evaluation and selection will be completed by October 30, 1997.

VI. SUBMISSION OF PROPOSALS

Responses to this Request for Proposal are due on or before 4:00 p.m. CDT on October 22, 1997. Two (2) copies of the proposal must be sent to and received by:

Mr. John Kundert
Principal Rates Analyst, Electric Unit
Minnesota Department of Public Service
121 7th Place East, Suite 200
St. Paul, Minnesota 55101-2145
(612) 297-3900

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

Prospective respondents who have questions concerning this request for proposal may call or write Mr. Kundert. Other Department personnel are not allowed to discuss the project before the submitted deadline.

VII. PROJECT COSTS

The Department estimates the cost of the project not to exceed \$30,000.

Non-State Public Bids, Contracts & Grants

Department of Transportation

Finance & Administration

Notice of Availability of a Contract for: Evaluation of Transportation Worker Project

The Minnesota Department of Transportation is requesting proposals for an individual or institution/organization to evaluate the Transportation Worker Pilot Project. The pilot project involves approximately 130 employees in District 8. The evaluation will be two-pronged. It will evaluate the concept of the Transportation Worker as well as the implementation of this concept in District 8.

It is anticipated that the contract period will begin on November 3, 1997 and continue through June 30, 1998.

For further information, or to obtain a copy of the complete Request for Proposal, contact Rich Peterson, 295 John Ireland Boulevard, Mail Stop 200, Transportation Building, St. Paul, MN 55155, (612)296-3648.

Proposals must be received at the above address no later than 4:00 P.M. Central Daylight time on October 20, 1997.

This request does not obligate the State of Minnesota, Department of Transportation, to complete the work contemplated in this notice, and the department 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.

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Withdrawal of Request for Proposals for Collection Services incorrectly published September 22, 1997

NOTICE IS HEREBY GIVEN that the notice that appeared in Vol. 22, #12, page 518 (22 S.R. 518) incorrectly requested proposals for collection services. That notice is withdrawn.

Minnesota Workers' Compensation Assigned Risk Plan

Notice of Request for Proposals for Actuarial Services

The Minnesota Workers' Compensation Assigned Risk Plan intends to contract with an entity qualified to provide actuarial services. The contract period will commence on January 1, 1998. Interested parties may obtain the complete Request for Proposals (RFP) by sending a written request by mail or fax to:

MWCARP Administrative Office
4500 Park Glen Road, Suite 410
Minneapolis, MN
FAX: (612) 922-5423

Deadline for submission of proposals is October 24, 1997 at 4:00 p.m.



Statement of Ownership, Management, and Circulation
(Required by 39 U.S.C. 3685)

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Department of Administration	St. Paul, MN 55155
Communications.Media	

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check here. ☐ None

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☐ Has Changed During Preceding 12 Months
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17. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

Deborah A. George

9-18-97

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

Instructions to Publishers

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- Include in items 10 and 11, in cases where the stockholder or security holder is a trustee, the name of the person or corporation for whom the trustee is acting. Also include the names and addresses of individuals who are stockholders who own or hold 1 percent or more of the total amount of bonds, mortgages, or other securities of the publishing corporation. In item 11, if none, check box. Use blank sheets if more space is required.
- Be sure to furnish all information called for in item 15, regarding circulation. Free circulation must be shown in items 15d, e, and f.
- If the publication had second-class authorization as a general or requester publication, this Statement of Ownership, Management, and Circulation must be published; it must be printed in any issue in October or the first printed issue after October, if the publication is not published during October.
- In item 16, indicate date of the issue in which this Statement of Ownership will be published.
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