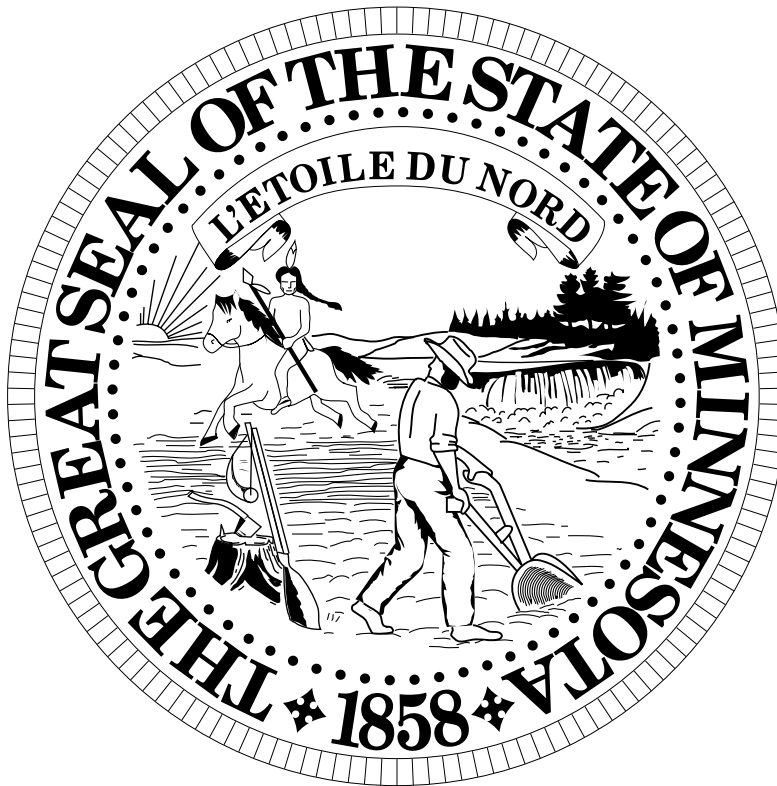


**State of Minnesota**

# **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 23 July 2001**  
**Volume 26, Number 4**  
**Pages 71-100**

# 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, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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| Vol. 26<br>Issue<br>Number | PUBLISH<br>DATE  | Deadline for both<br>Adopted and Proposed<br>RULES | Deadline for: Emergency Rules, Executive and<br>Commissioner's Orders, Revenue and Official Notices,<br>State Grants, Professional-Technical-Consulting<br>Contracts, Non-State Bids and Public Contracts |
|----------------------------|------------------|--|---|
| #4                         | Monday 23 July   | Noon Wednesday 11 July                             | Noon Tuesday 17 July  |
| #5                         | Monday 30 July   | Noon Wednesday 18 July                             | Noon Tuesday 24 July  |
| #6                         | Monday 6 August  | Noon Wednesday 25 July                             | Noon Tuesday 31 July  |
| #7                         | Monday 13 August | Noon Wednesday 1 August                            | Noon Tuesday 7 August   |

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Publication Number: 326630 (ISSN 0146-7751)

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# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

## Comments on Planned Rules or Rule Amendments

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

## Rules to be Adopted After a Hearing

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

## Rules to be Adopted Without a Hearing

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

## Minnesota Board of Chiropractic Examiners

### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING on Proposed Rules Governing the Definition of Doctor-Patient Relationship, Minnesota Rules, 2500.6000 and 2500.6050

**Introduction.** The Minnesota Board of Chiropractic Examiners 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: Micki King at Minnesota Board of Chiropractic Examiners; 2829 University Avenue S.E. #300, Minneapolis, MN 55414-3220; **phone:** (612) 617-2222 and **FAX:** (612) 617-2224; or **email** at [micki.king@state.mn.us](mailto:micki.king@state.mn.us). TTY users may call the Chiropractic Board at 1-800-627-3529.

**Subject of Rules and Statutory Authority.** The proposed rules seek to define and clarify when a doctor-patient relationship exists and when sexual misconduct has occurred in the context of a doctor-patient relationship. The statutory authority to adopt the rule is *Minnesota Statutes*, section 148.08, Subd. 3. A copy of the proposed rules is published in the *State Register*. A free copy of the rules is available upon request from the agency contact person listed above and on the Board web site at: [www.mn-chiroboard.state.mn.us](http://www.mn-chiroboard.state.mn.us)

**Comments.** You have until **4:30 p.m. on Friday, 24 August 2001** 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 Friday, 24 August 2001**. 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

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

## Proposed Rules

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requirements is not valid and cannot be counted by the agency when 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 and on our web page at [www.mn-chiroboard.state.mn.us](http://www.mn-chiroboard.state.mn.us). 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: July 10, 2001

Larry A. Spicer, DC  
Executive Director

### **2500.6000 DOCTOR-PATIENT RELATIONSHIP.**

A doctor-patient relationship is established when:

- A. a chiropractor provides examination or treatment services; and
- B. the patient, or one authorized to act for the patient, accepts the services provided.

The doctor-patient relationship exists, regardless of whether the patient was billed or was paying for chiropractic services.

### **2500.6050 SEXUAL MISCONDUCT.**

For the purposes of determining the presence of sexual misconduct:

- A. a person is considered to remain an active patient until no less than two years have elapsed since the last date on which the chiropractor examined or treated the patient; and
- B. the conduct must occur subsequent to the provision of initial examination or treatment.

Consent or mutual consent may not be used by the chiropractor in the defense of an allegation of sexual misconduct by the chiropractor.



# 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.

## Expedited and 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.

## Department of Agriculture

### Adopted Permanent Rules Relating to Seed Testing Fees and Christmas Trees

The rules proposed and published at *State Register*, Volume 25, Number 44, pages 1697-1698, April 30, 2001 (25 SR 1697), are adopted as proposed.

## Department of Human Services

### Adopted Permanent Rules Relating to Family Community Support Services

The rules proposed and published at *State Register*, Volume 25, Number 22, pages 1012-1021, November 27, 2000 (25 SR 1012), are adopted with the following modifications:

#### 9505.0324 HOME-BASED MENTAL HEALTH SERVICES.

Subp. 6. **Excluded services.** The services specified in items A to K are not eligible for medical assistance payment:

I. home-based mental health services to a child or the child's family that duplicate health services funded under part 9505.0323, 9505.0326, or 9505.0327, grants authorized according to *Minnesota Statutes*, section 245.4886, the Minnesota family preservation act, *Minnesota Statutes*, section 256F.03, subdivision 5, paragraph (e), or the Minnesota Indian family preservation act, *Minnesota Statutes*, sections 260.751 to 260.835, except as provided in subitem (1), (2), (3), or (4):

(1) up to 60 hours of day treatment services under part 9505.0323 within a six-month period provided concurrently with home-based mental health services to a child with severe emotional disturbance are eligible for medical assistance payment without prior authorization if the child is being phased out of day treatment services and phased into home-based mental health services or if the child is being phased out of home-based mental health services and phased into day treatment services and the home-based mental health services and day treatment services are identified in the goals of the child's individual treatment plan. Prior authorization may be requested for additional hours of day treatment beyond the 60-hour limit; or

~~(2) up to 45 hours of services provided by a Level I mental health behavioral aide within a six-month period and 90 hours of services provided by a Level II mental health behavioral aide within a six-month period delivered concurrently with home-based mental health services to a child with severe emotional disturbance are eligible for medical assistance payment without authorization if the child is being transitioned into or out of home-based mental health services and these services are identified in the child's individual treatment plan; or~~

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## Adopted Rules

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- (4) ~~up to 96 hours of mental health crisis intervention and crisis stabilization services per calendar year provided by a mobile crisis response team under part 9505.0326 delivered concurrently with home based mental health services to a child with severe emotional disturbance are eligible for medical assistance payment without authorization if the child is being transitioned into or out of home based mental health services and provision of these services is documented in the child's record;~~

### 9505.0326 FAMILY COMMUNITY SUPPORT SERVICES.

Subp. 2. **Eligible providers of family community support services.** The entities in items A and B are eligible to provide family community support services if they meet the requirements of subparts 4 to 6 and 8:

B. a provider under contract to a county board.

For purposes of this subpart, "county board" means the county board of commissioners or a board established under *Minnesota Statutes*, sections 402.01 to 402.10, or 471.59. A provider under contract ~~with a~~ to the county board to render family community support services must provide the required services and may not ~~assign any rights or obligations under its contract with the county board to a third party.~~ For purposes of this item, "third party" means persons who are not ~~contract for family community support services with another party.~~ The persons who provide the services must be employees of the entity provider under contract with to the county board for the family community support services. Notwithstanding the definition in part 9505.0175, subpart 12, "employee" means a person employed by a provider who pays compensation to the employee and who withholds or is required to withhold federal and state taxes from the employee's compensation. An employee is not a self-employed vendor or independent contractor who has a contract with a provider.

Subp. 4. **Provider responsibilities.** To be eligible for medical assistance payment, the provider of family community support services as specified in subpart 2 must meet all the requirements in items A to ~~H~~ F and must also meet the requirements in items G and H if they apply. The mental health professional or practitioner delivering family community support services must work with other persons providing services to the child and shall ensure coordination and nonduplication of services consistent with county board coordination procedures established under *Minnesota Statutes*, section 245.4881, subdivision 5. Services must be provided in accordance with the following requirements:

#### Subp. 5a. **Qualifications of mental health behavioral aide and service criteria.**

- A. Services provided by a mental health behavioral aide are paid at one of two rates according to the qualifications of the mental health behavioral aide.
- (3) ~~Level I mental health behavioral aide services are limited to 90 hours within a six month period without authorization; Level II mental health behavioral aide services are limited to 180 hours within a six month period without authorization. Authorization is needed in order to exceed each limit during any calendar year. The same child may not receive Level I and Level II mental health behavioral aide services concurrently. Hours of service from both a Level I mental health behavioral aide and a Level II mental health behavioral aide can be applied to the care of the same child if specified in the individual treatment plan, but not during the same session or visit with the child. Medical assistance covers the cost of services of only one mental health behavioral aide, regardless of level, for any one session or visit with the child.~~
- B. Medically necessary services provided by a mental health behavioral aide are designed to improve the functioning of the child and support the family in activities of daily and community living. Delivery of these services must be documented by the mental health behavioral aide via written progress notes ~~and~~ The mental health behavioral aide must implement goals in the treatment plan for the child's severe emotional disturbance that allow the child to acquire developmentally and therapeutically appropriate daily living skills, social skills, and leisure and recreational skills through targeted activities which. These activities may include:
- (7) assisting the parents to develop and use parenting skills that help the child achieve the goals outlined in the child's individual treatment plan or individual behavioral plan. Parenting skills must be directed exclusively to the treatment of the child.



- C. Services must be provided in the child's residence, preschool, school, day care, and other community or recreational setting. "Residence" does not include a ~~group home~~ residential treatment setting licensed under parts 9545.0905 to 9545.1125, a group home licensed under parts 9545.1400 to 9545.1480, a regional treatment facility or ~~other institutional setting, juvenile detention facility~~, an acute care hospital, or a foster care setting in which the license holder is not the primary care giver and does not reside with the child.

**Subp. 5b. Mental health crisis intervention and crisis stabilization services.**

- A. Prior to initiating on-site intervention by the mobile crisis response team, the mobile crisis response team must make an initial assessment of the crisis must be made using the resources of the crisis assistance or emergency services as defined in *Minnesota Statutes*, section 245.4871. The following components must be performed by the mobile crisis response team as part of mental health crisis intervention and crisis stabilization services:

- (2) conduct culturally appropriate assessment ~~which that~~ evaluates the child's current life situation and sources of stress; the child's current mental health problems, strengths, and vulnerabilities; and the child's current functioning and symptoms;

**Subp. 5c. Therapeutic components of preschool program.**

- B. ~~The treatment must be provided by a multidisciplinary team under the clinical supervision of a mental health professional. A multidisciplinary team consists of any combination of the following individuals: a mental health professional and a mental health practitioner under the clinical supervision of a mental health professional on the team, or a program staff person as defined in part 9503.0005, subpart 21, provided that the person meets the qualifications and training of a Level I mental health behavioral aide and is under the direction of a mental health professional. Therapeutic components of preschool programs are provided by a team of multidisciplinary staff under the clinical supervision of a mental health professional who is on the team. In addition to the supervising mental health professional, the team must include a mental health practitioner or a program staff person such as a teacher, assistant teacher, or aide who meets the qualifications and training requirements of a Level I mental health behavioral aide. Direction of the program staff person by the mental health professional must meet the requirements in subpart 5a, item F. The team may recommend and coordinate community service resources and multiple service delivery systems such as county social services, school, the children's mental health collaborative, child protection, and corrections.~~

**Subp. 5d. Therapeutic components of a therapeutic camp program.**

- B. ~~The treatment must be provided by a multidisciplinary team under the clinical supervision of a mental health professional. A multidisciplinary team consists of any combination of the following individuals: a mental health professional, a mental health practitioner under the clinical supervision of a mental health professional, or a program staff person as defined in part 9503.0005, subpart 21, provided the person meets the qualifications and training of a Level I mental health behavioral aide and is under the direction of a mental health professional. Therapeutic components of therapeutic camp programs are provided by a team of multidisciplinary staff under the clinical supervision of a mental health professional. The multidisciplinary team must include at least one program staff person who meets the qualifications and training required of a Level I mental health behavioral aide and is under the direction of a mental health professional, and at least one mental health professional, or one mental health practitioner under the clinical supervision of a mental health professional. Direction of the program staff person by the mental health professional must meet the requirements of subpart 5a, item F. The team may recommend and coordinate community service resources and multiple service delivery systems such as county social services, school, the children's mental health collaborative, child protection, and corrections.~~

**Subp. 7. Excluded services.** The services specified in items A to Q are not eligible for medical assistance payment as family community support services:

- N. family community support services provided in violation of subparts 1 to 6 and 8;

**Subp. 8. Required orientation and training.**

- C. A mental health behavioral aide must receive ~~40~~ 20 hours of continuing education every two calendar years. Topics covered include those specified in part 9535.4068, subpart 2. The continuing education must be related to serving the needs of children with severe emotional disturbance and the child's family in the child's home environment.

## Adopted Rules

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### 9505.0327 THERAPEUTIC SUPPORT OF FOSTER CARE.

Subp. 8. **Excluded services.** The services specified in items A to J are not eligible for medical assistance payment:

- I. therapeutic support of foster care to a foster family if the same services are provided to the family under part 9505.0323, 9505.0324, or 9505.0326; grants authorized according to *Minnesota Statutes*, section 245.4886; the Minnesota Family Preservation Act, *Minnesota Statutes*, section 256F.03, subdivision 5, paragraph (e); or the Minnesota Indian Family Preservation Act, *Minnesota Statutes*, sections 260.751 to 260.835, except as provided in ~~subitems subitem (1); or (2); (3); or (4);~~
  - (1) up to 60 hours of day treatment services under part 9505.0323 within a six-month period provided concurrently with therapeutic support of foster care to a child with severe emotional disturbance are eligible for medical assistance payment without prior authorization if the child is being phased out of day treatment services and phased into therapeutic support of foster care, or if the child is being phased out of therapeutic support of foster care and phased into day treatment services and therapeutic support of foster care and day treatment services are identified within the goals of the child's individual treatment plan. Therapeutic support of foster care must be coordinated with the provision of day treatment services. Prior authorization may be requested for additional hours of day treatment beyond the 60-hour limit; or
  - ~~(3) up to 45 hours of services provided by a Level I mental health behavioral aide within a six-month period and 90 hours of services provided by a Level II mental health behavioral aide within a six-month period delivered concurrently with therapeutic support of foster care services to a child with severe emotional disturbance are eligible for medical assistance payment without prior authorization if the child is being transitioned into or out of therapeutic support of foster care services and those services and the services provided by a mental health behavioral aide are identified in the child's individual treatment plan; or~~
  - ~~(4) up to 96 hours of mental health crisis intervention and stabilization services per calendar year provided by a mobile crisis response team under part 9505.0326 provided concurrently with therapeutic support of foster care services to a child with severe emotional disturbance are eligible for medical assistance payment without prior authorization if the child is being transitioned into or out of therapeutic support of foster care services and provision of these services is documented in the child's record; or~~ **EFFECTIVE DATE:** Parts 9505.0323, 9505.0324, 9505.0326, and 9505.0327, as amended, are effective five days after notice of federal approval is published in the *State Register*.

## Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (Minnesota Statutes 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the State Register. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of Minnesota Statutes, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with Minnesota Statutes 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the State Register. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only.

The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

## Board of Teaching

### Adopted Exempt Permanent Rules Relating to Teacher Licensing

#### 8710.1250 TEMPORARY LIMITED LICENSES.

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

Subp. 3. **Validity and duration of temporary limited licenses.** An application for a temporary limited license must not be submitted prior to ~~August~~ July 1 of the school year for which it is requested. A temporary limited license is issued for one school year or a portion of a school year from the date of issuance to the following June 30 and is valid for use in the requesting school district or charter school only. If the requesting school district or charter school offers summer school, a temporary limited license that expires on June 30 is valid for teaching summer school in the year of expiration of the license.

[For text of subps 4 to 6, see M.R.]

#### 8710.1400 PERSONNEL VARIANCES.

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

Subp. 3. **Duration of personnel variance.** An application for a personnel variance must not be submitted prior to ~~August~~ July 1 of the school year for which it is requested. A personnel variance is valid for one school year or a portion of a school year from the date of state approval to the following June 30. If the requesting school district or charter school offers summer school, the personnel variance that expires on June 30 is valid for teaching summer school in the year of expiration of the personnel variance.

[For text of subps 3a and 4, see M.R.]

**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.

# Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to 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. Specific *Minnesota Statutes* citations accompanying these emergency expedited rules detail the agency's rulemaking authority.

## Department of Natural Resources

### Adopted Expedited Emergency Game and Fish Rules: Turkey Hunt Drawing; Fall Turkey Season

**NOTICE IS HEREBY GIVEN** that the above entitled rule has been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of this rule is *Minnesota Statutes*, sections 97A.435, 97B.711, and 97B.723.

Dated: July 9, 2001

Allen Garber  
Commissioner of Natural Resources

#### 6236.0300 TURKEY HUNT DRAWING.

[For text of subpart 1, see 25 SR 1337]

Subp. 2. **Participation in application drawings.** Applicants may complete an application form for either the spring or fall turkey hunt or both. Qualifying individuals may apply for the resident landowner-tenant turkey drawing. All of the information in items A to G must be supplied on the application forms.

[For text of items A to F, see 25 SR 183]

G. Application deadlines are as follows:

- (1) spring season: the first Friday in December; and
- (2) fall season: the last Friday ~~nearest June 29~~ in July.

[For text of subps 3 and 4, see M.R.]

[For text of subp 5, see 25 SR 183]

[For text of subp 6, see 25 SR 1337]

#### 6236.0700 FALL TURKEY SEASON.

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

Subp. 4. **Open Areas.** Permit areas shall be identified in application materials and on electronically issued licenses by their three-digit number. For combined permit areas, the first three digits shall be used. Wild turkey permit areas are open for the fall turkey season as prescribed by the commissioner. The following wild turkey permit areas are open for the 2001 fall season: 337-338; 339-462; 341-342; 343-347; 344; 345-348; 346; 349; 461; and 464-465.

[For text of subp 5, see M.R.]

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## Expedited Emergency Rules

Subp. 6. **Turkey hunt quotas.** Permit quotas for the 2001 fall season are as follows:

2001 WILD TURKEY PERMIT AREA QUOTAS (FALL)

| <u>Wild Turkey<br/>Permit Area</u> | <u>Time Period and Date</u> |                            |
|------------------------------------|-----------------------------|----------------------------|
|                                    | <u>October 17-21, 2001</u>  | <u>October 24-28, 2001</u> |
| <u>337-338</u>                     | <u>60</u>                   | <u>60</u>                  |
| <u>339-462</u>                     | <u>75</u>                   | <u>75</u>                  |
| <u>341-342</u>                     | <u>325</u>                  | <u>325</u>                 |
| <u>343-347</u>                     | <u>100</u>                  | <u>100</u>                 |
| <u>344</u>                         | <u>100</u>                  | <u>100</u>                 |
| <u>345-348</u>                     | <u>250</u>                  | <u>250</u>                 |
| <u>346</u>                         | <u>195</u>                  | <u>195</u>                 |
| <u>349</u>                         | <u>280</u>                  | <u>280</u>                 |
| <u>461</u>                         | <u>40</u>                   | <u>40</u>                  |
| <u>464-465</u>                     | <u>10</u>                   | <u>10</u>                  |
| <u>TOTAL</u>                       | <u>1,435</u>                | <u>1,435</u>               |
| <u>Grand Total = 2,870</u>         |                             |                            |

**REPEALER.** The expedited emergency amendment to *Minnesota Rules*, part 6236.0300, subpart 2, item G, published in the *State Register*, volume 25, page 183, July 31, 2000, is repealed.

**EFFECTIVE PERIOD.** The emergency amendments to *Minnesota Rules*, part 6236.0300, expire 18 months after adoption. The emergency amendments to *Minnesota Rules*, part 6236.0700, subparts 4 and 6, expire December 31, 2001. After the emergency amendments expire, the permanent rules as they read prior to those amendments again take effect, except as they may be amended by permanent rule.

# Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Minnesota Housing Finance Agency

### REQUEST FOR COMMENTS on Planned Development of Housing Trust Fund Rules, and Planned Development of Rules to Implement the Economic Development and Housing Challenge Program

The Housing Trust Fund is found at *Minnesota Statutes*, section 462A.201, and *Minnesota Rules*, section 4900.1920 to 4900.1924. The Economic Development and Housing Challenge Program is found at *Minnesota Statutes*, section 462A.33.

**Subject of Rules.** The Minnesota Housing Finance Agency requests comments on its planned development of Housing Trust Fund rules, and development of rules to implement the Economic Development and Housing Challenge Program.

The Agency plans to undergo rulemaking to reflect recent amendments to Minnesota laws governing the Housing Trust Fund, and the Economic Development and Housing Challenge Program. During 2001 Special Session, the Legislature passed, and the Governor signed, *First Special Session Laws of Minnesota*, Chapter 4. This legislation, among other things, consolidated certain existing agency programs into the Housing Trust Fund and the Economic Development and Housing Challenge Program, as described below.

The Housing Trust Fund is found at *Minnesota Statutes*, section 462A.201, and is a development program that has historically served the lowest income families and individuals. The recent legislative amendments consolidate funding from the Housing Trust Fund Transitional Housing Program, Rent Assistance for Family Stabilization (RAFS) Program, and some funding from the Affordable Rental Investment Fund, into the Housing Trust Fund to increase existing funding.

The Economic Development and Housing Challenge Program is found at *Minnesota Statutes*, section 462A.33, and was created through legislation in 1999, yet funded on a one-time basis. This program leverages state resources for housing development by requiring employer or business participation, and local government or charitable organization participation. The recent legislative amendments consolidate funding from the Affordable Rental Investment Fund, Community Rehabilitation Fund, Employer Matching Grant Program, and the Minnesota Urban and Rural Homesteading Program, into the Economic Development and Housing Challenge Program, and makes it part of the agency's base budget.

**Persons Affected.** The development of Housing Trust Fund rules, and development of rules to implement the Economic Development and Housing Challenge Program, would likely affect stakeholders in the housing industry, such as:

- Housing Advocates
- Financers and developers of housing
- Financers and developers of housing for low- and moderate- income persons and families, housing developers of supportive housing
- Eligible tenants and/or owners of units
- Cities, Housing and Redevelopment Authorities/Agencies, and Public Housing Authorities/Agencies
- Private Developers
- Nonprofit Organizations

**Statutory Authority.** *Minnesota Statutes*, section 462A.06, subdivision 11, authorizes the Agency to adopt rules respecting its mortgage lending, construction lending, rehabilitation lending, grants, and temporary lending, and any such other rules as are necessary to effectuate its corporate purpose. See also, *First Special Session Laws of Minnesota 2001*, Chapter 4, Article 4, section 13.

**Public Comment.** Interested persons or groups may submit comments or information on these planned rules in writing or orally until **4:30 p.m. on September 24, 2001**. The Agency does not contemplate appointing an advisory committee to comment on the planned rules.

**Rules Drafts.** The Agency has prepared a draft of the concepts to be addressed in the rules and anticipates that a draft of such concepts will be available on the Agency Website at [www.mhfa.state.mn.us](http://www.mhfa.state.mn.us) after July 18, 2001.

**Agency Contact Persons.** Written or oral comments, questions, requests to receive a draft of the rule concepts, and requests for more information on these planned rules, should be directed to: Denise Rogers, [Denise.Rogers@state.mn.us](mailto:Denise.Rogers@state.mn.us), at (651) 296-8206 for issues related to the Housing Trust Fund, and Gina Green, [Gina.Green@state.mn.us](mailto:Gina.Green@state.mn.us), at (651) 296-8147 for issues related to the



Economic Development and Housing Challenge Program. **TTY** users may call the Agency at **(651) 297-2361**. The **FAX** number for both contact persons is **(651) 296-8139**.

**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.

Dated: July 16, 2001

Katherine G. Hadley, Commissioner  
Minnesota Housing Finance Agency

## **Department of Human Services**

### **Community Supports for Minnesotans with Disabilities**

#### **Notice that Requests for ICF/MR Rate Adjustments Are Now Being Accepted and Must Be Received by August 24, 2001 for Consideration at the September 24, 2001 Meeting of the ICF/MR Statewide Advisory Committee**

Requests for rate adjustments related to plans for downsizing, relocating, or closing Intermediate Care Facilities serving persons with Mental Retardation (ICFs/MR), to rate adjustments exceeding 90 days, or to addressing a demonstrated need for access are now being accepted by the ICF/MR Statewide Advisory Committee.

Providers or counties that submit rate adjustment requests must also submit a current local system needs assessment or amendment and a work plan and corresponding budget for review and determination.

The committee review shall ensure that:

- (1) Applications are in compliance with applicable state and federal law and with the state plan.
- (2) Cost projections for the proposed service are within fiscal limitations.
- (3) All requests are considered in comparison to each other and the criteria for ranking proposals developed in 1997.

**The following guidelines apply to submitted requests:**

- (1) County support must be documented (see **DHS Bulletin# 01-56-12, attachment B/C**).
- (2) The work plan must include a detailed request, history and relevant information, explanation of benefits of this proposal and timelines for facility action.
- (3) Corresponding budget information must show breakdown of current losses, what effect the losses have on the facility and the individuals served, rate history, and who prepared the budget.
- (4) Please submit all requests to the Statewide Advisory Committee, Minnesota Department of Human Services, 444 Lafayette Road, St. Paul Minnesota, 55155-3857, **no later than 4:00 p.m. August 24, 2001**.

Questions about submitting rate adjustment requests may be referred to Sanford Bettcher, CSMD Division, by calling **(651) 582-1930**.

## **Department of Labor and Industry**

### **Labor Standards Unit**

#### **Notice of Correction to Commercial Prevailing Wage Rates**

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/18/00, for **Labor Code 409, Glaziers**, in **Cass, Crow Wing, Morrison, Stearns, Meeker, Wright, Sherburne, Benson, Mille Lacs, Kanabec, Koochiching, Itasca, Aitkin, Carlton, Pine, St. Louis, Lake, Cook and Mower Counties**.

Copies of the certified wage rates for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling **(651) 296-6452**. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Gretchen B. Maglich  
Commissioner

## Minnesota Sentencing Guidelines Commission

### Notice of Public Hearing to Consider Modifications to the Sentencing Guidelines

THE MINNESOTA SENTENCING GUIDELINES COMMISSION WILL HOLD A PUBLIC HEARING on **Wednesday, August 22, 2001, at 4:00 p.m.** in Room 300 North, State Office Building, St. Paul, Minnesota. The public hearing is to consider proposed modifications to the sentencing guidelines and commentary regarding the ranking for new and amended crimes, other action to address legislation passed during the 2001 legislative session and 2001 special legislative session, and other technical modifications.

Additional copies of the proposed modifications are available, free of charge, by contacting the Minnesota Sentencing Guidelines Commission at University National Bank Building, 200 University Avenue West, Suite 205, St. Paul, MN 55103, or by calling Voice: **(651) 296-0144**. Deaf/Hard of Hearing/Speech Impaired Only TTY users may call this agency through the MN Relay Service: 1 (800) 627-3529; ask for (651) 296-0144. If you need special accommodations to attend, please contact the Minnesota Sentencing Guidelines Commission as soon as possible. This notice is available in alternative formats upon request.

All interested persons are encouraged to attend the hearing and offer comments. Persons wishing to speak may register in advance by contacting the Commission staff at the above address/telephone number.

The Commission will hold the record open for five days after the public hearing to accept additional written comment on the proposed modifications. On **Thursday, September 13, 2001, the Commission will meet at 3:00 p.m.** at the Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 to formally adopt or reject the proposed modifications. If adopted, the modifications will become effective as noted in each of the sections.

#### **I. Proposed Modifications to Rank the Severity of New or Amended Crimes Passed by the Legislature during the 2001 Session and the 2001 Special Session - Effective September 14, 2001**

##### **A. The Commission proposes to rank the following crimes in Section V. OFFENSE SEVERITY REFERENCE TABLE as follows:**

###### **Severity Level IX**

Fleeing a Peace Officer (resulting in death) - 609.487, subd. 4(a)

###### **Severity Level VII**

Criminal Sexual Conduct 3 - 609.344, subd. 1(c), (d), (g), (h), (i), (j), (k), ~~& (l)~~ & (m)

~~Fleeing a Peace Officer (resulting in death) - 609.487, subd. 4(a)~~

###### **Severity Level VI**

Criminal Sexual Conduct 4 - 609.345, subd. 1(c), (d), (g), (h), (i), (j), (k), ~~& (l)~~ & (m)

###### **Severity Level I**

Fraudulent Drivers' Licenses and Identification Cards - 609.652

##### **B. The Commission proposes to add the following crimes to the *Unranked Offense List* in Section II.A.03 of the Commentary after considering the changes made by the Legislature during the 2001 Session and the 2001 Special Session:**

Torture or cruelty to pet or companion animal - 343.21, subd. 9(c)(d)(f)(h)

Service animal providing service - 343.21, subd. 9(e)(g)

##### **C. The Commission proposes to add the following crimes to the *Misdemeanor and Gross Misdemeanor Offense List* after considering the changes made by the Legislature during the 2001 Session and the 2001 Special Session:**

Overworking or mistreating animals (second or subsequent torture or cruelty)

343.21, subd. 9(a)

Torture or cruelty to pet or companion animal (substantial bodily harm)

343.21, subd. 9(b)

- D. The Commission considered the changes made by the Legislature during the 2001 Session and the 2001 Special Session and proposes to continue the existing severity level rankings in Section V. OFFENSE SEVERITY REFERENCE TABLE and the existing policies regarding inclusion on the Misdemeanor and Gross Misdemeanor Offense List for the following crimes, unless otherwise noted above:**

Controlled Substance Crime in the Second Degree; Controlled Substance Crime in the Third Degree; Non-Support of Spouse or Child; Aiding an Offender to Avoid Arrest; Possession of Shoplifting Gear; Violation of an Order for Protection; Assault in the Fifth Degree; Domestic Assault; Violation of Restraining Order; Harassment/Stalking.

- E. The Commission considered the changes made by the Legislature during the 2001 Session and the 2001 Special Session and proposes to continue to list the following crimes on the *Unranked Offense List* in Section II.A.03 of the commentary:**

Dissemination or Possession of Pornographic Work Involving Minors; Aiding an Offender, Accomplice after the Fact.

## II. Other Proposed Modifications - Effective September 14, 2001

- A. The Commission proposes to add the following departure reasons for “dangerous offenders” and “career offenders” to section II.D.2.b**

2. Factors that may be used as reasons for departure: The following is a nonexclusive list of factors which may be used as reasons for departure:

....

- b. Aggravating Factors:

....

- (8) Offender is a “dangerous offender who commits a third violent crime” (See *Minnesota Statute* § 609.1095 subd. 2).

- (9) Offender is a “career offender” (See *Minnesota Statute* § 609.1095 subd. 4).

- ~~(8)~~(10) The offender committed the crime....

- ~~(9)~~(11) The offender intentionally selects the victim....

- B. The Commission proposes to modify comment language (II.D.204) as it relates to special sentencing provisions for “patterned sex offenders,” “dangerous offenders,” and “career offenders”**

*II.D.204. As special sentencing provisions were established by the legislature under Minnesota Statutes § 609.108; 609.1095, subd. 2; and 609.1095, subd. 4, that are available to judges when sentencing certain sex offenders, “dangerous offenders,” and “career offenders.” The use of one of these sentencing provisions would constitute a departure under the sentencing guidelines and a judge must provide written reasons that specify the substantial and compelling nature of the circumstances that the requirements of the statute have been met.*

- C. The Commission proposes to modify and clarify language in section II.B Concurrent/Consecutive Sentences that is no longer relevant because of previous modifications**

- F. Concurrent/Consecutive Sentences:** Generally, ~~When~~ when an offender is convicted of multiple current offenses, or when there is a prior felony sentence which has not expired or been discharged, concurrent sentencing ~~is presumptive~~ shall be given in all cases not covered below. In certain ~~There are two~~ situations in which consecutive sentences are presumptive; there are ~~four~~ other situations in which consecutive sentences are permissive. These situations are outlined below. The use of consecutive sentences in any other case constitutes a departure from the guidelines and requires written reasons pursuant to *Minnesota Statutes* § 244.10, subd. 2 and section D of these guidelines.

- D. The Commission proposes to include Impaired Aircraft Operation under M.S. 360.0752 to DWI related criminal history provisions for Criminal Vehicular Homicide and Injury offenses in section II.B.3**

3. Subject to the conditions listed below, ...There is the following exception to this policy when the current conviction is for criminal vehicular homicide or injury: previous violations of section 169A.20, 169A.31, 169.121, 169.1211, ~~or~~ 169.129 or 360.0752 are assigned two units each and there is no limit on the total number of misdemeanor points included in the criminal history score due to DWI violations.

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*II.B.301. ...Therefore, prior misdemeanor and gross misdemeanor sentences for violations under 169A.20, 169A.31, 169.121, 169.1211, ~~or 169.129~~ or 360.0752 shall be used in the computation of the misdemeanor/gross misdemeanor point when the current conviction offense is criminal vehicular homicide or injury....*

*II.B.302. ...The Commission believes that offenders whose current conviction is for criminal vehicular homicide or injury and who have prior violations under 169A.20, 169A.31, 169.121, 169.1211, ~~or 169.129~~ or 360.0752 are also more culpable and for these offenders there is no limit to the total number of misdemeanor points included in the criminal history score due to DWI violations....*

III. Technical Modifications and Corrections

A. Corrections to Offense Severity Reference Table

....

Tear Gas & Tear Gas Compounds; Electronic incapacitation devices - 624.731,

III subd. 8

....

II Dishonored Check (over \$500) - 609.535, subd. 2a (a)(1)

....

B. Corrections to Numeric Reference of Felony Statutes Table

| STATUTE                         | OFFENSE                       | SEVERITY<br>LEVEL |
|---------------------------------|-------------------------------|-------------------|
| 609.535 subd. 2a <u>(a)</u> (1) | Dishonored Check (over \$500) | 2                 |

## 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.

### Minnesota Department of Agriculture Dairy and Food Division

#### Notice of Availability of Grant Funds for Dairy Profitability Enhancement Teams

Grants to Dairy Profitability and Enhancement Teams are available from the Minnesota Department of Agriculture, as authorized by the *Laws of Minnesota Special Session*, Chapter 2 Section 11, for regional or statewide organizations to administer one-on-one educational delivery teams to provide appropriate new technologies, including rotational grazing and other sustainable agriculture methods, applicable to small and medium sized dairy farms to enhance the financial success and long-term sustainability of dairy farms in the state. Dairy development and profitability enhancement teams are encouraged to engage in activities including, but not limited to, comprehensive financial analysis, risk management education, enhanced milk marketing tools and technologies, five-year business plans, and design and engineering costs. Activities must be spread throughout the dairy producing regions of the state. Applicants are strongly encouraged to coordinate risk management education and use of milk marketing tools and technologies through Minnesota Department of Agriculture's risk management program and certified risk management instructors.

These teams must consist of farm business management instructors, dairy extension specialists, and dairy industry partners to deliver the informational and technological services. These teams must report semiannually to the program director on the aggregate changes in producer financial stability, productivity, product quality, animal health, environmental protection, and other performance measures attributable to the program. Information reported must be sufficient to establish regional and statewide performance benchmarks for the dairy industry a format that maintains the confidentiality of business information related to any single dairy producer. Grants to individual producers must not be used for capital improvements or for the start up of a new dairy enterprise.

Grants will be awarded **September 1, 2001 to June 30, 2002.**

Interested parties wishing to apply for grant funds must submit an application to:

David Weinand  
Minnesota Department of Agriculture  
90 West Plato Boulevard  
St. Paul, MN 55107-2094  
**Phone:** (651) 215-3946

Two copies of the application must be received by **4:00 p.m. C.D.T. on August 13, 2001.** At the Department's discretion, applicants may be asked to meet with the Department or submit clarification. Questions concerning the grant application should be directed to David Weinand.

Grant funds will be withheld from grantees that fail to submit reports. Applicants must include participants from the areas of extension and farm business management on the diagnostic teams. Preference will be given to those applicants whose proposals are aimed at small and medium sized farms, show low administrative cost versus services delivered to dairy producers and also for innovative ideas for delivering information and technology to dairy producers.

### Department of Children, Families and Learning Office of Teaching and Learning

#### Request for Proposal for a Grant Contract - Adult Basic Education Innovative Grant Program

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide innovative educational instruction, program administration or service delivery in Adult Basic Education (ABE). Proposed projects may provide direct service to ABE clients or may develop products or services that can be used to supplement ABE programs. Innovative projects must address important, often neglected needs occurring in adult basic education. Projects must not simply expand regular ABE programming, but they should be innovative in whole or in part, and if successful, they would be worthy of

## State Grants & Loans

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replication elsewhere in the State. "Innovativeness" might apply to the project design, instructional methods, material development, research, evaluation, assessment, data collection, outreach, or other program components.

Funding is available for the 2002 fiscal year (July 1, 2001 through June 30, 2002). A total of \$162,000 is available for FY 2002 under this program. Maximum grant size is \$40,000 although the average grant size ranges from \$5,000 to \$15,000. Application deadline is **September 21, 2001**.

For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist  
Minnesota Department of Children, Families and Learning  
Adult Basic Education Unit  
1500 Highway 36 W.  
Roseville, MN 55113  
**Phone:** (651) 582-8432  
**Email:** [laurie.rheault@state.mn.us](mailto:laurie.rheault@state.mn.us)

## Minnesota Planning

### Local Planning Assistance

#### **\$500,000 in Grants Available to Support Local Planning Activities**

Minnesota Planning is accepting grant proposals from Regional Development Commissions, or in regions not served by a Regional Development Commission some other regional entity, to support planning work on behalf of local units of government. Minnesota Planning will award ten grants of \$50,000 each.

All applications must be postmarked no later than **5:00 p.m., Friday, August 24, 2001**. The goal of these grants is to provide funding to regional organizations so that they may assist their member governments in conducting a variety of local planning efforts. Such efforts may be directed to individual or multi-jurisdictional organizations and are intended to enhance local planning, improve cooperation and address specific local government issues or needs. All planning work conducted under this appropriation must also consider the impact on property rights.

For a grant application packet or further information on these grants, please contact Andrea Dick at **(651) 297-1257** or **email:** [andrea.dick@mnplan.state.mn.us](mailto:andrea.dick@mnplan.state.mn.us) or consult Minnesota Planning's web site at [www.mnplan.state.mn.us](http://www.mnplan.state.mn.us).



## State 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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

## Department of Administration

### Facilities Management Bureau

#### Notice of Request for Proposals for Alternative Transportation Study

The Department of Administration requests proposals for a three and one-half month contract to study alternative transportation options and strategies and make detailed recommendations for implementation. The contract shall be in effect from September 17, 2001 to December 31, 2001 and has an estimated value of \$50,000.00. The agency is not bound by this amount.

A Complete Request for Proposal may be obtained by calling or writing:

Plant Management Division  
Department of Administration  
117 University Avenue, Room 301  
St. Paul, MN 55155  
**Phone:** (651) 296-5677  
**Office Hours:** 7:00 a.m. - 5:00 p.m.

Proposal responses must be submitted no later than **3:30 p.m. on Friday, August 10, 2001**. It is anticipated that evaluation and selection will be completed by Monday, August 27, 2001.

## Department of Corrections

### Notice of Request for Proposals Inmate Tracking System for Minimum Security Units of Minnesota Correctional Facilities

The Minnesota Department of Corrections (DOC) is requesting proposals for service or product inclusive of technical assistance that tracks the movement/location of inmates within several yards in a one hundred (100) acre area adjacent to the minimum security unit of the Minnesota Correctional Facility-Faribault (MCF-FRB). The service/product must have an alerting system if inmates leave the one hundred acre area. Upon the success of the services at MCF-FRB, future use of this service/product may be implemented at other minimum security units in the DOC.

It is anticipated that the contract resulting from this RFP will be effective September 10, 2001 through June 30, 2003.

Potential responders interested in submitting a proposal should call, write, fax or e-mail for the full RFP, which will be sent free of charge to interested vendors. Proposals must be submitted to the department contact listed below. Other state personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline. Proposals must be received by the contact person listed below no later than **2:30 p.m. CDT, August 13, 2001**.

Shelby Richardson, Contracts Coordinator  
Minnesota Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5219  
**Phone:** (651) 642-0372  
**Fax:** (651) 603-6770  
**Email:** [srichardson@co.doc.state.mn.us](mailto:srichardson@co.doc.state.mn.us)

## State Contracts

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### Department of Corrections

#### Notice of Request for Proposals for Providing Assessment and Therapy Services for Incarcerated Sex Offenders

**NOTICE IS HEREBY GIVEN** that the Sex Offender Treatment Program (SOTP) at the Minnesota Correctional Facility-Lino Lakes is requesting proposals for providing assessment and therapy services to incarcerated sex offenders in the SOTP program and case consultation to therapy staff. The contract period will be case consultation to therapy staff. The contract period will be from October 1, 2001 through June 30, 2003.

Compensation will be provided by the Department of Corrections at a negotiated rate for an approximate eight to twelve hours per week. Specific details on the purpose and scope of these services can be obtained by calling Robin A. Goldman, SOTP Director, at **(651) 717-6194**. The proposals must be submitted by **4:00 p.m. on August 13, 2001**, to:

Robin Goldman,  
Re: Contract Proposal  
SOTP, MCF-Lino Lakes  
7525 4th Avenue  
Lino Lakes, MN 55014.

### Minnesota Historical Society

#### Request for Bids for Exterior Restoration of the Charles Lindbergh Boyhood Home, Little Falls, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete the Exterior Restoration of the Charles Lindbergh Boyhood Home in Little Falls, Minnesota. Work will include re-roofing, wood siding and trim repairs, repainting, stone retaining wall repairs, and associated work. All work will be in accordance with the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, the Contract, the Drawings, and the Request for Bids.

##### Submission of Bids

All bids must be received by Chris M. Bonnell, 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 Daylight Savings Time, Tuesday, August 7, 2001**. 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: Chris M. Bonnell, Contracting Officer or any Work Service Center staff member, both located 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.

Submit one copy of the bid using the form provided, sealed in an envelope or package with the bidder's name, address, and the name of the project for which the bid is being submitted clearly written on the outside. Bids must be signed in ink by the bidder or an authorized agent of the bidder firm. The Society reserves the right to request supplemental information from bidders.

**PLEASE NOTE THAT THE ABOVE ADDRESS IS THE MINNESOTA HISTORY CENTER. IF PROPOSALS ARE BEING HAND DELIVERED, VENDORS MAY PARK IN THE ON-SITE LOT, BUT SHOULD ALLOW ENOUGH TIME TO DELIVER THEIR PROPOSALS TO THE CONTRACTING OFFICE ON THE 4TH FLOOR OF THE BUILDING. ACTUAL RECEIPT OF PROPOSALS BY THE CLOSING TIME IS REQUIRED FOR CONSIDERATION.**

**There will be a mandatory pre-bid meeting for all interested parties on Tuesday, July 31 at 10:00 a.m. at the site.** The site is located southwest of downtown Little Falls.

##### Society Contacts

Bid documents and questions regarding this request should be directed to Chris M. Bonnell, Contracting Officer, at **(651) 297-5863**.  
**Email:** [chris.bonnell@mnhs.org](mailto:chris.bonnell@mnhs.org).

Documents can be reviewed at:

Minneapolis Builders Exchange  
1123 Glenwood Avenue  
Minneapolis, MN 55405  
**Phone:** (612) 381-2620  
**Fax:** (612) 381-2621

Builders Exchange of St. Paul  
445 Farrington Street  
St. Paul, MN 55103  
**Phone:** (651) 224-7545  
**Fax:** (651) 224-7549

Construction Market Data, Inc.  
9443 Science Center Drive  
New Hope, MN 55428  
**Phone:** (612) 537-7730  
**Fax:** (612) 537-6932

St. Cloud Builders Exchange  
30 South 6th Avenue  
P.O. Box 746  
St. Cloud, MN 56302-0746  
**Phone:** (320) 252-5832  
**Fax:** (320) 251-0081

### **Condition of Receipt of Proposals**

This Request for Proposals does not obligate the Society to award any specific project. The Society reserves the right to cancel this solicitation or to change its scope if it is considered in the best interest of the Society.

The Society reserves the right to waive irregularities in proposal content or to request supplemental information from bidders. This provision will be liberally interpreted to permit consideration of all proposals received by the stated deadline for submission.

This entire presentation, including the Technical Specifications, Instructions to Bidders, Supplementary Conditions, General Conditions, and the Request for Bids does not constitute a legal offer. A legal binding contract will not be formed until all parties involved have fully executed a written contract which incorporates all mutually agreed instructions, specifications, conditions, and bids.

## **Department of Human Services**

### **Continuing Care Division, HIV/AIDS Programs**

#### **Notice of Request for Proposals to Provide Clinical Supervision to HIV Comprehensive Case Management Providers**

The Minnesota Department of Human Services, Continuing Care for Persons with Disabilities Division, HIV/AIDS Programs is soliciting proposals from qualified mental health practitioners to provide clinical supervision to HIV case managers funded under HIV/AIDS Programs grants. The goal of comprehensive HIV case management is to support access to cost effective health care services; to reduce the risk of HIV transmission; to ensure that basic client needs are met (food, shelter, and medical care); and to increase client access to needed community supports or services. The Clinical Supervision grants awarded under this Request for Proposals (RFP) process are intended to provide culturally sensitive mental health clinical supervision to case managers in order to improve the quality of care they provide to persons living with HIV (Human Immunodeficiency Virus).

The primary services that will be provided by grantees awarded grant contracts will include:

1. Group clinical supervision;
2. Individual clinical supervision; and
3. Working with eligible agencies/case managers to encourage use of this service.

In order to be eligible to receive a grant a proposer must minimally meet the following requirements:

1. Have a graduate degree in one of the behavioral sciences or related fields; and
2. Have at least 4,000 hours of post-master's degree supervised experience in the delivery of clinical services in the treatment of mental illness.

## State Contracts

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The Department intends to award grant contracts to no more than 2 qualified grantees to provide clinical supervision services, for a total amount not to exceed \$25,000 during the grant period (September 1, 2001 - June 31, 2002).

The full text of the RFP, which includes requirements that must be met in order to submit a proposal and proposal evaluation criteria, is available upon request by contacting:

Lori Lippert  
HIV/AIDS Programs  
444 Lafayette Road  
St. Paul, MN 55155-3872  
**Phone:** (651) 582-1980  
**TTY:** (651) 297-5353  
**Email:** [lori.lippert@state.mn.us](mailto:lori.lippert@state.mn.us)

Proposals must be submitted in the format described in the RFP document. Proposals must be received no later than **4:00 p.m., August 14, 2001. Late proposals will not be considered.**

## Department of Natural Resources

### Notice of Availability of Contract for Neighborhood Wilds Program Coordinator

The Minnesota Department of Natural Resources is requesting proposals for the purpose of coordinating the Neighborhood Wilds Program during a pilot project through November 30, 2003. Under the program, property owners are encouraged to manage their natural resources in a coordinated, ecologically appropriate manner. The program coordinator will work with the Neighborhood Wilds Steering Committee to recruit and select neighborhoods in the seven-county Metro area to participate in the program. Participating groups of property owners will receive technical assistance and a written management plan provided by an interdisciplinary team of professional resource managers from DNR and partner organizations. Some neighborhoods will also be selected to participate in a cost-share demonstration projects in which management activities will be implemented on private property.

Work is proposed to start after August 15, 2001.

A Request for Proposals will be available by mail from this office through July 30, 2001. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After July 30, 2001, the Request for Proposals must be picked up in person.

The Request for Proposal can be obtained from:

Don Mueller  
DNR, Division of Forestry  
1200 Warner Road  
St. Paul, MN 55106  
**Fax:** (651) 772-7599

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **4:30 p.m. Central Daylight Time on August 6, 2001. Late proposals will not be considered.**

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## **Department of Natural Resources**

### **Division of Fisheries**

### **Division of Wildlife**

#### **Notice of Fish and Wildlife Habitat Stamp Art Contests**

##### **Background about the Fish and Wildlife Habitat Stamp Art Contests**

*Minnesota Statutes* 97A.045 and *Minnesota Rules* 6290 permit the Commissioner of the Department of Natural Resources (DNR) to conduct contests for selection of designs for fish and wildlife habitat stamps.

**NOTICE IS HEREBY GIVEN** that entry dates for four habitat stamp contests conducted by the Department of Natural Resources (DNR) are as follows:

1. **Year 2002 Trout and Salmon Stamp contest.** Entries will be accepted beginning **July 23, 2001**, and continuing until **4:00 p.m. Friday, August 3, 2001**, at the DNR Fisheries Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4012.
2. **Year 2002 Migratory Waterfowl Stamp contest.** Entries will be accepted beginning **August 13, 2001**, and continuing until **4:00 p.m. Friday, August 24, 2001**, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007.
3. **Year 2002 Pheasant Habitat Stamp contest.** Entries will be accepted beginning **September 4, 2001**, and continuing until **4:00 p.m. Friday, September 14, 2001**, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007.
4. **Year 2003 Turkey Habitat Stamp contest.** Entries will be accepted beginning **January 8, 2002**, and continuing until **4:00 p.m. Friday, January 19, 2002**, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007.

All entries for the contests must be accompanied by the appropriate application materials. Contest application packages, which include all entry forms and specifications, are available by writing: Minnesota DNR Information Center, 500 Lafayette Road, Saint Paul, Minnesota 55155-4040; or by calling the DNR at (651) 296-6157, toll free 1-888-646-6367.

Dated: July 13, 2001

Ray Norrgard  
Division of Wildlife  
Department of Natural Resources

## **Department of Natural Resources**

### **Bureau of Information and Licensing**

### **Boat and Water Safety Section**

#### **Request for Proposals for Television and Radio Public Service Announcement Production**

The Minnesota Department of Natural Resources (DNR) is seeking proposals for producing three television and three radio public service announcements (PSAs) to increase Minnesotan's knowledge of the dangers of intoxicated boat operation, the importance of the use of life jackets and other boating safety issues. The TV spots must be shot using 16 mm or 35 mm film, not video. The contract may be extended for a second year upon agreement between the state and the contractor. Copies of the complete Request for Proposals may be obtained at the Department of Natural Resources, 5th floor Information and Education reception desk, 500 Lafayette Rd., St. Paul, MN 55155-4046 between 8 a.m and 4:30 p.m., Monday through Friday or may requested by mail.

Those wishing tapes of prior DNR boat and water safety PSAs should bring or mail one VHS videotape and one audio cassette at least 60 minutes long to the above address to replace the ones we will give you.

Estimated cost of the contract is \$100,000. Final dates for submitting proposals is **3:00 p.m., August 6, 2001**. For more information, contact Timothy M. Smalley, DNR boat and water safety section at the above address. **Email:** [tim.smalley@dnr.state.mn.us](mailto:tim.smalley@dnr.state.mn.us) or call (651) 296-0895. Smalley is the only authorized information contact for this project.

## Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State 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.

## County of Anoka

### Notice of Request for Proposals for the Provision of Professional Services to Develop a Web Application

**NOTICE IS HEREBY GIVEN** for the provision of professional services to develop an application that would automate the processing of selected vendor invoices through a web-based entry system.

Proposals shall be submitted in exact accordance with the Request for Proposals package (including General Information and General Contract Provisions).

The Request for Proposals package may be obtained by contacting Sue Carlson, Information Services Project Leader, Anoka County Information Services, Anoka County Government Center, 2100 3rd Avenue, Anoka, Mn 55303, or by phoning **(763) 323-5338**, or by emailing your request to: [sue.carlson@co.anoka.mn.us](mailto:sue.carlson@co.anoka.mn.us).

Deadline for proposals is **4:00 p.m. on Friday, August 17, 2001.**

If you need an accommodation, such as an interpreter or printed material in an alternate format (i.e., braille or large print) because of a disability, please contact Sue Carlson, Information Services Project Leader, at (763) 323-5338, TDD/TTY (763) 323-5289.

Kathy Doty  
Assistant County Attorney

John "Jay" McLinden  
County Administrator

## Metropolitan Airports Commission

### Notice of Call for Bids for Snowmelter Repair/Maintenance Service

Sealed bids will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until **2:00 p.m., Local Time, Wednesday, August 15, 2001**, for the procurement of **SMOWMELTER REPAIR/MAINTENANCE SERVICE**.

At this time and place the bids will be publicly opened and read aloud. If mailed the Commission's mailing address is 6040 28th Avenue South, Minneapolis, MN 55450-2799, and **bids to be considered must be received by the Commission by the date and hour set for opening of bids.**

A mandatory pre-bid conference will be conducted on **Tuesday, July 31, 2001, at 10:30 a.m.** Failure to attend this meeting will result in rejection of the bid. Prospective bidders will meet at:

MAC General Office  
6040 28th Ave. S.  
Minneapolis, MN 55450

A site visit will be conducted at 9:15. Vendors desiring to be included in the tour **MUST** contact JoAnn Brown, (612) 726-8146, no later than July 25, 2001, so adequate transportation can be arranged.

Bids shall be according to the specifications. The Commission reserves the right to reject any or all bids or portions thereof, and to waive any minor irregularities or informalities therein. Copies of the Specifications may be obtained at the office of the Commission, 6040 28th Avenue South, Minneapolis, Minnesota, 55450. **Phone:** (612) 726-8146.

Date: July 17, 2001

Metropolitan Airports Commission  
JoAnn Brown/Buyer-Administrator



## **Metropolitan Council**

### **Notice of Request for Proposals (RFP) for MetroGIS Internet-Enabled Data Distribution Mechanism**

#### **Contract 01P068**

The Metropolitan Council is requesting professional services proposals for the design and implementation of an Internet-based, data delivery mechanism that provides the range of desired functionality identified as part of the Metro GIS Regional Parcel Data Pilot Project.

**Issue Requests for Proposals**  
**Receive Proposals**  
**Contract negotiated, executed, NTP**  
**Project Completion**

**July 23, 2001**  
**September 4, 2001**  
**October, 2001**  
**August, 2002**

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

Amanda Petersen, Administrative Assistant, Contract and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1585  
**Fax:** (651) 602-1138  
**Email:** [amanda.petersen@metc.state.mn.us](mailto:amanda.petersen@metc.state.mn.us)

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund, **Phone:** (651) 602-1801.

*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.

## **Metropolitan Council – Metro Transit**

### **Request for Proposals for Regional Fare Collection System**

#### **Procurement Number 6046**

The Metropolitan Council, the principal provider of public transit services in the Minneapolis and St. Paul area through its Metro Transit division, will receive proposals for a regional fare collection system. The project is to include equipment to support a fare collection system using smart cards for new light rail and existing bus operations.

All proposals must be received on or before **4:00 p.m. C.D.T., September 5, 2001**, at the following address:

Chris Gran, Director of Purchasing  
Metro Transit  
Metropolitan Council  
515 North Cleveland Ave.  
St. Paul, MN 55114  
**Phone:** (612) 349-5060

Proposals received later than the above time and date will be rejected and returned to the proposer unopened. A pre-proposal meeting will be held on **August 15, 2001, at 1:00 p.m. C.D.T.** at the Metro Transit Heywood Office, 560 Sixth Avenue North, Minneapolis, MN 55411.

Written requests to obtain a copy of the RFP document are to be sent to: **email:** [christopher.gran@metc.state.mn.us](mailto:christopher.gran@metc.state.mn.us)

## Non-State Contracts & Grants

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### 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 Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

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



## Planning your BWCA Trip

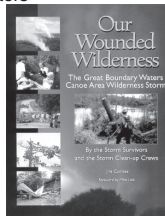
### Our Wounded Wilderness:

#### **The Great Boundary Waters Canoe Area Wilderness Storm**

Through news articles, 250 maps and photos and eye-witness accounts of storm survivors and the storm clean-up crews, author Jim Cordes provides a record of the July 4, 1999 wind and rain storm in the Boundary Waters

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**Stock No. 19-83 \$29.95**



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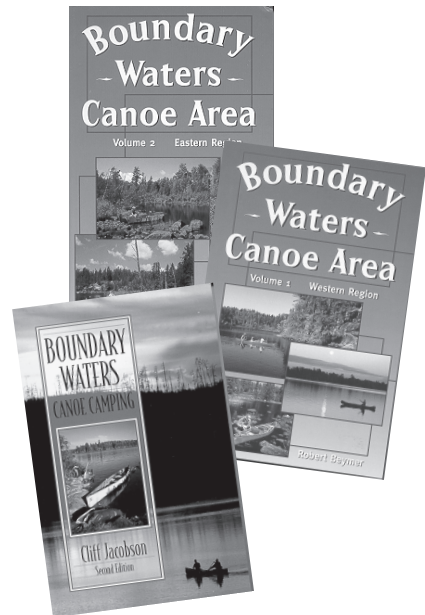
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#### **Vol. 1 - Western Region**

Learn about 27 entry points in the western part of the BWCA wilderness-- those accessible from the Sawbill Trail and the Gunflint Trail. Softcover, 295pp. **Stock Number 9-80 \$14.95**

#### **Vol. 2 - Eastern Region**

Learn about 28 entry points in the eastern part of the BWCA wilderness-- those accessible from the Echo Trail, from Fernberg Road and from State Highway 1. Softcover, 270pp. **Stock Number 9-79 \$14.95**



### Boundary Waters Canoe Camping

Canoeing authority Cliff Jacobson explains the best and safest ways of planning and enjoying a BWCA journey. Learn about obtaining permits, packing the right supplies, and practicing low-impact camping techniques to polishing your paddling skills, traveling with children, and knowing how to deal with hazards when you are deep in the wilderness. Softcover, 171pp. **Stock No. 9-12 \$14.95**

*Prices & availability subject to change without notice.*



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TTY: 651.282.5077 or 800.657.3706

Fax: 651.215.5733 [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)

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| Company   |  | <b>If Subtotal</b>   | <b>Please</b> |   |
| Name  |  | <b>is ----</b>   | <b>Add:</b>   |   |
| Street Address (Not deliverable to P.O. boxes)              |  | Up to \$25   | \$3.00        |   |
| City ( ) State Zip  |  | \$25.01-\$50   | \$5.00        |   |
| Daytime phone (In case we have a question about your order) |  | \$50.01-\$100  | \$7.00        | <b>Applicable sales tax</b><br>(6.5% MN residents<br>7% St. Paul residents)<br><b>Shipping</b><br>(based on Subtotal)<br><b>TOTAL</b> |
| Credit card number: _____                                   |  | \$100.01-\$1,000   | \$10.00       |   |
| Expiration date: _____ Signature: _____                     |  | If tax exempt, please provide ES number or completed exemption form. ES# _____ |               |   |



Department of Administration

Printed on recycled paper with 20% post-consumer waste.

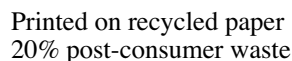
**Source Code: SR001**



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

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

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.



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

| <b>Subtotal</b>       | <b>Add:</b> |
|-----------------------|-------------|
| 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     |



***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

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

| Code No.                                      | Quantity | Description     |   | Item Price                               | Total |
|---|----------|-----------------|---|--|-------|
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
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|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
|   |          |                 |   |  |       |
| Name or Company                               |          |                 |   | <b>Subtotal</b>                          |       |
| Attention                                     |          |                 | 6½ % tax<br>MN residents<br>7% St. Paul residents |  |       |
| Address                                       |          |                 |   |  |       |
| 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)                   |       |

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

**Source Code SR001**