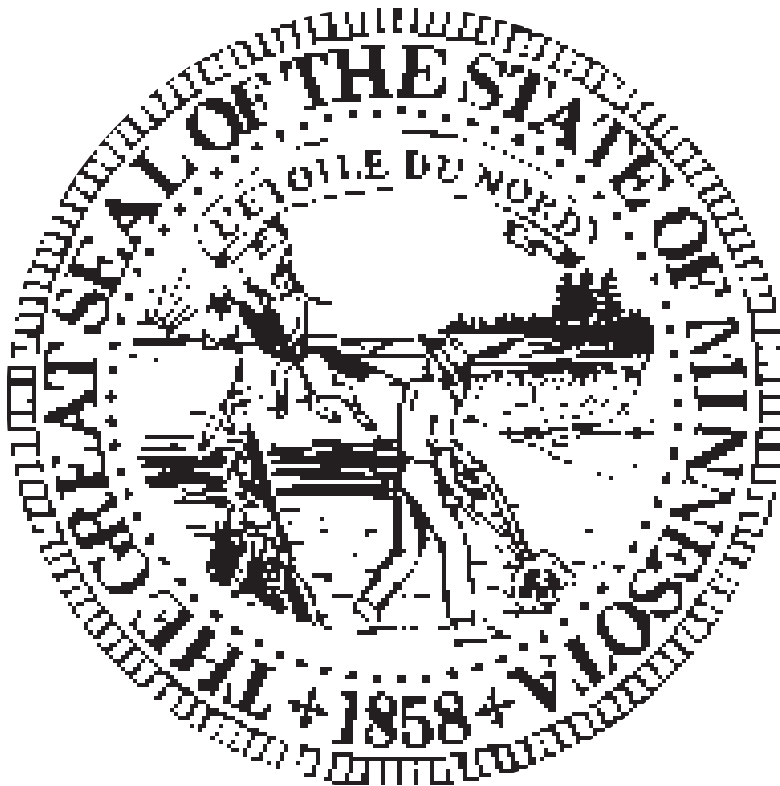


**The Minnesota**  
**State**  
**Register**

**Rules and Official Notices Edition**



Published every Monday (Tuesday when Monday is a holiday) by the  
Department of Administration – Communications Media Division

**Monday 14 December 1998**  
**Volume 23, Number 24**  
**Pages 1373-1406**

# State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

### Printing Schedule and Submission Deadlines

Vol. 23 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
#24	Monday 14 December	Noon Wednesday 2 December	Noon Tuesday 8 December
#25	Monday 21 December	Noon Wednesday 9 December	Noon Tuesday 15 December
#26	Monday 28 December	Noon Wednesday 16 December	4:30 p.m. Monday 21 December
#27	Monday 4 January 1999	Noon Wednesday 23 December	4:30 p.m. Monday 28 December

Arne H. Carlson, Governor 651/296-3391	Hubert H. Humphrey III, Attorney General 651/297-4272	Joan Anderson Grove, Secretary of State 651/296-2079
Joanne E. Benson, Lt. Governor 651/296-3391	Judi Dutcher, State Auditor 651/297-3670	Michael A. McGrath, State Treasurer 651/296-7091
Department of Administration:	Communications.Media Division	Robin PanLener, Editor 651/297-7963
Elaine S. Hansen, Commissioner 651/296-1424	Mary Mikes, Director 651/297-3979	Gretchen Stark, Assistant Editor 651/296-0929
Kent Allin, Asst. Commissioner 651/297-4261		Jessie Rahmeyer, Subscriptions 651/297-8774

Copyright © 1998 Communications.Media Division, Department of Administration, State of Minnesota.  
Publication Number: 326630. (ISSN 0146-7751)

**PUBLISHING NOTICES IN THE *State Register*:** Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

**SUBSCRIPTION SERVICES:** The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning. Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free 800-657-3757. TTY relay service phone number: 1-800-627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. See the *State Register* and the *Contracts Supplement* on our website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.

### FOR LEGISLATIVE NEWS

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

Contact: Senate Public Information Office (651) 296-0504  
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146  
Room 175 State Office Building, St. Paul, MN 55155

## Minnesota Rules: Amendments & Additions

Volume 23, issues #14-24  
(issues #1-13 cumulative in #13)..... 1376

## Proposed Rules

### Natural Resources Department

Gull Lake public access site..... 1378

## Adopted Rules

### Arts Board

Grants and other forms of assistance ..... 1380

### Social Work Board

Social work licensure..... 1382

## Revenue Notices

### Department of Revenue

Revenue Notice #98-23: Sales and Use Tax - Application  
of tax to copies..... 1384

Revenue Notice #98-24: Sales and Use Tax - Golf,  
country club, and athletic club memberships ..... 1385

Revenue Notice #98-25: Sales and Use Tax - Logging  
equipment ..... 1386

Revenue Notice #98-26: Sales and Use Tax - Kennel  
services and pet grooming ..... 1388

## Official Notices

### Campaign Finance and Public Disclosure Board

1999 nonelection year campaign expenditure limits ..... 1389

### Minnesota Comprehensive Health Association

Meeting of the Enrollee Appeal Committee Friday  
18 December 1998..... 1389

### Health Department

Comment sought on the state source water assessment  
program..... 1389

### Natural Resources Department

Intent to hold state metallic minerals lease sale; state lands  
to be offered for metallic minerals exploration ..... 1390

### Minnesota Racing Commission

Membership of rulemaking public advisory committee ..... 1390

### Public Safety Department

Amended request for comments and notice of advisory  
rulemaking group..... 1391

### Teachers Retirement Association

Meeting of the Board of Trustees Friday 18 December 1998.. 1391

### Transportation Department

Appointment and meeting Wednesday 16 December 1998  
of a State Aid Variance Committee..... 1392

- City of Stillwater petition for variance for horizontal  
design speed..... 1392

- City of St. Paul petition for variance for street width  
and horizontal design speed..... 1393

- City of St. Paul petition for variance for land width ..... 1393

## State Grants & Loans

### Economic Security Department

Funds available for extended employment programs in  
Stearns County..... 1394

### Minnesota Housing Finance Agency

#### Greater Minnesota Housing Fund

#### Metropolitan Council

#### Family Housing Fund

#### Minneapolis Public Housing Authority

Consolidated request for proposals for single family,  
multifamily, and housing tax credit program ..... 1395

### Human Services Department

Grant proposals sought for alcohol, tobacco and other drug  
prevention projects ..... 1399

## Professional, Technical & Consulting Contracts

### Health Department

Proposals sought for groundwater flow model  
development..... 1400

### Natural Resources Department

Proposals sought for boundary surveys of state land in  
Marshall, Beltrami and Lake of the Woods Counties ..... 1400

### Pollution Control Agency

Proposals sought from experienced laboratories to conduct  
trace-level analyses of toxaphene and toxaphene-like  
compounds in environmental sediment samples ..... 1401

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

### Metropolitan Council

Proposals sought for assisting the council's Environmental  
Services Division with program management services.... 1402

### Minnesota Historical Society

Request for bids for restoration of carriage barn, ice house,  
and gazebo at the LeDuc/Simmons House, Hastings  
Minnesota ..... 1403

### University of Minnesota

Bid Information Service available for all potential vendors .... 1403

### Upper Minnesota Valley Regional Development Commission

Proposals sought for professional consultant services to  
produce promotional materials for the Minnesota River  
Valley Scenic Byway..... 1403

Commodity, Service, and Construction contracts are published in  
a bulletin, the *State Register Contracts Supplement*, published  
Tuesday, Wednesday and Friday. Award results are available  
from the Materials Management Helpline (651) 296-2600.

Individual copies and subscriptions are available through  
Minnesota's Bookstore, (651) 297-3000, or 1-800-657-3757.

# 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 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

## Volume 23, Issues #14-24

(issues #1-13 cumulative in issue #13)

### Administration Department

1307.0005; .0010; .0020; .0025; .0030; .0032; .0035; .0040; .0045; .0065; .0090; .0070 (proposed).....	997
1307.0015; .0020 s.2; .0050; .0055; .0060; .0075; .0080 (proposed repealer).....	997
1341.0050; .0100; .0200; .0310; .0320; .0350; .0401; .0403; .0405; .0411; .0413; .0420; .0422; .0424; .0426; .0428; .0430; .0432; .0434; .0436; .0438; .0442; .0444; .0446; .0448; .0450; .0452; .0454; .0456; .0458; .0460; .0462; .0464; .0466; .0468; .0470; .0472; .0474; .0476; .0478; .0480; .0482; .0484; .0486; .0488; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0580; .0610; .0620; .0630; .0640; .0710; .0720; .0730; .0740; .0810; .0820; .0830; .0840; .0850; .0910; .0920; .0930; .0940; .0950; .1010; .1020; .1030; .1040; .1110; .1120; .1130; .1210; .1220; .1230; .1240; .1250; .1260; .1610; .1620; .1640 (proposed).....	918
1340.0100; .1102; .1103; .1104; .1105; .1106; .1107; .1110; .1120; .1130; .1140; .1150; .1155; .1160; .1170; .1180; .1190; .1205; .1210; .1220; .1230; .1240; .1250; .1260; .1270; .1280 (proposed repealer).....	918

### Animal Health Board

1700.0100; .0300; .0400; .0700; .0800; .1300; .1500; .2100; .0060; 1705.0120; .0150; .0160; .0170; .0180; .0210; .0220; .0260; .0270; .0310; .0390; .0420; .0530; .0840; .0930; .1040; .1086; .1087; .1088; 1715.0160; .0290; .0300; .0430; .0440; .0460; .0570; .0780; .1060; .1070; .1100; .1130; .1140; .1150; .1160; .1230; .1370; .1390; .1420; .1440 (adopted).....	883
1700.1400; .4800; 1705.0060 s.2a; .0400; .0430; .0460; .0510; .0640 s.4a, 8; .0670; .0728; .0731; .0735; .1081; .1082; .1083; .1084; .1085; 1715.0400; .0880; .0980; .0990; .1090; .1180 (repealed).....	883

### Arts Board

1900.1010; .1510; .1710; .1810; .1910; .2010; .2110; .2210; .4110 (adopted).....	1380
1900.1610 (repealed).....	1380

### Chiropractic Examiners Board

2500.0710; .0720; .0730; .0740; .0750; .1000; (proposed).....	783
2500.1110; .1600; .1900 (proposed).....	785
2500.1200; .1225; .1500 (proposed).....	781

### Commerce Department

2752.0010; .0015; .0020; .0030; .0040 (adopted).....	806
--	-----

### Corrections Department

2940.0100; .0200; .0300; .0400; .0600; .0700; .0800; .0900; .1000; .1100; .1300; .1500; .1600; .1800; .2300; .2700; .2800; .3100; .3200; .3300; .3500; .3700; .3800; .3900; .4000; .4200; .4300; .4400; .4500 (adopted exempt).....	808
2940.0100 s.11, 15, 30; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .5300; .5400; .5500; .5600 (repealed exempt).....	808
2955.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170 (proposed) ..	1010
2965.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170 (proposed) ..	787

### Dietetics and Nutrition Practice Board

3250.0050 (adopted).....	1151
--------------------------	------

### Education Board

3512.5200 (proposed).....	705
---------------------------	-----

### Children, Families and Learning Department

3535.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180 (proposed).....	1344
3535.0200; .0300; .0400; .0500; .0600; .0700; .0900; .1100; .1200; .1300; .1500; .1700; .2000 (proposed repealer).....	1344

### Health Department

4668.0002; .0003; .0008; .0012; .0017; .0040; .0050; .0075; .0220; .0230; .0800; .0805; .0810; .0815; .0820; .0825; .0830; .0835; .0840; .0845; .0855; .0860; .0865; .0870 (proposed).....	854
4685.0100; .0200; .0300; .0400; .0700; .0900; .1010; .1105; .1110; .1115; .1130; .1300; .1900; .2800 (adopted).....	1238
4685.1100; .1130; s.5 (repealed).....	1238
4730.0100; .0300; .0310; .0340; .0360; .0380; .0400; .0600; .0700; .0900; .1120; .1130; .1140; .1210; .1310; .1510; .1520; .1530; .1600; .1610; .1630; .1665; .1670; .1675; .1680; .1690; .1691; .1693; .1695; .1850; .1950; .2150; .2250; .2350; .2450; .2475; .2510; .2520; .2530; .2570; .2600; .2710; .2750; .5500 (proposed).....	708
4730.0340 s.2; .1120 s. 1; .1130 s. 3; .1140 s. 1; .1400; .1691 s. 10; .1695 s.6; .2450 s. 18; .3000 (proposed repealer).....	708

# Minnesota Rules: Amendments and Additions

<b>Human Rights Department</b>		
5000.3200; .3300; .3400; .3410; .3415; .3420; .3450; .3460; .3480; .3500; .3520; .3530; .3535; .3540; .3550; .3552; .3555; .3557; .3560; .3570; .3580; .3600 (proposed).....	1176	
5000.3400 s.23 (proposed repealer) .....	1176	
<b>Labor and Industry Department</b>		
5205.0010 (adopted exempt/adopted by reference).....	813	
5205.0010 (proposed exempt).....	1188	
<b>Medical Practice Board</b>		
5600.2500 (adopted) .....	807	
5600.2600 (adopted) .....	1241	
<b>Natural Resources Department</b>		
6100.0100; .0200; .0300; .0500; .0525; .0550; .0600; .0650; .0700; .0800; .0900; .1000; .1100; .1200; .1250; .1350; .1355; .1400; .1500; .1600; .1650; .1700; .1710; .1900; .1950; .2350; .2400 (proposed) .....	751	
6100.0400; .0500 s. 3a, 5c, 5d, 7c; .0800 s. 3, 4; .1300; .1610; .1905; .1910; .1920; .1930; .2000; .2100; .2300 (proposed repealer).....	751	
6218.0200 (proposed) .....	1378	
6230.0400; 6240.1850 (adopted expedited emergency) .....	894	
<b>Optometry Board</b>		
6500.0100; .0150; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700 (adopted) .....	883	
6500.0150 (renumbered to 6500.0950).....	883	
6500.0200 (repealed) .....	883	
<b>Pollution Control Agency</b>		
7001.0020; .4200; .4210; .4215; .4220; .4230; .4240; .4250; 7151.1100; .1200; .1300; .2100; .3100; .4100; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .6100; .6200; .6300; .6400; .6500; .6600; .6700; .7100; .7200; .7300; .7400; .7500; .8100; .8200; .8300; .8400; .8500; .9100; .9200; .9300; .9400; .9500; .9600 (adopted) .....	883	
7007.1130; 7011.0120; .1260; .1285; .1420; .1615; .1715; 7017.1002; .1004; .1006; .1010; .1030; .1035; .1040; .1050; .1060; .1070; .1080; .1090; .1100; .1110; .1120; .1130; .1135; .1140; .1150; .1160; .1170; .1180; .1185; .1190; .1200; .1210; .1220; .2005; .2020; .2025; .2030; 7019.3040; 7021.0050 (adopted) .....	1241	
7017.1000; 7019.2000 (repealed) .....	1241	
7039.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120 (proposed) .....	1264	
7080.0020; .0400; .0450 (proposed) .....	1260	
7100.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090 (repealed) .....	883	
<b>Trade and Economic Development Department</b>		
7380.0705; .0715; .0725; .0735; .0745; .0755; .0765; .0775 (adopted) .....	1353	
<b>Public Safety Department</b>		
7410.0100; .0200; .0300; .0400; .0425; .0500 (adopted).....	832	
7410.0100 s.6 (repealed).....	832	
<b>Public Utilities Commission</b>		
7819.0050; .0100; .0200; .1000; .1100; .1200; .1250; .3000; .3100; .3200; .3300; .4000; .4100; .5000; .9900; .9905; .9910; .9915; .9920; .9925; .9930; .9935; .9940; .9945; .9950 (proposed) .....	1136	
<b>Gambling Control Board</b>		
7861.0010; .0060; .0070; .0080; .0090; .0100; .0110; .0120; 7863.0010; .0020; 7864.0010; .0030 (adopted).....	831	
7861.0100 s.17 (repealed).....	831	
<b>Minnesota Racing Commission</b>		
7869.0100; 7870.0050; .0640; 7871.0030; .0150; 7873.0186; .0190; .0191; .0198; 7874.0100; 7875.0200 (proposed).....	877	
7895.0125 (adopted) .....	832	
<b>Revenue Department</b>		
8019.0500 (adopted) .....	807	
<b>Secretary of State</b>		
8275.0005; 0010; 0015; .0020; .0025; .0030; .0035; .0040; .0045; .0050; .0055; .0060; .0065; .0070; .0075; .0080; .0085; .0090; .0095; .0100; .0105; .0110; .0115; .0120; .0125; .0130; .0135; .0140 (adopted) .....	1352	
<b>Teaching Board</b>		
8700.0100; .0300; .0500; .7800; 8710.2000; .3000; .3100; .3200; .4000; .4050; .4100; .4150; .4200; .4250; .4300; .4350; .4400; .4450; .4500; .4550; .4600; .4650; .4700; .4750; .4800; .4825; .4850; .4900; .4950; .5000; .5100; .5200; .5300; .5400; .5500; .5600; .5700; .5800; .6000; .6200; .6300; .6400 (proposed) .....	1030	
8700.2700 effective Sept 1, 2001; .2810 (proposed repealer).....	1030	
RENUMBER 8700.0100 to 8710.0100; 8700.0600 to 8710.0200; 8700.0200 to 8710.0300; 8700.0500 to 8710.0350; 8700.7800 to 8710.0400; 8700.0210 to 8710.0500; 8700.0400 to 8710.0600; 8700.0501 to 8710.0700; 8700.0700 to 8710.0800; 8700.0800 to 8710.0850; 8700.2500 to 8710.0900; 8700.0300 to 8710.1000; 8700.0502 to 8710.1100; 8700.7300 to 8710.1200; 8700.7400 to 8710.1300; 8700.2400 to 8710.1400 (proposed renumbering).....	1030	
<b>Social Work Board</b>		
8740.0100; .0110; .0120; .0122; .0130; .0155; .0185; .0187; .0200; .0222; .0227; .0240; .0260; .0285; .0290; .0300; .0310; .0315; .0325; .0330; .0335; .0340; .0345 (adopted).....	1382	
8740.0110 s.3, 4, 5, 9, 10, 11, 12, 15, 16, 17, 18, 19, 24, 25; .0130 s.2; .0140; .0145; .0150; .0160; .0170; .0180; .0190; .0195; .0200 s. 2, 4; .0205; .0210; .0220; .0225; .0230; .0250; .0270; .0285 s.2, 3, 9, 11, 12; .0300 s.3; .0310 s. 3, 4, 5, 6, 7 (repealed)...	1382	
<b>Human Services Department</b>		
9500.1100 (adopted exempt).....	1272	
9500.4000; .4010; .4020; .4030; .4040; .4050; .4060; .4070; .4080; .4090; .4100; .4110; .4120; .4130; .4140; .4150; .4160; .4170; .4180; .4190; .4200; .4210; .4220; .4230; .4240; .4250; .4260; .4270; .4280; .4290; .4300; .4310; .4320; .4330; .4340; 9510.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180; .0190; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0300; .0310; .0320; .0330; .0340; .0350; .0360; .0370; .0380; .0390; .0400; .0410; .0420; .0430; .0440; .0450; .0460; .0470; .0480; .0500; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0580; .0590; .0600; .0610; .0620; .0630; .0640; .0650; .0660; .0670; .0680; .0690; .0700; .0710; .0720; .0730; .0740; .0750; .0760; .0770; .0780; .0790; .0800; .0810; .0820; .0830; .0840; .0850; .0860; .0870; .0880; .0890; .1000; .1010 (proposed repealer).....	875	

# 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*.

## Department of Natural Resources

### Proposed Permanent Rules Relating to Gull Lake Public Access Site

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

##### **Proposed Rules Governing Gull Lake Public Water Access Site *Minnesota Rules*, part 6218.0200.**

**Introduction.** The Department of Natural Resources 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. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

**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: Kristine Lampert, at Department of Natural Resources, 500 Lafayette Road, St. Paul, Minnesota 55155-4052, telephone (651) 296-0741. TTY users may call the Department of Natural Resources at 1-800-657-3939.

**Subject of Rules and Statutory Authority.** The proposed rules are about use of the Gull Lake public water access site on the east side of Gull Lake in Section 26, Township 135 North, Range 29 West, Crow Wing County. The statutory authority to adopt the rules is *Minnesota Statutes*, sections 86A.05, subdivision 9 and 86A.06. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m. on January 13, 1999, to submit written comment in support of or in opposition to the proposed rules and 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 comment should identify the portion of the proposed rules addressed and the reason for the comment. 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 January 13, 1999. 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.** 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, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, 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.

**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 the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

**Adoption and Review of Rules.** 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.

Dated: 24 November 1998

Gail Lewellan  
Assistant Commissioner of Human Resources and Legal Affairs

#### **6218.0200 PUBLIC WATER ACCESS SITES WITH RESTRICTED USES.**

**Subpart 1. Limited use.** Unless otherwise posted, a person may not use the following public water access sites for any purpose other than loading or unloading a watercraft or other equipment or while legally performing activities related to the exercise of a license or registration issued by the department:

- A. North Long Lake, T. 135, R. 31, Crow Wing county;
- B. Round Lake, T. 135, R. 31, Crow Wing county; and
- C. Lake Washington, T. 109, R. 25, Le Sueur county.

**Subp. 2. Limited hours; Gull Lake.** Unless otherwise posted, and except for the walleye season opener on inland waters, a person may not use the following public water access site for any purpose from the hours of 12:00 a.m. to 5:00 a.m.: Gull Lake, Sec. 26, T. 135 N., R. 29 W., Crow Wing county. A person may use this public water access site starting at 12:00 a.m. on the first day of the walleye fishing season on inland waters through the first Monday after the opening of the walleye fishing season on inland waters.

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated “all new material.” <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
--

# Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

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

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

## Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

## Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited 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. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

# State Arts Board

## Adopted Permanent Rules Relating to Grants and Other Forms of Assistance

The rules proposed and published at *State Register*, Volume 23, Number 1, pages 15-24, July 6, 1998 (23 SR 15), are adopted with the following modifications:

### 1900.1710 ADDITIONAL REQUIREMENTS AND PROCESSES FOR PRESENTER SUPPORT PROGRAM.

#### Subpart 1. Definitions.

B. "Presenting organization" means an institution exempt from taxation under section 501(c)(3) of the *Internal Revenue Code* that has been established in Minnesota and is engaged primarily in presenting arts activities; or an artist service agency that works to maintain an independent operation dedicated solely to the arts. Presenting organization does not include schools, universities, libraries, civic organizations, or other community service agencies.

Subp. 3. **Uses of grants.** The presenter support program shall provide grants to Minnesota presenting organizations ~~to support both the artistic fees and administrative costs necessary to present an artistic series of Minnesota, national, or international touring artists and companies.~~ Any arts board funding received by an affiliate organization must be expended for arts programming only and not for expenses related to the host institution.

Subp. 4. **Advisory panel criteria to make recommendations to board.** The advisory panel criteria apply to the specific programs in items A and B.

B. The institutional presenter support grant must be based on two components of one review process: the formula funds component and the merit component. An applicant meeting the eligibility and review criteria shall receive an award in the formula funds component of the grant. An applicant that can show exceptional achievement in any of the stated criteria shall also receive an award in the merit component.

(2) Management and fiscal responsibility shall be demonstrated by:

(f) strong cash commitment to the series presenting activities, with income derived from a variety of sources;

(3) Accessibility and education shall be demonstrated by:

(b) qualities and programs that make the organization ~~and its series~~ approachable and available to a broad public audience;

#### Subp. 5. Additional eligibility requirements.

A. All presenter support applicants must meet the additional eligibility requirements in subitems (1) to (6) to apply for funds:

(2) The applicant must demonstrate two recent consecutive years of arts ~~series programming~~ presenting experience in Minnesota.

(4) The applicant must not propose or engage in activities that ~~fund only~~ consist of single events, fairs, festivals, or touring programming intended to serve primarily elementary or secondary school students.



B. In addition to the requirements in item A, all series presenter support applicants must also meet the requirements in subitems (1) and (2).

(1) The applicant must demonstrate an annual series cash expense of at least the minimum dollar amount as determined by the board and printed in current program information.

C. In addition to the requirements in item A, all institutional presenter support applicants must also meet the requirements in subitems (1) and (2).

(1) The applicant must be able to demonstrate in its two most recently completed certified audits that it meets the minimum operating expense level requirements ~~that are~~ as determined by the board and printed in the current program information.

**Subp. 7. Dollar amount of grants.**

A. For series presenter support, the minimum grant ~~for presenter support series~~ shall be determined by the board policy based upon available resources and published printed in current program ~~guidelines~~ information. The maximum grant is 20 percent of the projected cash expenses of the proposed series.

**1900.1810 ADDITIONAL REQUIREMENTS AND PROCESSES FOR FOLK ARTS PROGRAMS.**

Subp. 6. **Dollar amount of grants.** The minimum and maximum amounts for grant awards for folk arts sponsorship and folk arts apprenticeship shall be determined by the board policy based upon available resources and published printed in current program ~~guidelines~~ information.

**1900.1910 ADDITIONAL REQUIREMENTS AND PROCESSES FOR ARTIST ASSISTANCE PROGRAMS.**

Subp. 7. **Dollar amount of grants.** The fellowship grant is a set amount. The career opportunity and cultural collaborations grants have minimum and maximum amounts. Grant amounts for fellowships, career opportunity grants, and cultural collaborations grants shall be determined by the board policy based upon available resources and published printed in current program ~~guidelines~~ information.

**1900.2110 ADDITIONAL REQUIREMENTS AND PROCESSES FOR JURIED LISTINGS.**

Subp. 5. **Additional processes for reviewing juried listings applications.** The additional program specific processes for reviewing juried listing applicants are described in items A and B.

B. Arts in education roster of artists.

(2) Applicants listed in a current roster may submit an application by the regular deadline or an abbreviated application which has an earlier deadline when the conditions in units (a) and (b) are met:

(a) the applicant has completed at least one residency that follows the arts board model as determined by the board, in the two school years prior to the deadline; and

**1900.2210 ADDITIONAL REQUIREMENTS AND PROCESSES FOR MINNESOTA PERCENT FOR ART IN PUBLIC PLACES PROGRAM.**

Subp. 8. **Waiting periods for subsequent awards.** An artist who has received purchase awards through the program totaling a minimum amount ~~established as determined by the board~~ policy based upon available resources and published in the current program ~~policies and procedures~~ guidelines information, or more, in one fiscal year must wait one year from the contract execution date before being considered for other projects by the board.

An artist who has received commission awards totaling a minimum amount ~~established as determined by the board~~ policy based upon available resources and published in the current program ~~policies and procedures~~ guidelines information, or more, in one fiscal year must wait three years from the contract execution date before the artist shall be considered for other projects.

During the waiting period, an artist may remain on file in the slide registry, but the artist's work will not be considered for projects by the board.

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
--

## Adopted Rules

---

---

### Board of Social Work

#### Adopted Permanent Rules Relating to Social Work Licensure

The rules proposed and published at *State Register*, Volume 23, Number 6, pages 326-347, August 10, 1998 (23 SR 326), are adopted with the following modifications:

##### **8740.0130 SUPERVISED PRACTICE REQUIREMENTS.**

###### Subp. 1c. **Supervision plan.**

F. The supervision plan requirement shall apply only to applicants or licensees who have not yet secured an appropriate supervisor for their current social work practice position by the effective date of this subpart. Applicants or licensees who have secured an appropriate supervisor for their current social work practice by the effective date of this subpart must submit a supervision plan ~~as required by this subpart when either or both~~ within 30 days of any of the following conditions occur changes:

~~(1) beginning a new social work position; or~~

~~(2) changing to (1) when the licensee has a new supervisor;~~

(2) when the scope or content of the social work practice changes substantially during the course of the supervision; or

(3) when the licensee begins a new social work position.

##### **8740.0285 CONTINUING EDUCATION REQUIREMENTS.**

Subp. 6. **Continuing education programs and activities.** Continuing education may be obtained through the following programs or activities, provided the content is in at least one of the areas listed in subpart 4:

###### A. Academic course work:

(3) up to ten hours of self study, including correspondence work, distance learning, or televised or audiovisual courses.

##### **8740.0320 PRACTICE REQUIREMENTS.**

###### Subp. 4. **Informed consent.**

~~B. If a social worker determines that a client does not have the capacity to provide consent, and the client does not have a legal representative, the social worker may provide services, except as prohibited by other law, that are necessary to ensure the client's safety or to preserve the client's property or financial resources. The social worker shall secure a legal representative for the client before providing other services.~~

~~B. C. A social worker shall use clear and understandable language, including using the client's primary language as necessary, to inform clients of the plan of services, risks related to the plan, limits to services, relevant costs, reasonable alternatives, the client's right to refuse or withdraw consent, and the time frame covered by the consent.~~

Subp. 7. **Termination of services.** A social worker shall terminate a professional relationship with a client when the social worker reasonably determines that the client is not likely to benefit from continued services or the services are no longer needed, unless required by law to provide services. The social worker who anticipates terminating services shall give reasonable notice to the client. The social worker shall take reasonable steps to inform the client of the termination of the professional relationship. The social worker shall provide appropriate referrals as needed or upon request of the client.

##### **8740.0325 RELATIONSHIPS WITH CLIENTS; FORMER CLIENTS; STUDENTS; SOCIAL WORK INTERNS; AND SUPERVISEES.**

Subp. 8. **Sexual conduct with a former client.** ~~A social worker shall not engage in or suggest sexual conduct with a former client for two years following the appropriate termination of the professional relationship. After the two-year period, a social worker shall not engage in or suggest sexual conduct with a former client if a reasonable social worker would conclude after appropriate assessment that the former client continues to be emotionally dependent on the social worker or continues to relate to the social worker as a client. A social worker who has engaged either in counseling or in the diagnosis or treatment of mental and emotional disorders with individuals, couples, families, or treatment groups shall not engage in or suggest sexual conduct with the former client under any circumstances. A social worker who has provided other social work services to a client shall not engage in or suggest sexual conduct with the former client if a reasonable social worker would conclude after appropriate assessment that engaging in sexual conduct with the former client would create an unacceptable risk of harm to the former client.~~

**8740.0330 CLIENT CONFIDENTIALITY.**Subpart 1. **General.**

A. A social worker shall ensure the confidentiality of all information provided by or obtained about a client. "Client information" includes the social worker's personal or other knowledge of the client and client records. Except as provided in this part, client information may be disclosed or released only with the client's ~~written~~ or the client's legal representative's valid, informed consent, appropriate to the circumstances. A social worker shall seek consent to disclose or release client information only when such disclosure or release is necessary to provide services.

B. Client records may be released only with the client's or the client's legal representative's written informed consent; the written informed consent must explain to whom the client ~~information~~ records may be ~~disclosed or~~ released and the purpose for the release of ~~information~~. The written informed consent must also state an expiration date for the authorized ~~disclosure or~~ release of client records.

C. Other client information may be disclosed or released only with the client's or the client's legal representative's written informed consent, except that a social worker may disclose or release other client information with the client's or the client's legal representative's verbal informed consent during the course of providing services, when it is not practical to obtain written informed consent before providing necessary services. The social worker shall document the disclosure or release of client information pursuant to verbal consent.

D. When providing services, as authorized by law, to a client who does not have the capacity to provide consent and who does not have a legal representative, the social worker may disclose or release client information as necessary to provide services to ensure the client's safety or to preserve the client's property or financial resources.

**8740.0335 PERSONAL CONDUCT.**

Subp. 2. **Investigation.** A social worker shall not knowingly withhold relevant information, give false or misleading information, or do anything to obstruct the investigation by the board or by another state or federal regulatory or law enforcement authority of the social worker or of another social worker.

**8740.0345 FEES AND BILLING PRACTICES.**Subpart 1. **Fees and payments.**

A. A social worker ~~who provides a service for a fee shall inform a client~~ shall ensure that a client or a client's legal representative is informed of all fees at the initial session or meeting with the client, ~~and that payment must be for services is arranged with the client or the client's legal representative at the beginning of the professional relationship, and the payment arrangement must be provided to a client in writing.~~ A social worker shall provide in a timely manner, upon request from a client or a client's legal representative, a written payment arrangement or a written explanation of the charges for any services rendered.

B. When providing services, as authorized by law, to a client who does not have the capacity to provide consent and who does not have a legal representative, the social worker may submit reasonable bills to an appropriate payor for services provided.

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

# Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

## Department of Revenue

### Revenue Notice # 98-23: Sales and Use Tax - Application of Tax to Copies; Revocation of Revenue Notice # 92-05 and Revenue Notice # 92-19

#### General Rule

Sales of copies are generally taxable under Minnesota sales and use tax law. (*Minnesota Statutes*, § 297A.01, subdivision 3). This includes sales of copies that are made for customers and receipts from coin operated copy machines.

#### Examples of Taxable Sales of Copies

Following are some examples of copy sales where the seller must charge sales tax:

- medical records sold by hospitals or clinics to patients, insurance companies, etc.
- accident or fire reports sold by police or fire departments
- motor vehicle records sold to insurance companies
- architectural plans sold to contractors for use when bidding construction contracts
- copies of newspaper or magazine articles sold by libraries or schools

#### Additional Areas of Concern

##### 1. Sales of Copies by Governmental Units

**General Rule:** Sales of copies by governmental units are taxable under Minnesota sales and use tax law. (*Minnesota Statutes*, § 297A.25, subdivision 31).

**Exception:** If a law or ordinance requires a governmental agency to furnish copies of documents held in its files, the furnishing of these copies is a governmental act or service and not a taxable retail sale. (*Minnesota Rules*, part 8130.9300, subp. 2).

**Question:** Are copies of documents that are furnished under the Freedom of Information Act or the Minnesota Government Data Practices Act considered copies that are required to be furnished by law?

**Department Position:** Yes. The department has determined that copies of documents that are furnished under the Freedom of Information Act or the Minnesota Government Data Practices Act are copies that are required to be furnished by law. Therefore, they are exempt from sales and use tax.

##### 2. Copies of Credit Reports Provided By Credit Bureaus

###### Situation 1

**Facts:** A credit bureau compiles and maintains credit information on individuals in a database. When credit reports on an individual are requested, the credit bureau will extract the necessary information from their database and make a hard copy to send to the requestor.

**Question:** Does the credit bureau have to charge sales tax on this credit report?

**Department Position:** No. This is considered a service. The copy provided by the credit bureau is considered incidental to the furnishing of this service and is not subject to sales or use tax. The credit bureau must, however, pay sales or use tax on all materials and supplies used in providing this service.

###### Situation 2

**Facts:** Same facts as situation 1, but the credit bureau makes three extra copies from the original hard copy, and charges the requestor for these additional copies.

**Question 2:** Are these additional copies taxable?

**Department Position:** Yes. The providing of the original copy is still considered a service and is not subject to sales and use tax. The sale of the additional copies is a sale of tangible personal property. Sales tax must be charged on the sales price of these additional copies.

### **3. Exemption For Sales of Legal Transcripts and Copies of Transcripts**

The sale, use, storage, or consumption of legal transcripts or copies of transcripts is exempt from sales and use tax when the transcripts or copies are sold to a party to the proceeding. (*Minnesota Statutes*, § 297A.25, subdivision 64).

For purposes of this exemption, transcripts, or copies of transcripts, may be in any form, including paper documents, audio or video recordings, diskettes, or any other mode. The sale of the transcripts or copies must be to an individual or entity who is a party to the legal proceeding to which the transcript relates, or a representative of the party. The transcription service may be provided by a court reporter or any other transcriber of legal proceedings.

This Revenue Notice revokes Revenue Notice # 92-05 and Revenue Notice # 92-19.

Dated: 14 December 1998

Terese Koenig, Director  
Appeals, Legal Services and Criminal Investigation Division

## **Department of Revenue**

### **Revenue Notice # 98-24: Sales and Use Tax - Golf, Country Club, and Athletic Club Memberships; Revocation of Revenue Notice # 94-09**

The following position of the Department of Revenue is being stated in response to the Hennepin County District Court case, *Edina Country Club v. Commissioner of Revenue*, (Hennepin County District Court File No. MC 97-022697) decided August 19, 1998, and the Minnesota Tax Court case, *Interlachen Country Club v. Commissioner of Revenue*, (Minnesota Tax Court Docket No. 6899) decided September 4, 1998.

#### **General Rule**

All one-time initiation fees and periodic membership dues that a member must pay as a precondition to becoming a member of a club or as a condition to remain a member of a club are subject to Minnesota sales tax as sports and athletic membership dues and fees.

#### **Discussion of the Law**

*Minnesota Statutes*, § 297A.01, subdivision 3 (k), provides that for sales tax purposes, a sale includes the granting of membership in a club, association, or other organization if: (1) the club, association, or other organization makes available for the use of its members sports and athletic facilities (without regard to whether a separate charge is assessed for use of the facilities); and (2) use of the sports and athletic facilities is not made available to the general public on the same basis as it is made available to members. The charges which are taxable for granting of memberships include both one-time initiation fees and periodic membership dues.

#### **One-time Initiation Fees and Periodic Membership Dues**

One-time initiation fees are non-refundable payments required by a club from an individual as a precondition for the individual to initially become a member of the club. Periodic membership dues are periodic payments required as a condition for the member to retain the rights and privileges of membership in a club. Payments are considered periodic if they are regularly due at average intervals not exceeding 12 months.

#### **Charges Not Subject to Sales Tax**

If the following charges are not one-time initiation fees or periodic membership dues, they are *not* subject to sales tax: special assessments to fund capital improvements, redeemable equity contributions, capital surcharges for capital improvements, stock purchase payments, stock transfer fees, or social membership fees.

Revenue Notice # 94-09: Sales Tax - "Golf, Country Club and Athletic Club Memberships", is hereby revoked.

Dated: 14 December 1998

Terese Koenig, Director  
Appeals, Legal Services and Criminal Investigation Division

## Department of Revenue

### Revenue Notice # 98-25: Sales and Use Tax - Logging Equipment

This revenue notice revokes and supersedes Revenue Notice # 92-22, which was published on October 9, 1992.

*Minnesota Statutes*, §§ 297A.01, subdivision 15(4) and 297A.02, subdivision 2, impose a tax of 2.0 % on sales or rentals of new logging equipment made after June 30, 1998. This rate will be reduced to 1.0% for purchases or rentals of new logging equipment made after June 30, 1999. Purchases or rentals of new logging equipment made after June 30, 2000, will be wholly exempt from sales taxation. Purchases or rentals of **used** logging equipment are exempt from sales tax under *Minnesota Statutes*, § 297A.25, subdivision 59.

To qualify for the reduced rate, the logging equipment purchased must be new and must be utilized directly and principally in the production for sale of raw or unfinished forest products, including: pulpwood, saw logs, full length trees or wood chips.

#### A. Eligible New Logging Equipment

The following is a representative list of the logging equipment, machinery, implements, accessories and contrivances that qualify for the reduced tax rate.

- *tree felling devices*, including tree harvesters, fellers and feller bunchers used principally to sever trees at the stump or accumulate the severed trees at the stump area;
- *tree skidding devices*, including grapple skidders, cable skidders, bunchers, and forwarders used principally to transport a severed tree or a portion of the tree from the stump area to a landing site;
- *loading devices*, portable or truck, stationary or crawler/carrier mounted including boom loaders, front end loaders, grapple loaders, and log stackers used primarily in loading, handling, or transferring a severed tree or portion of the tree prior to the removal from the landing site;
- *reforesting devices*, including scarifiers, planters, cultivators and brush saws used in reforesting at the stump site, including those used for the preparation, seeding or cultivation of the soil and those used to promote tree growth;
- *carriers for above devices/equipment*, if not registered for road use and not subject to sales tax on motor vehicles; or
- *portable logging equipment*, used **in the field**, such as:
  - chain saws;
  - delimiting devices used primarily to remove limbs from the bole (trunk) of the tree;
  - debarking devices used primarily to remove the bark of the tree;
  - tree slashing devices used to primarily cut trees to designated lengths;
  - chipping devices including chip harvesters, tree chippers and brush chippers used primarily for transforming a tree and brush into wood chip form;
  - screening devices used primarily to sort and remove undesirable material from tree chips; or
  - portable generators.

#### B. 6.5% Equipment

The following items are not included in the definition of logging equipment and, therefore, do not qualify for the reduced rate:

- new or used equipment, machinery, implements, accessories, and contrivances used in the processing or manufacturing of material derived from raw forest products;
- tools, shop equipment, communication equipment, and other logging supplies;
- motor vehicles registered for road use and subject to sales tax on motor vehicles; or
- snowmobiles, snow blowers, garden type tractors, or garden tillers and the repair and replacement parts for those vehicles and machines.

It is possible that the above examples could qualify for exemptions other than the logging equipment exemption.

Road building equipment that is used for the purpose of building roads to provide access to a timber area does not qualify for the reduced tax rate because the equipment is not used directly and principally in production.

Most loggers purchase supplies, tools and other items that are used for logging purposes but are not considered "logging equipment" because they are **not used directly and principally in production** or they are **specifically excluded** from the definition by law. Such items are subject to the **6.5% tax rate**, including, but not limited to:

- accessory items such as cables, chains, winches, conveyors and blades not; originally purchased with the logging equipment

- air compressors;
- building materials and supplies;
- garden-type tractors;
- gasoline/diesel storage tanks;
- gas or diesel powered engines (unless used directly and principally in production);
- generator units;
- hand tools;
- lighting equipment;
- paint;
- recreational all-terrain vehicles;
- repair equipment used in the field;
- safety equipment;
- service tank pumps;
- service tanks (for transport of fuel to field);
- shop equipment;
- shovels and spades;
- snow blowers;
- snowmobiles;
- sprayers (high pressure for cleaning equipment);
- tire changers;
- tools;
- truck boxes;
- truck hoists;
- truck racks;
- vehicles registered for use on public streets and highways;
- vehicles used to transport personnel, equipment and/or supplies to the field; or
- welding equipment.

**C. Rentals or Leases**

Equipment dealers who rent new logging equipment and other pieces of equipment to their customers must collect tax on the amount of the rental fee. If the equipment being rented fits the definition of new logging equipment given above, the reduced tax rate applies to the rental payment. If the machine or equipment does not fit the definition of logging equipment, the 6.5% tax rate applies to the rental payment. Rentals to construction contractors and others for non-logging use are taxable at the 6.5% rate.

**D. Repair and Replacement Parts**

An exemption is provided for the sale of repair and replacement parts, except tires, used for maintenance or repair of logging equipment, if the part replaces a logging equipment part assigned a specific or generic part number by the manufacturer of the logging equipment. The exemption applies only to repair and replacement parts used on logging machinery that qualifies for the reduced tax rate, as defined above. Items such as batteries, spark plugs, oil filters, and other general repair parts qualify for the exemption if they are used to repair qualifying logging equipment as defined.

**E. Exemption Certificates**

If the seller is unable to determine at the time of sale if the item should be taxed at the reduced rate or be exempt as a repair part, the seller should ask the buyer for a written statement or an exemption certificate, Form ST-3, stating that the buyer is in the business of logging and the equipment or parts are being used in the logging business.

Dated: 14 December 1998

Terese Koenig, Director  
Appeals, Legal Services and Criminal Investigation Division

## Revenue Notices

---

---

### Department of Revenue

#### Revenue Notice # 98-26: Sales and Use Tax - Kennel Services and Pet Grooming

This revenue notice revokes and supersedes Revenue Notice # 92-04, which was published on February 3, 1992.

##### Kennel Services

*Minnesota Statutes*, § 297A.01, subdivision 3(i)(viii), imposes sales and use taxes on fees for lodging, board and care services for animals in kennels and other similar arrangements. Veterinary and horse boarding services are not taxable. The following charges are taxable:

- Charges for caring for an animal at a care provider's home;
- Charges for caring for an animal at the animal owner's home;
- Charges for:
  - walking
  - exercising
  - providing entertainment for animals, and
  - administering drugs or medicines to animals (other than by a licensed veterinarian);
- Placement fees for matching a care provider with an animal for boarding or care;
- Transportation charges for animals in conjunction with providing any taxable services;
- Impound services for animal control; and
- Dog dropping removal services.

The following charges **are not** subject to sales tax:

- Boarding services provided by a person licensed to practice veterinary medicine if the services are provided in conjunction with veterinary procedures, or observation for veterinary reasons. Veterinarians must still follow *Minnesota Rules*, part 8130.8700 for paying tax on purchases and collecting sales tax on sales;
- Training services (if separately stated from other fees) such as:
  - obedience
  - tracking
  - protection;
- Separately stated transportation services to pick up or deliver animals to a veterinarian or for other nontaxable reasons; and
- Care provided by persons who are not in the business of providing animal care services.

##### Pet Grooming

Pet grooming services are subject to sales tax under *Minnesota Statutes*, § 297A.01, subdivision 3(i)(v). The definition of pets, as it applies to grooming services includes: dogs, cats and other animals that are tame and are kept for affection and pleasure rather than for utility or profit. Guide, hearing, service and seizure dogs for disabled persons, and all horses are not considered pets for purposes of this tax.

Shampooing, clipping, currying, trimming, nail cutting and other grooming services are taxable.

Grooming done for veterinary care purposes is not taxable.

Dated: 14 December 1998

Terese Koenig, Director  
Appeals, Legal Services and Criminal Investigation Division



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

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

---

## Campaign Finance and Public Disclosure Board

### Notice of 1999 Nonelection Year Campaign Expenditure Limits

In accordance with *Minnesota Statutes* §§ 10A.25 and 10.255, the following are nonelection year campaign expenditure limits for 1999 by office sought: Governor-Lt. Governor, \$385,226; Attorney General, \$64,205; Secretary of State, State Auditor, State Treasurer (each), \$32,103; State Senator, \$9,114; State Representative, \$4,817.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Enrollee Appeal Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Enrollee Appeal Committee will be held on Friday, December 18, 1998, at Minnesota Comprehensive Health Association Executive Office, Suite 910, 5775 Wayzata Blvd., St. Louis Park at 9:00 A.M.

This meeting may be closed to the public, if so requested by the appellant, pursuant to *Minnesota Statutes* 62E.10, subd. 4.

For additional information, please call Lynn Gruber at (612) 593-9609.

## Department of Health

### Division of Environmental Health

### Public Notice for Comment Regarding the State Source Water Assessment Program

**NOTICE IS HEREBY GIVEN** that the Drinking Water Protection Section within the Division of Environmental Health is announcing the availability of the state Source Water Assessment Program description. The public is requested to provide comment on the adequacy of the program description for meeting federal requirements that every state develop and implement a program for preparing source water assessments for public water supplies.

The Minnesota Department of Health is the lead agency for implementing the Public Water Supply Supervision Program and for meeting federal mandates relating to the protection of public water supplies. The 1996 Amendments to the federal Safe Drinking Water Act require that states prepare a source water assessment program description and submit it to the U.S. Environmental Protection Agency for approval. An assessment for every public water supply must include 1) a description of the source water, 2) the susceptibility of the source water, 3) the contaminants of concern which may impact the source water, and 4) the origins of potential contaminants to the extent to which this is practical. States must complete the assessments for all public water supplies within two years of program approval, but may request an 18 month extension from the U. S. Environmental Protection Agency.

The Minnesota Department of Health convened an advisory committee whose membership represented public and private sector interests. The draft document entitled *Minnesota's Source Water Assessment Program* is being made available to the public for review and comment. All comments must be in writing and submitted by January 8, 1999. A summary of public comments will be included in the formal state submittal to the U.S. Environmental Protection Agency which is due no later than February 9, 1999.

**To request a copy of the source water assessment program and to submit comments please contact:**

Bruce M. Olsen  
Minnesota Department of Health  
Suite 220  
121 East Seventh Place  
St. Paul, MN. 55101  
Telephone: (651) 215-0796  
FAX: (651) 215-0775  
E-mail: [bruce.olsen@health.state.mn.us](mailto:bruce.olsen@health.state.mn.us)

## Department of Natural Resources

### Minerals Division

#### Notice of Intent to Hold State Metallic Minerals Lease Sale State Lands to be Offered for Metallic Minerals Exploration

The Minnesota Department of Natural Resources announces that plans are being developed to hold the state's twenty-third sale of metallic minerals exploration and mining leases. The sale is tentatively scheduled for April 1999. The lease sale plans are being announced at this time in order to give mining companies, public interest groups and all other interested parties additional time to review the areas under consideration.

The purpose of Minnesota's metallic minerals rules (*Minnesota Rules*, parts 6125.0100 - .0700) is to promote and regulate the exploration for, mining and removal of metallic minerals on state-owned and state-administered lands. These rules, and the leases issued under these rules, authorize exploration and development of these minerals and impose certain requirements on the lessee. The requirements include: the payment of rentals that 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 addressing of environmental considerations. In addition, the state lessee must comply with all applicable regulatory laws.

The areas under consideration for the lease sale cover portions of Aitkin, Beltrami, Carlton, Itasca, Koochiching, Lake of the Woods, Roseau, and Saint Louis Counties. Some of the lands being considered have been offered in previous metallic minerals lease sales, but based upon the interest shown by industry, new geologic data, and exploration techniques developed during the past few years, it is felt that within these lands there is significant potential for the discovery of mineral resources. Certain new lands of interest are also being considered for the lease sale.

The exact time and place of the lease sale will be announced by legal notice at least thirty (30) days prior to the sale. Mining unit books, listing the state lands to be offered at the lease sale, will be available for inspection or purchase at that time.

A map showing the general areas under consideration may be obtained from the Division of Minerals, Box 45, 500 Lafayette Road, Saint Paul, MN 55155-4045, telephone (651) 296-4807.

Dated: 14 December 1998

Rodney W. Sando  
Commissioner of Natural Resources  
William C. Brice  
Director, Division of Minerals

## Minnesota Racing Commission

### Notice of Membership of Rulemaking Public Advisory Committee

The publication of this list is made to comply with *Minnesota Statutes* section 14.101 subdivision 2, which requires the publication of the membership of any rulemaking advisory committees once each year.

#### **Minnesota Rules 7869 - 7899 Governing Pari-Mutuel Horse Racing**

John Broeker, President, Minnesota Quarter Horse Racing Association

Troy Mertens, V.P., Canterbury Park Holding Corporation

Ron Banks, President, Minnesota Harness Racing, Inc.

Tom Metzen, President, Horsemen's Benevolent and Protective Association

Stephanie McCarthy, President, Minnesota Thoroughbred Association

## Department of Public Safety

### Office of Pipeline Safety

#### Amended Request for Comments and Notice of Advisory Rulemaking Group

##### **Planned Rules Governing Damage Prevention and the Excavation Notice System, *Minnesota Rules*, Chapter 7560.**

**Subject of Rules.** The Minnesota Department of Public Safety requests comments on its planned rules and amendment to rules governing damage prevention and the excavation notice system. At this time, the Department amends its previous Requests for Comments, found in the August 3, 1998, edition of the *State Register*. Specifically, in addition to the subject areas outlined in the previous Request, the Department wishes to include proposed rules that will establish a timeframe within which parties may respond to notices of probable violation and ask for administrative hearings.

**Persons Affected.** The proposed rules will have a direct affect on persons engaged in excavation for remuneration, and operators of underground facilities, Gopher State One-Call members, and the general public.

**Statutory Authority.** *Minnesota Statutes*, sections 216D.08, subdivision 4 and 299f.60, subdivision 5, give the Commissioner of Public Safety the authority to issue rules with respect to civil penalties. *Minnesota Statutes*, sections 299J.04, subd.1(1) and 299J.04, subd.1(4) give the Commissioner of Public Safety the authority to enforce *Minnesota Statutes*, sections 216D.01 to 216D.09, as provided in sections 216D.08 and 216D.09, through rules. *Minnesota Statutes*, section 14.06(a) requires that agencies adopt rules "setting forth the nature and requirements of all formal and informal procedures related to the administration of official agency duties to the extent that those procedures directly affect the rights of or procedures available to the public."

**Public Comment.** Interested persons or groups may submit comments or suggestions on the planned rules, ask for further information, and/or request to be placed on the Office of Pipeline Safety's mailing list for these rules. The deadline for comments and suggestions on the planned rules is 4:30 P.M., Monday, January 18, 1999.

**Advisory Committee.** An advisory group has been selected to comment on those planned rules concerned with abandoned lines. At publication, this group has met three times with more meetings to be planned for early 1999. The advisory group members are: Michael J. McGrath, MnOPS; Maureen Janke, MnOPS; Leonard Krumm, Minneapolis Public Works; Mark Nelson, NSP; Jeff Kimpling, Willmar Utilities; Steve Wollerman, Austin Utilities; Pete Sargent, Belair Excavating; Jerry Beukelman, Gopher State One Call; Loren Fritz, U.S. West Communications; Richard Nelson, U.S. West Damage Prevention; Steve Yehle, Minnegasco; Mary Palkovich, Minnegasco; Gary Thaden, Mechanical Contractors Association; Scott Johnson, Minnesota Utility Contractor Association; Dan Munthe, SM&P; Mark Palma, Gopher State One Call; Denny Peterson, Citilites, Inc.; Kristine Hernandez, Department of Public Safety.

**Rules Drafts.** The Department is currently in the process of preparing a draft of the planned rules and amendments.

**Agency Contact Person.** Written or oral comments, questions, and requests for more information on these planned rules should be addressed to: Maureen Janke, Office of Pipeline Safety, 444 Cedar Street, Suite 157, St. Paul, Minnesota 55101; phone # (651) 296-0649. TTY users may call the Department at (651) 282-6555.

**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 be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started, but they will be considered when drafting the rule.

Dated: 7 December 1998

Donald E. Davis  
Commissioner, Department of Public Safety

## Teachers Retirement Association

### Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Friday, December 18, 1998 at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

## Department of Transportation

### Appointment and Meeting of a State Aid Variance Committee

**NOTICE IS HEREBY GIVEN** that the Commissioner of Transportation has appointed a State Aid Variance Committee who will conduct a meeting on Wednesday, December 16, 1998 at 10:00 a.m. in Conference Room 194 Water's Edge Building, 1500 West County Road B-2, Roseville Minnesota, 55113.

This notice is given pursuant to *Minnesota Statute* 47k.705.

The purpose of this open meeting is to investigate and determine recommendations for variances from minimum State Aid roadway standards and administrative procedures as governed by *Minnesota Rules* for State Aid Operations 8820.3300 adopted pursuant to *Minnesota Statutes* Chapters 161 and 162.

The agenda will be limited to these questions:

- 1. Petition of the City of Stillwater** for a variance from *Minnesota Rules* 8820.9936, so as to allow a 40 km/h horizontal design speed on Municipal State Aid Street No. 121 (Curve Crest Boulevard), between West of Stillwater Boulevard and 62nd Street in the City of Stillwater, in lieu of the required 50 km/h design speed.
- 2. Petition of the City of Fairmont** for a variance from *Minnesota Rules* 8820.9961, so as to allow 45 degree diagonal parking on both sides of Municipal State Aid Street No. 101 (Downtown Plaza), between County State Aid Highway No. 26 (Blue Earth Avenue) and Fourth Street, with stall depths of 5.5 meters and one-half street widths on both sides of 8.8 meters, in lieu of the required 6.0 meter stall depth, and one-half street widths of 13.7 meters.
- 3. Petition of the City of St. Paul** for a variance from *Minnesota Rules* 8820.9936, so as to allow lane widths of 3.0 meters with 2.4 meter parking lanes on both sides of Municipal State Aid Street Nos. 235 (Wabasha Street) and Municipal State Aid Street No. 236 (St. Peter Street), between Kellogg Boulevard and Sixth Street, in lieu of the required 3.3 meter lane widths with 2.4 meter parking lanes on both sides of the streets.
- 4. Petition of the City of St. Paul** for a variance from *Minnesota Rules* 8820.9936, so as to allow a street width of 9.6 meters with parking allowed on both sides of Municipal State Aid Street No. 232 (Victoria Street), between Arlington Avenue and Larpenteur Avenue, between the hours of 8:00 A.M. and 1:00 P.m., in lieu of the required 11.4 meter street width with parking allowed on both sides.

10:00 a.m.

City of Stillwater

10:20 a.m.

City of Fairmont

10:40 a.m.

City of St. Paul

Dated: 4 December 1998

Patrick B. Murphy, Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of Stillwater for a Variance from State Aid Requirements for HORIZONTAL DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the Stillwater City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from *Minnesota Rules* as they apply to a proposed construction project on Municipal State Aid Street No. 121 (Curve Crest Boulevard), between West of Stillwater Boulevard and 62nd Street in the City of Stillwater.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a horizontal design speed of 40 km/h, in lieu of the required 50 km/h design speed on Municipal State Aid Street No. 121 (Curve Crest Boulevard), between West of Stillwater Boulevard and 62nd Street in the City of Stillwater.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 4 December 1998

Patrick B. Murphy, Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of St. Paul for a Variance from State Aid Requirements for STREET WIDTH and HORIZONTAL DESIGN SPEED

**NOTICE IS HEREBY GIVEN** that the St. Paul City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from *Minnesota Rules* as they apply to a proposed reconstruction project on Municipal State Aid Street No. 232 (Victoria Street), between Arlington Avenue and Larpenteur Avenue in the City of St. Paul.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a street width of 9.6 meters with parking allowed on both sides of the street on Sundays between the hours of 8:00 A.M. and 1:00 P.M., in lieu of the required 11.4 meter street width allowing parking on both sides of Municipal State Aid Street No. 232 (Victoria Street) between Arlington Avenue and Larpenteur Avenue in the City of St. Paul.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 4 December 1998

Patrick B. Murphy, Division Director  
State Aid for Local Transportation

## Department of Transportation

### Petition of the City of St. Paul for a Variance from State Aid Requirements for LANE WIDTH

**NOTICE IS HEREBY GIVEN** that the St. Paul City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from *Minnesota Rules* as they apply to proposed reconstruction projects on Municipal State Aid Street No. 235 (Wabasha Street) and on Municipal State Aid Street No. 236 (St. Peter Street), between Kellogg Boulevard and Sixth Street in the City of St. Paul.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9936, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow lane widths of 3.0 meters with 2.4 meter parking lanes with parking allowed on both sides of Municipal State Aid Street Nos. 235 (Wabasha Street) and 236 (St. Peter Street), in lieu of the required lane width of 3.3 meters with 2.4 meter parking lanes on both sides of the street.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 4 December 1998

Patrick B. Murphy, Division Director  
State Aid for Local Transportation

# State Grants & Loans

---

---

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

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

---

## Department of Economic Security

### Rehabilitation Services Branch

#### Notice of Availability of Funds for Extended Employment Programs in Stearns County

The Department of Economic Security and the Stearns County Department of Human Services announce a request for proposals to provide Extended Employment services in Stearns County that will be available on to interested parties on 12/16/98. Funds will be made available to provide the Extended Employment services and other vocational rehabilitation services. For the period 2/12/98 to 6/30/98, approximately \$129,727 in Extended Employment funds will be made available through the RFP. Additional funds will also be made available through Stearns County. This RFP is for the services that have been provided by West Central Industries in St. Cloud and Sauk Centre.

To be an Extended Employment Program provider, an organization must be certified by the Rehabilitation Services Branch of the Department of Economic Security in accordance with *Minnesota Rule* 3300.2010. The Extended Employment funding system is described in *Minnesota Rule* 3300.2035. Provisions for new and expanded programs are defined in *Minnesota Rule* 3300.2030. Funding for new and expanded programs is contingent upon the availability of funds. Any city, town, county, non-profit organization or combination of these that operates or proposes to operate a public or non-profit Extended Employment program may apply for funding.

On 12/16/98, informational tours of the existing West Central Industries service locations in Stearns County will be provided for interested parties:

- 9:00 a.m. Tour of Sauk Centre location at 712 Lincoln Loop in Sauk Centre
- 11:00 a.m. Tour of St. Cloud location at 640 54th Avenue North in St. Cloud

On 12/16/98, a bidder's conference will be held at 1:00 p.m. at the following location:

Stearns-Benton Employment and Training Centre,  
333 West Division Street, Suite 210,  
St. Cloud, MN

For information on this Request for Proposals for Extended Employment Services, contact:

Anita Weckman  
Extended Employment Program Specialist  
Rehabilitation Services Branch  
P.O. Box 1705  
St. Paul, MN 55101  
Phone: (612) 297-4569 FAX: (612) 297-5159

Completed applications for funding will be due on January 6, 1999.

**Minnesota Housing Finance Agency,  
Greater Minnesota Housing Fund,  
Metropolitan Council,  
Family Housing Fund, and  
Minneapolis Public Housing Authority**

**Consolidated Request for Proposals for Single Family RFP, Multifamily RFP and Housing Tax Credit Program**

The Minnesota Housing Finance Agency (MHFA), the Greater Minnesota Housing Fund, the Metropolitan Council, the Family Housing Fund, and the Minneapolis Public Housing Authority announce the availability of funds through a Consolidated Request for Proposals. Funds are available to assist in the development, construction, acquisition or rehabilitation of affordable homeownership, home improvement, or rental housing activities for low and moderate income residents of Minnesota.

The Consolidated RFP represents an effort to coordinate the availability of resources agency-wide, and to address communities' comprehensive housing efforts.

Eligible applicants are invited to submit proposals for one or more of the Single Family RFP, the Multifamily RFP and the Housing Tax Credit Program. Separate applications are required for each of the referenced RFPs.

In the event that a comprehensive housing proposal is submitted which includes proposals for more than one of the RFP types, MHFA staff will review and process those funding applications simultaneously.

**Amount of Funds Available:**

Fund availability is listed individually under each specific RFP section below.

**Eligible Locations:**

The MHFA funds are generally available statewide. The RFP partner's funds are available only in the Metro area or Greater Minnesota depending on the specific funding source.

**Eligible Applicants:**

In general, eligible applicants for the majority of resources include Minnesota Cities, Minnesota units of government, Community Housing Development Organizations (CHDOs), community based organizations, Housing and Redevelopment Authorities, Community Action Agencies, limited profit and nonprofit entities, private individuals and tribal organizations.

Eligible applicants for multifamily and tax credit proposals include corporations and partnerships.

Economic Development Authorities and approved lenders are also eligible applicants for some single family resources.

*Habitat for Humanity organizations are not eligible to apply for funding from the Community Revitalization Fund as the primary applicant under the "traditional Habitat model", but are eligible to be secondary partners with those applicants previously mentioned.*

**NEW RESOURCES**

**Employer Matching Grant Program** - This program is available through both the Single Family and Multifamily RFPs.

Contributions made by employers for the new construction, housing or acquisition of affordable housing may be eligible for a matching grant if the employer contribution is:

- made to a fund administered by a nonprofit corporation to which the employer is not associated or to a government agency; and
- used to develop or rehabilitate affordable housing located in Minnesota or used to assist low-income and moderate-income households to acquire affordable housing located in Minnesota.

Eligible activities include downpayment assistance for single family acquisition, and new construction or rehabilitation of multi-family rental housing.

Examples of employer contributions include cash, in-kind donations, materials, etc.

**SINGLE FAMILY RFP**

This Single Family RFP includes the following MHFA programs:

- Community Activity Set Aside Program (CASA);
- Community Fix-up Fund (CFUF);

## State Grants & Loans

---

- Community Revitalization Fund (approximately \$4.5 million available);
- Entry Cost Homeownership Opportunity Program (ECHO);
- MN Rural and Urban Homesteading Program (MURL) (\$2.5 million available);
- Urban Indian Housing Program (UIHP) (approximately \$250,000 available).

GMHF and MHFA will provide funds for the:

- Home At Last Program (HAL) (approximately \$5 million available).

Metropolitan Council will provide funds for the:

- Housing Assistance Loan Program (HALP) (\$125,000 available);
- Local Housing Initiative Account (LHIA) (\$300,000 available).

### Types of Funds Available, Single Family RFP

The Single Family RFP programs fall into the following six categories:

1. **First mortgage loans** provide long term fixed rate financing for the acquisition of a new or existing house for low and moderate income, first time homebuyers.
2. **Interim construction financing** provides either no interest or low interest loans to entities which assist them in acquiring, demolishing, rehabilitating and/or constructing homes. The interest rates on these loans vary. Interest free loans are provided to not-for-profit entities who use innovative construction or rehabilitation methods (including innovative materials, financing methods, and/or other innovative ways) to approach housing problems in a specific community. Interim construction loans *must* be repaid to the funder when the home is completed and sold.
3. **Deferred loans** are interest free loans which require repayment if specific program requirements are not met. A proposal may utilize deferred loans to help bridge financing gaps not covered by a first mortgage and/or other funding resources.
4. **Grants** do not require repayment. Grants can be used for a variety of purposes (i.e. gap financing, construction, rehabilitation, acquisition, demolition, etc.) Each proposal must be specific regarding financing mechanisms.
5. **Home improvement** loans are available to provide low interest loans to improve or maintain an existing home. These are typically second mortgages.
6. **Entry cost assistance** is an interest-free deferred loan designed to support community lending programs for downpayment and closing costs for first time homebuyers.

*NOTE: Because the Community Revitalization Fund is a consolidation of single family funding resources, type of assistance provided by the Fund will vary, depending upon the needs addressed in each application and the availability of respective funding resources. MHFA will notify approved organizations of the terms and conditions, prior to entering into contract(s).*

### Eligible Activities

There are a variety of eligible activities offered through the Single Family programs. Refer to the program concepts in the Single Family Application Packet for specific activities eligible for funding.

In Greater Minnesota, the contributing partners are strongly encouraging communities to use the resources available through this RFP to address the need for affordable single family new construction.

All proposals eligible for financing must address housing needs created by recent/ongoing local economic housing vitality initiatives (EVHI).

### Program Limits

The majority of the programs within this RFP target households with incomes between 80% of the greater of state or area median income limits and lower. A limited amount of funds may be used for household incomes of 115% of the greater of state or area median income. See Single Family Application Package for current income limits.

Existing purchase price limits vary throughout the state, but generally the purchase price must be \$95,000 or less. See Single Family Application Package for current purchase price limits.

## MULTIFAMILY RFP

### Amount of Funds Available

Approximately \$12 million.

### Types of Funding Available, Multifamily RFP

1. **Deferred loan funds** are generally in the form of a zero percent (0%), 20-30 year deferred or subordinate loan or grant. Actual interest rate, term and type of loan or grant will vary depending upon recommended funding source(s) and will be discussed in detail with sponsors upon selection for funding.



2. For developments using the **Federal Housing Tax Credit Program**, loans may be structured with an interest rate to be eligible for inclusion in qualified basis. More information on the Housing Tax Credit Program follows this section.
3. **Long term fixed rate mortgages** for acquisition, refinance, or new construction of multifamily housing for developments that may generate adequate income to service debt are also available. These mortgages are offered through the Low and Moderate Income Rental Program (LMIR) and the New Construction Tax Credit Mortgage Program (NCTC). Separate application materials are not required for the first mortgage programs.

### **Eligible Projects**

Funds may be used for a variety of rental housing types including permanent housing, preservation of federally assisted housing, publicly owned housing, temporary or transitional housing, emergency shelters, supportive housing and HIV/AIDS housing/services.

Permanent rental housing must be "residential housing" or be "generally available to low and moderate income people." The owner of permanent supportive housing shall not also be the provider of services.

- "Residential housing" is housing where the individual units have bathrooms and kitchen facilities.
- Housing that is "generally available to low and moderate income people" is housing for which occupancy is either unrestricted or restricted only on the basis of income.

Some sources of funding may require ownership by a public entity.

A priority may be given to developments which incorporate a youth build component.

Developments which provide for or maintain economic integration are encouraged.

Developments shall be closely targeted to areas of economic growth, or with sufficient market demand (including household growth, local employment growth, low vacancy rates, and long waiting lists) and with an emphasis on housing for large families and single individuals.

All proposals submitted must meet housing needs identified by local housing vitality initiatives (EVHI), or local continuum of care plans.

Developments with age restrictions of 55 and older, however, are ineligible under most funding sources.

### **Income Limits**

The overall goal of the Multifamily RFP is to serve lower income households. Funding sources generally allow incomes up to 50% of median income in the seven-county metropolitan area, and up to 80% of statewide median income in Greater Minnesota (adjusted for family size). Funding sources with an objective of addressing needs identified in a continuum of care plan require lower income limits.\*

### **Gross Rent Limits**

Generally, maximum gross rents shall not exceed 30% of 50% of statewide or area median income.\* This is dependent upon the recommended funding source(s).

*\*NOTE: Priority will generally be given to those developments serving the lowest income households.*

## **HOUSING TAX CREDIT PROGRAM**

The Minnesota Housing Finance Agency (MHFA) is pleased to announce that it is accepting first competition applications for reservation and allocation of the 1999 Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised. The Housing Tax Credits offer a ten year reduction in tax liability to owners and investors in eligible low income rental housing developments involving new construction, rehabilitation or existing rental housing with rehabilitation. Total estimated 1999 tax credits available for the State of Minnesota is \$5.8 million based on anticipated U.S. Census Bureau population figures. This figure will be adjusted in February 1999 when the actual population figures are published.

Beginning in 1999, the MHFA intends to revise its allocation procedure for housing tax credits in two key respects. The primary goal is to convert the tax credit allocation process from three funding cycles to two funding cycles annually, beginning with the 1999 tax credit allocations. The reason for this change is that there have been few tax credits available for the second round in the past few years.

In addition, MHFA intends to have a new process in place for year 2000 credits under which project selection and reservation of credits will take place in the fall of the previous year, so that tax credit developers can begin construction in the spring. This revised allocation process will be implemented for year 2000 credits, which will be allocated in the fall of 1999.

As a result, 1999 will be a transition year, with most of the calendar year 1999 tax credits allocated in the spring of 1999, and the year 2000 credits (together with any 1999 national pool credits or returned credits) reserved in the fall of 1999. In the 1999 Fall Round, MHFA proposes to reserve amounts for selected year 2000 credit applications, and to give priority to 1999 and earlier applications which require supplemental credit allocation up to the remaining balance of 1999 credit authority.

## State Grants & Loans

---

After 1999, the Spring Round will offer for allocation, credit authority remaining or returned since the Fall Round. Additionally, the Spring Round will establish a waiting list for credits that may be returned by projects that are not able to complete carryover requirements by November 1st of the allocation year.

### Credit Formula

The Minnesota Legislature designated the MHFA as the primary apportionment agency for low income housing tax credits for the state and also authorized eligible cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222, Subd. 1(a)(2).

### Local Administration of Tax Credit

The following eligible cities and counties have the authority to administer the tax credits locally:

Duluth (218) 723-3357	St. Paul (612) 266-6616
St. Cloud (612) 252-0880	Dakota County (612) 423-8104
Rochester (507) 285-8224	Washington County (612) 458-6555
Minneapolis (612) 673-5067	

Applicants with eligible buildings located within the jurisdiction of the above local governments must apply to the local administrators for allocation of the low income housing tax credit. Any suballocation to local governments that is not committed by the end of the first competition must be returned to the MHFA for statewide allocation. Nonprofit applicants may apply both to the MHFA and the suballocator for an allocation. Typically, the MHFA will not make an allocation for projects located within the jurisdiction of the cities or counties that have elected to administer the credits until the amounts reserved have been allocated or returned to the MHFA for allocation, except for the nonprofit set-aside.

For 1999, a suballocator may elect to enter into a one year demonstration program with the MHFA in which the participating suballocator may prioritize the developments within their jurisdiction and then turn the application over to the MHFA to perform certain allocation and compliance functions. If applicable to your proposal, contact the suballocator for your location to determine if they have elected to participate in this demonstration program.

### MHFA Administration Tax Credits

Applicants with eligible buildings in the balance of the state, not within the jurisdiction of eligible local credit administrators, may apply to the MHFA for an allocation of low income housing tax credits.

The MHFA has been designated as the credit agency to provide low income housing credits for projects involving qualified 501(c)(3) and 501(c)(4) nonprofit organizations statewide. Ten percent of the state ceiling has been set aside for qualified nonprofits as required by Section 42 of the *Internal Revenue Code* of 1986. Qualified nonprofits can apply to the MHFA for the low income housing tax credit set-aside, regardless of the geographic location of the proposed low income housing building, as specified in the allocation plan.

### APPLICATION PROCESS

To request a Single Family, Multifamily, or Housing Tax Credit Request for Proposal application packet, please contact:

Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101

*Single Family RFP* - (651) 297-3127, or Toll Free: 1-800-710-8871

*Housing Tax Credit or Multifamily RFP* - (651) 297-3294 or Toll Free: 1-800-657-3701

### Application Submission Deadline:

**One copy of the original application form and all attachments PLUS all additional copies required by the specific RFP** are due by **5:00 p.m. on Thursday, February 18, 1999**. Recommendations to the MHFA Board will occur on two dates. Single Family funding recommendations will be made on April 22, 1999. Recommendations for the Multifamily RFP and Housing Tax Credits will be made on May 27, 1999.

This request for proposals is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or family status.

## Department of Human Services

### Notice of Request for Proposals (RFP) for Grants for Alcohol, Tobacco and Other Drug (ATOD) Prevention Projects

DATE ISSUED: December 14, 1998

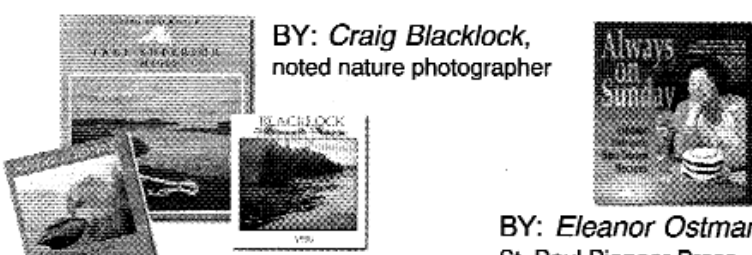
DATE DUE: January 15, 1999

The Chemical Dependency Program Division (CDPD) of the Minnesota Department of Human Services is soliciting Alcohol, Tobacco and Other Drug (ATOD) prevention grant proposals. A total of **\$1,274,848** is available for each funded year. The following dollar amounts are available in each Prevention category:

Community-based	\$576,410
Statewide drug education	\$ 96,438
Prevention Resource Center	\$472,000
Children's Chemical Health Project	\$130,000

Proposals are due January 15, 1999 and the funded grant programs would begin on or about July 1, 1999. To receive a copy of the complete Request for Proposal and an application, please contact: Joan Kaluza, Chemical Dependency Program Division, at (651) 582-1844.

For TTY, contact Minnesota Relay Services at 1-800-627-3529.



**BY: Craig Blacklock,**  
noted nature photographer

## Great Holiday Gifts


**Minnesota's Bookstore**

**117 University Ave.**  
**St. Paul**

*1/2 block West of State Capitol*

**651.297.3000**  
**1.800.657.3757**

**Place a phone or fax credit card order  
and receive delivery in 7-10 days!**  
*(RUSH delivery available at  
additional charge.)*



**BY: Carrol Henderson,**  
DNR Non-Game Wildlife Specialist

# 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 Health

### Drinking Water Protection

#### Public Notice for Proposals for Groundwater Flow Model Development

**NOTICE IS HEREBY GIVEN** that the Drinking Water Protection Section of the Minnesota Department of Health (MDH) is accepting proposals from qualified parties to provide expertise related to groundwater flow modeling. This expertise will be directed towards the development and construction of groundwater flow modeling tools that MDH will use to aid in the implementation of source water protection and wellhead protection programs in Minnesota.

The overall objective of this work effort is to produce a calibrated groundwater flow model for Scott and Dakota Counties, focusing on the Prairie du Chien/Jordan aquifer. Saturated materials overlying the Prairie du Chien will also be included in the model. This model must be developed with a sufficient level of detail to satisfy Minnesota's Wellhead Protection (WHP) Rule requirements for all affected public water supply systems located in the two counties. MDH will make the resultant groundwater flow model available to communities, public water supply systems, and other interested parties for use in developing wellhead protection plans in Scott and Dakota Counties.

MDH expects project work to commence in March, 1999, and to be completed within six months.

This request for proposal does not obligate MDH to complete the project, and MDH reserves the right to cancel the solicitation if it is considered to be in its best interest. All proposals for this project must be submitted by 4:00 p.m., January 15, 1999.

**For a complete copy of the Request for Proposal please contact:**

Bruce Olsen, Supervisor  
Minnesota Department of Health  
Source Water Protection Unit  
121 East Seventh Place  
P.O. Box 64975  
St. Paul, MN 55164-0975  
Telephone: (651) 215-0796  
FAX: (651) 215-0775  
E-mail: [bruce.olsen@health.state.mn.us](mailto:bruce.olsen@health.state.mn.us)

## Department of Natural Resources

### Bureau of Engineering

#### Request for Proposal for Boundary Surveys of State land in Marshall, Beltrami and Lake of the Woods Counties

The Minnesota Department of Natural Resources (DNR) is requesting proposals from qualified firms to conduct boundary surveys of Con-Con lands in Wildlife Management Areas located in Marshall, Beltrami and Lake of the Woods Counties. Site 1 requires the survey of approximately 176 miles of boundary line surrounding Thief Lake Wildlife Management Area(WMA) located in five townships. Site 2 requires the survey of approximately 54 miles of boundary surrounding Espelie WMA, Sem WMA, Moylan WMA, and Sharp WMA, located in various sections of four townships. Site 3 requires the survey of approximately 70 miles of boundary line surrounding Lee WMA, Willow Run WMA, Carmelee WMA, Fireweed WMA, Gun-Dog WMA, Hamre WMA, Saw-Whet WMA, and Wolf Trail WMA, located in various sections of two townships. Site 4 requires the survey of 75 miles of line surrounding East Branch WMA, Rosver WMA, Four Mile Bay WMA, Clear River WMA, Engstrom WMA, Prosper WMA, Rocky Point WMA, South Shore WMA, and Border WMA, located in various sections of fourteen townships.

---

---

## Professional, Technical & Consulting Contracts

Proposals are due no later than 3:00 P.M., January 8, 1999. It is anticipated that multiple firms will be issued professional technical service contracts to perform the work with the term of the contract expiring June 1, 2000.

Details are contained in a complete Request for Proposal which may be obtained by contacting:

Judy Winiiecki, L.S., Principal Land Surveyor  
Bureau of Engineering  
DNR Building - 500 Lafayette Road  
St. Paul, MN 55155-4029  
(651) 296-3589 FAX: (651) 297-5818  
E mail: [judy.winiiecki@dnr.state.mn.us](mailto:judy.winiiecki@dnr.state.mn.us)

## Pollution Control Agency

### Notice of Request for Proposals for Consultant Services for Toxaphene Analyses

The Minnesota Pollution Control Agency (MPCA) requests proposals from laboratories experienced in the quantitative analysis of toxaphene to conduct trace-level analyses of toxaphene and toxaphene-like compounds in environmental sediment samples. Analyses will be conducted at the levels of total toxaphene, homolog class and congener (for a subset of congeners). The number of samples to be tested will be limited by the funds (\$50,000) available for this contract.

Contract Period: April 1, 1999 - March 31, 2000.

Proposals must be received not later than 4:00 p.m. CST on January 8, 1999.

To obtain a copy of the complete Request for Proposal, contact:

Patti King  
Environmental Outcomes Division  
Minnesota Pollution Control Agency  
Phone: (651) 296-8723  
FAX: (651) 297-8324  
e-mail: [patricia.king@pca.state.mn.us](mailto:patricia.king@pca.state.mn.us)

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 employee along with other responses to this Request for Proposal.

## Compare Minnesota -- An economic & statistical fact book

*An in-depth look at Minnesota's business & economic environment*

*... a great companion piece to Minnesota Living!*

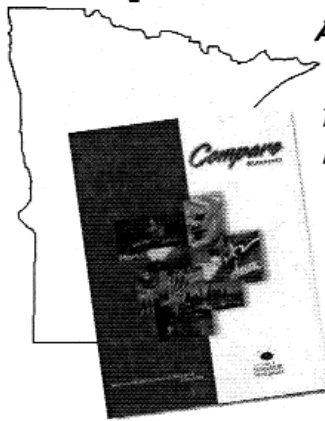
*This 1998-99, tabbed 100+ page reference takes a comprehensive look at how Minnesota compares to other states using a variety of measures:*

- \* industry mix
- \* energy & telecommunications
- \* transportation
- \* demographics
- \* labor
- \* education
- \* construction & real estate
- \* major Minnesota industries
- \* government
- \* quality of life
- \* capital resources

**Individual copies sell for \$6.95 ea.\***

**SAVE! Purchase a complete CASE of 14 copies for \$70.00\***

*\*plus sales tax and shipping fee*



**Phone orders  
ONLY please.**

**TO ORDER:**

**Minnesota's  
Bookstore**

**651.297.3000 / 800.657.3757**

Mon-Fri, 8am-5pm

# Non-State Public Bids, Contracts & Grants

---

---

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

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

---

## Metropolitan Council (Minneapolis-St. Paul, MN Metropolitan Area)

### Notice of Request for Proposals (RFP) for Assisting the Council's Environmental Services Division with Program Management Services

The Metropolitan Council Environmental Services (MCES) owns and operates nine wastewater treatment plants and 550 miles of interceptor sewers that convey wastewater from municipal sewer systems. MCES plants process 300 million gallons of wastewater everyday from 2.2 million residents in 104 communities and 839 industrial clients.

The objectives of these program management services for this RFP include:

- 1. Program Management:** Manage the work of other architectural/engineering firms on major capital improvement projects, including capital budget, scheduling, risk analysis, regulatory compliance and permitting, use of design standards, internal and external communications, staffing implications, operations and maintenance coordination, and start-up/training coordination.
- 2. Process Engineering:** Provide process engineering support to operations and maintenance staff regarding wastewater treatment and solids processing, including multiple hearth incineration.
- 3. Construction Support Services:** Provide construction management services on capital projects delivered primarily using MCES labor.

A tentative schedule for consultant selection is:

Receive letters of interest	early December 1998
Issue Request for Proposals	early December 1998
General Informational Meeting	mid December 1998
Receive Proposals	late December 1998
Evaluate and Shortlist Proposals	early January 1999
Interview Shortlisted firms	mid January 1999
Council approval	late January 1999
Contract negotiated, executed, NTP	early February 1999

All firms interested in being considered for these program management services and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Administrative Assistant, Contracts and Documents Unit  
Metropolitan Council Environmental Services  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101

Inquiries regarding this project should be directed to William G. Moore at (651) 602-1162.

*Minnesota Statutes*, Sections 473.144 and 363.073, and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules* 5000.3530 will be applicable.

## Minnesota Historical Society

### Request for Bids for Restoration of Carriage Barn, Ice House, and Gazebo at the LeDuc/Simmons House, Hastings, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete the restoration of the Carriage Barn, Ice House, and Gazebo at the LeDuc/Simmons House in Hastings, Minnesota. Work will include stone foundation work on the carriage barn, lumber repairs to the barn, ice house, and gazebo, electrical upgrades and installations, and site work. All work will be in accordance with the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, and the Request for Bids.

The Request for Bid is available by calling or writing Jenna Gruen, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone is (612) 297-5863, e-mail: [jenna.gruen@mnhs.org](mailto:jenna.gruen@mnhs.org).

All bids must be received by Jenna E. Gruen, Contracting Officer for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 or an authorized agent no later than 2:00 p.m. Central Time, Friday, January 22, 1999. A bid opening will be conducted at that time. Bids must be submitted in a sealed envelope with the project name clearly written on the envelope. A Bid Bond must be included in the amount of 5% of the total base bid if the total base bid is over \$50,000. Late bids will not be considered.

Authorized agents for receipt of bids are the following: Jenna E. Gruen, Contracting Officer or any Work Service Center staff member in the Finance and Administration Division on the 4th floor of the History Center. Bids may not be delivered to the information desk, to the guard or to any location or individual other than as specified above.

**There will be a mandatory pre-bid meeting for all interested parties on January 5, 1999 at 10:00 a.m., at the site. The site is located in the City of Hastings right off highway 61 at the corner of highway 61 and East 17th Street.**

Complete specifications and details concerning submission requirements are included in the Request for Bids.

## University of Minnesota

### Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.finop.umn.edu>. Choose BID Information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.

## Upper Minnesota Valley Regional Development Commission

### Notice of Request for Proposals (RFP) for Professional Consultant Services to Produce Promotional Materials for the Minnesota River Valley Scenic Byway

The Upper Minnesota Valley Regional Development Commission is requesting proposals for the design, development, production, and implementation of a brochure, internet website, video, and preliminary concept recommendations for interpretive kiosks for the Minnesota River Valley Scenic Byway. Project duration January 1, 1999 - June 30, 2000. Proposal cost estimates not to exceed \$33,000.

All firms interested in being considered for this project and desiring to receive a complete RFP package are invited to submit a Letter of Interest to:

Dawn E. Hegland  
UMVRDC Physical Development Director  
323 West Schlieman Avenue  
Appleton, MN 56208

Inquiries can be directed to Dawn E. Hegland at (320) 289-1981 or [umvrdc@info-link.net](mailto:umvrdc@info-link.net).

Proposals must be received no later than **4:00 P.M. on December 21, 1998.**

# Minnesota Living -- A Great Recruitment Tool

At last-- an up-to-date employee recruitment publication that's affordable and effectively presents the best of Minnesota!



This full-color, glossy 24-page magazine highlights our state's many assets:

- \* excellent education opportunities
- \* affordable, safe communities
- \* unlimited year-round recreational activities
- \* world class arts and entertainment
- \* rural values and urban sophistication
- \* innovative companies
- \* quality jobs

**Individual copies sell for \$1.00 ea.\***

**SAVE! Purchase a complete CASE of 175 copies for \$150.00\***

*\*plus sales tax and shipping fee*

TO ORDER:

Minnesota's  
Bookstore 

651.297.3000 / 800.657.3757

Mon-Fri, 8am-5pm

Phone orders  
**ONLY please.**

## Carrol Henderson, DNR Non-Game Wildlife Specialist

Best-Selling author of:

*Traveler's Guide to Wildlife in Minnesota*

*Wild About Birds*    *Landscaping for Wildlife*

*Woodworking for Wildlife*



### Traveler's Guide to Wildlife in Minnesota

Locate 120 wildlife sites throughout Minnesota to enjoy during all 4 seasons. Spiral-bound, 320pp. **Stock No. 9-40 \$19.95 + tax & shipping**


<b>Wild About Birds</b>	<b>#9-24 \$19.95</b>
<b>Woodworking for Wildlife</b>	<b>#9-14 \$ 9.95</b>
<b>Landscaping for Wildlife</b>	<b>#9-15 \$10.95</b>

Special Discounts available for set purchases. Call for info.



Meet Carrol Henderson at our Holiday Booksigning  
**Friday, Dec. 4**  
11am-1pm



Minnesota's  
Bookstore 

117 University Ave. St. Paul  
651.297.3000 / 800.657.3757

## Winter Fun in Minnesota

### Ski Minnesota

90 cross-country ski trails within 60 miles of the metro area. Maps, ratings, rips, directions... **Stock No. 19-30 \$10.95\***

### North Central GPS Companion

Navigate your way through Minn., Wisc., and Iowa with 8200 towns & landmarks charted. **Stock No. 12-4 \$13.95\***

### PRIM Maps, Plat Map Books, Atlases

If you're a hunter, be sure to check out our selection of PRIM maps (DNR Public Recreation Information Maps), County Plat Map Books & State Atlases.

### Twin Cities Winter Recreation Guide


95 parks and trails within the metro area for sledding, skiing, snowmobiling, skating, rental information, etc. **Stock No. 19-68 \$14.95\***

*\*plus sales tax and shipping fee*



Phone orders  
**ONLY please.**

TO ORDER:

Minnesota's  
Bookstore 

651.297.3000 / 800.657.3757

Mon-Fri, 8am-5pm



**Craig Blacklock**, noted nature photographer



**Lake Superior Images**

*Photos by Craig Blacklock*

Be swept away by the force of this outstanding collection of photographs by noted nature photographer, Craig Blacklock. This softcover edition presents 154 color photos taken as Blacklock first hiked and then sea-kayaked to places inaccessible by road along 1,200 miles of shoreline. Softcover, 192pp.

**Stock No. 19-64 \$29.95 + tax & shipping**

*also by Blacklock—*

**Border Country #19-37 \$35.00**

**Seasons Calendar #15-50 \$10.95**

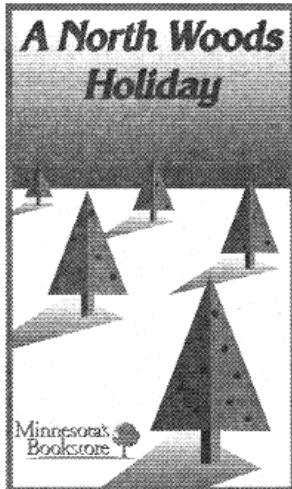
**Meet Craig Blacklock at  
our Holiday Booksigning  
Friday, Dec. 4  
11am-1pm**



**Minnesota's  
Bookstore**

117 University Ave. St. Paul  
651.297.3000 / 800.657.3757

**A North Woods  
Holiday**



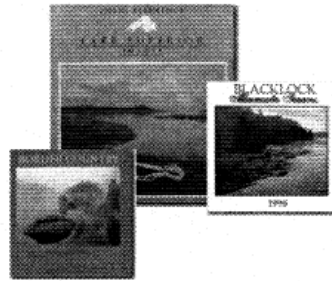
**Celebrate a North Woods Holiday**

with Minnesota's Bookstore as we welcome guest authors:

*Craig Blacklock*, noted nature photographer,

*Eleanor Ostman*, St. Paul Pioneer Press food columnist

and *Carrol Henderson*, DNR Non-Game Wildlife Specialist/author



**Friday, December 4  
11am-1pm**

**Minnesota's  
Bookstore**

**117 University Ave.  
St. Paul**

*1/2 block West of State Capitol*



**Eleanor Ostman**, St. Paul Pioneer Press food columnist

Eleanor's writing style:

*"Erma Bombeck meets the Reader's Digest".*

*...favorite recipes from among nearly 4,000 tested  
for the column*

**Always on Sunday**

*Eleanor Ostman's Best Tested Recipes*

Take advantage of Eleanor Ostman's 30 years experience in testing, tasting and judging recipes for her *St. Paul Pioneer Press* Food column. This cookbook comes with a bonus!

It is seasoned with anecdotes of her meeting with such celebrities as James Beard, Paul Newman, Julia Childs, and others.

Softcover, 360pp. **Stock No. 19-69 \$19.95 + tax & shipping**



**Meet Eleanor Ostman at  
our Holiday Booksigning  
Friday, Dec. 4  
11am-1pm**



**Minnesota's  
Bookstore**

117 University Ave. St. Paul  
651.297.3000 / 800.657.3757



# Admin MINNESOTA

117 University Avenue • St. Paul, Minnesota 55155  
 Metro Area 651-297-3000  
 Toll Free 1-800-657-3757  
 FAX 651-297-8260  
 Metro Area 651-282-5077 Greater MN 1-800-657-3706

Department of Administration  
 Communications Media Division

Periodicals  
 U.S. Postage  
 Paid  
 Permit No.  
 326630  
 St. Paul, MN

Please notify us of any address changes so that we can continue to give you our best service. Include your old mailing label to speed your service.

Printed on recycled paper  
 20% post-consumer waste

**TO ORDER:**

Complete attached order blank. Please include sales tax. Include either your VISA/MasterCard, American Express or Discover credit card number with the expiration date, or a check/money order made out to the State of Minnesota. Orders by phone are accepted when purchasing with your credit card. Please include a phone number where you can be reached during the day in case we have questions about your order.

**PREPAYMENT REQUIRED.**

Merchandise may be returned if it is in resalable condition.

**NOTE:**  
*State Register* and other subscriptions do not require sales tax or postage and handling fees.

Shipping Charges	
Subtotal	Add:
Up to \$25.00	\$3.00
\$25.01 - \$50.00	\$5.00
\$50.01 - \$100.00	\$7.00
\$100.01 - \$1,000.00	\$10.00

**For Your Convenience, photocopy this order blank**

Code No.	Quantity	Description	Item Price	Total
Name or Company			<b>Subtotal</b>	
Attention		Address		6 1/2 % tax MN residents 7% St. Paul residents
City				
	State	Zip	Add Shipping Charges from chart at left.	
American Express/VISA/MasterCard/Discover No.			<b>TOTAL</b>	
Signature		Expiration Date	Telephone (During Day)	



*Prices subject to change without notice.*  
 Please allow about 6 weeks for delivery.  
 In a hurry? Stop by our Bookstore.  
 Bookstore hours: 8:00-5:00 Monday-Friday

**If tax exempt, please provide ES number or send completed exemption form.**