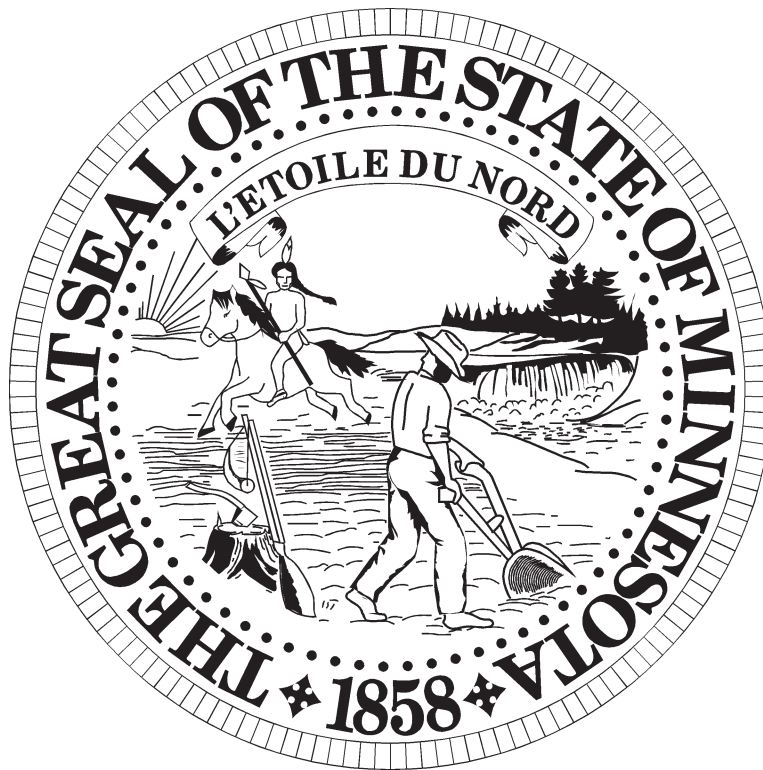


Minnesota

State Register

(Published every Monday (Tuesday when Monday is a holiday.)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;
Official Notices; State Grants & Loans; State Contracts;
Non-State Public Bids, Contracts & Grants**

**Monday 24 February 2014
Volume 38, Number 35
Pages 1131 - 1160**

Minnesota State Register

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

The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-State Public Bids, Contracts and Grants

Printing Schedule and Submission Deadlines

Vol. 38 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 36	Monday 3 March	Noon Tuesday 25 February	Noon Thursday 20 February
# 37	Monday 10 March	Noon Tuesday 4 March	Noon Thursday 27 February
# 38	Monday 17 March	Noon Tuesday 11 March	Noon Thursday 6 March
# 39	Monday 24 March	Noon Tuesday 18 March	Noon Thursday 13 March

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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529

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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*.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Minnesota Department of Employment and Economic Development (DEED)

Unemployment Insurance Division

Proposed Permanent Rules Relating to Unemployment Insurance; Modifying Appeals, Employer Records, and Worker Status Provisions

DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing Are Received; Revisor's ID Number 4207

Proposed Amendment to Rules Governing Appeals, Employer Records, and Worker Status; *Minnesota Rules*, parts 3310.2901, 3310.2902, 3310.2905, 3310.2908, 3310.2910, 3310.2911, 3310.2912, 3310.2913, 3310.2914, 3310.2915, 3310.2916, 3310.2917, 3310.2920, 3310.2921, 3310.2922, 3310.2923, 3310.2924, 3315.0555, 3315.1001, 3310.1010;

Proposed Repeal of Rules Governing Employer Records, *Minnesota Rules*, parts 3310.2902, subpart 2, 3310.2919; 3315.0200, subpart 1; 3315.0203; 3315.0211; 3315.0212, subparts 2 and 3; 3315.0213; 3315.0801; 3315.0805; 3315.0810; 3315.0815; 3315.0820; 3315.0825; 3315.0830; 3315.0835; 3315.0840; 3315.0845; 3315.0901; and 3315.0905

Introduction. The Department of Employment & Economic Development intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on Wednesday March 26, 2014, the Administrative Law Judge will hold a public hearing in the Minnesota Room of the First National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN 55101, starting at 10:00 a.m. on Friday, April 18, 2014. To find out whether the Department will adopt the rules without a hearing or if a hearing will be conducted, you should contact the agency contact person after March 26, 2014 and before April 18, 2014.

Agency Contact Person. Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Christine Hinrichs at Department of Employment & Economic Development, 332 Minnesota Street Suite E200, St. Paul, MN 55101, or via **e-mail** at christine.hinrichs@state.mn.us. **TTY** users may call the Department at (651) 296-3900.

Subject of Rules and Statutory Authority. The proposed rules are about unemployment insurance appeals, employer records, and

Proposed Rules

worker status provisions. The amendments and repeal of various rules are designed to achieve consistency between the rules and relevant governing statutes, to update the rules in light of the Department's expanded use of its online system and telephone hearings, to offer guidance to participants in the hearing process, and to simplify the rules and alleviate burdensome requirements. *Minnesota Statutes*, section 268.105, subdivision 1(b) 2012 authorizes the department to adopt rules on evidentiary hearings, and *Minnesota Statutes*, section 116J.035, subdivision 2 (2012) authorizes the commissioner to adopt rules in order to carry out the commissioner's responsibilities. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Wednesday, March 26, 2014, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about 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 the Administrative Law Judge hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Wednesday, March 26, 2014. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether a public hearing must occur. 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 valid written request for a hearing, the Administrative Law Judge will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

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

Modifications. The Department might modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

Cancellation of Hearing. The Department will cancel the hearing scheduled for April 18, 2014, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at (651) 259-7269 after March 26, 2014 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit valid written requests for a public hearing on the rules, the Administrative Law Judge will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Administrative Law Judge will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge LauraSue Schlatter is assigned to conduct the hearing. Judge Schlatter's legal assistant, Denise Collins, can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, **telephone:** (651) 361-7900 and **fax:** (651) 539-0300.

Hearing Procedure. If the Administrative Law Judge holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal

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period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

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

Statement of Need and Reasonableness. The statement of need and reasonableness summarizes 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. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person, or view the Statement of Need and Reasonableness on the Department's website: <http://mn.gov/deed/about/what-guides-us/rulemaking/index.jsp>.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone:** (651) 296-5148 or 1-800-657-3889.

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

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

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

Dated: 11 February 2014

Katie Clark Sieben, Commissioner
Department of Employment and Economic Development

3310.2901 SCOPE AND PURPOSE.

Parts 3310.2901 to 3310.2924 establish procedures for hearings conducted by unemployment law judges ~~on the appeal~~ following:

A. appeals of department determinations pertaining to eligibility or ineligibility for unemployment benefits, charges to employers' accounts and tax rate assignments, determinations on an employer's liability to pay taxes, determinations on fraudulent payment of unemployment benefits, and all other appeals that are decided by unemployment law judges either by law or rule; or

B. referrals for direct hearing under *Minnesota Statutes*, section 268.101, subdivision 3a.

3310.2902 DEFINITIONS.

Subpart 1. **Scope.** For purposes of parts 3310.2901 to 3310.2924, the terms defined in this part have the meanings given them.

Subp. 2. [See repealer.]

Subp. 3. [Repealed, 33 SR 999]

Subp. 4. **Department.** "Department" means the Department of Employment and Economic Development.

Subp. 4a. **Hearing.** "Hearing" means the de novo due process evidentiary hearing authorized under *Minnesota Statutes*, section 268.105, subdivision 1.

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Subp. 5. **Party.** “Party” means any ~~unemployment benefits~~ applicant or employer whose legal rights, duties, or privileges will be directly determined in a hearing.

3310.2905 NOTICE OF APPEAL HEARING.

Subpart 1. [Repealed, L 2004 c 206 s 53]

Subp. 2. **Information Notice.** ~~The chief unemployment law judge must send a notice of hearing, by mail or electronic transmission, to each party at least ten calendar days before the scheduled date of hearing unless notice is waived by the parties. The notice must state the time, date, method by which the hearing will be conducted, and issues to be considered at the hearing. If the issue to be considered at the hearing involves ineligibility for unemployment benefits because of a separation from employment, the notice must explain that the parties should be prepared to discuss all incidents that arose during the course of the employment that led to the separation. The notice of appeal hearing must also include materials that provide the following information:~~

~~A. a statement that a hearing will be scheduled promptly, and that the parties should begin to prepare for the purpose of the hearing- is to take sworn testimony and other evidence on the issues involved, that the hearing is the only procedure available under the law at which a party may present evidence, and that further appeals consist of a review of the evidence submitted at the hearing;~~

~~B. a statement of the parties’ right to represent themselves or to be represented by an attorney or other duly authorized representative;~~

~~C. a brief description of the procedure to be followed at the hearing-, including the role of the unemployment law judge;~~

~~D. a statement that the parties should bring to the hearing all documents, records, and arrange in advance for the participation of witnesses they need to support their position;~~

~~E. a statement that a party may request find out the name of the other parties’ attorney or other representative and names of the witnesses and documents that another the other party intends to bring to have testify at the hearing, and an explanation of the process for making the request;~~

~~F. a statement that subpoenas may be available to compel the attendance participation of witnesses or the production of documents, and an explanation of the process for requesting a subpoena;~~

~~G. a statement that documents contained in the department’s records, and documents submitted by the parties that will be introduced at the hearing as possible exhibits are available upon request, and an explanation of the process for making the request. will be sent to the parties in advance of the hearing;~~

~~H. If a decision issued under Minnesota Statutes, section 268.105, subdivision 1, paragraph (c), could result in an applicant being overpaid unemployment benefits, the notice must contain the following statement:~~

~~“You have a statement that even if the applicant already received unemployment benefits on your benefit account., it is important for you to attend this hearing even if you are back to work and not receiving unemployment benefits now to participate in the hearing, because if you lose the appeal, you the applicant is held ineligible, the applicant will not be able to receive further unemployment benefits and you the applicant will have to pay back all the unemployment benefits you have already received. These unemployment benefits are called overpaid unemployment benefits and they could be deducted from your state income tax refund, rent credit refund, or from a future benefit account.”;~~

~~I. a statement that the unemployment law judge will determine the facts based upon a preponderance of the evidence along with the statutory definition of “preponderance of the evidence”;~~

~~J. a statement that a party who fails to participate in the hearing will not be allowed a rehearing unless the party can show good cause for failing to participate, along with the statutory definition of “good cause”; and~~

~~K. a statement that an applicant, if unemployed, must file weekly continued requests for unemployment benefits while the appeal is pending.~~

3310.2908 RESCHEDULING AND CONTINUANCES.

Subpart 1. Rescheduling. Requests to reschedule a hearing must be addressed to the ~~appeals office chief unemployment law judge~~ in advance of the regularly scheduled hearing date. The request may be made in person, by telephone or other electronic transmission, or in writing by mail. ~~Unless a determination is made by the appeals office that a request to reschedule a hearing is made for the purposes of delay, A hearing must be rescheduled by the appeals office based on a party's need for additional time to obtain necessary evidence or to obtain representation or adequately prepare, inability to be present at the regularly scheduled time due to illness, other judicial or quasi-judicial proceedings that have previously been scheduled, or other compelling reasons beyond the control of the party that prevent attendance participation at the originally scheduled time. A hearing may be rescheduled only once by each party except in the case of an emergency. If requested by the appeals office, a written statement by mail or electronic transmission confirming the reasons for requesting that the case be rescheduled must be provided to the appeals office by the requesting party chief unemployment law judge.~~

~~Unless a determination is made by the unemployment law judge that a request to reschedule a hearing is made for the purpose of delay, a judge who has been assigned a case for hearing must reschedule a hearing at the request of a party provided grounds for rescheduling have been established. The failure of subpoenaed witnesses to appear at the hearing or the failure to produce subpoenaed documents may constitute grounds for rescheduling. The ten-calendar-day notice requirement for hearings does not apply to rescheduled hearings.~~

Subp. 2. Continuances. If a request for rescheduling is made because of the unavailability of a witness or the need to obtain documents, the unemployment law judge may direct that the hearing take place as scheduled. After obtaining the testimony and other evidence then available, the unemployment law judge must determine whether the hearing should be continued to obtain the testimony of the unavailable witness or the unavailable documents. ~~The ten-calendar-day notice requirement for hearings does not apply to continued hearings.~~

~~The unemployment law judge has the discretion to continue a hearing if the judge determines that additional evidence is necessary for a proper result.~~

3310.2910 NOTICE OF HEARING; CONSOLIDATION OF ISSUES AND NEW ISSUES.

The notice of hearing must be mailed to each party at the last known address at least ten days before the scheduled date of hearing unless notice is waived by the parties. The notice must state the time, date, and place of the hearing, the name of the unemployment law judge who will hear the case, the issues to be considered at the hearing, and must contain the information required by part 3310.2905, subpart 2, items B to H. If the issue to be considered at the hearing involves ineligibility for unemployment benefits because of a separation from employment, the notice must explain that the parties should be prepared to discuss all incidents that arose during the course of the employment that led to the separation. The parties must also be advised of their right to represent themselves or to be represented by an attorney or other duly authorized representative. Upon the motion request of a party to a hearing or on the unemployment law judge's motion, the unemployment law judge may consolidate for hearing issues involving the same parties and ~~The unemployment law judge may take testimony and render a decision on issues not listed on the notice of hearing if each party is so notified on the record at the hearing, is advised of the right to object, and does not object on the record. If a party objects, the unemployment law judge must:~~

A. continue the hearing to allow the party to prepare for consideration of the issue; or

B. direct the department to address the issue and send to the parties a determination by mail or electronic transmission.

3310.2911 INTERPRETERS.

The ~~department chief unemployment law judge~~ must provide an interpreter, when necessary, upon the request of a party. The requesting party must notify the ~~appeals office chief unemployment law judge~~ at least seven five calendar days before the date of the hearing that an interpreter is required. ~~If no request is made, The unemployment law judge must continue any hearing where a witness or principal party in interest is a disabled person so that needs an interpreter can be appointed in order to be understood or to understand the proceedings.~~

All notices and other documents ~~distributed~~ written materials sent to parties and witnesses ~~by the appeals office~~ must be prepared in easily understood English.

A written statement in English, Spanish, ~~Laotian~~, Vietnamese, ~~Cambodian~~, Somali, and Hmong which states that the accompanying documents are important, and that if the reader does not understand the documents, the reader should seek immediate assistance, must accompany all notices and written documents ~~distributed by the appeals office to the party whenever the office has reason to believe the~~

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primary language of the party is one of those previously listed other than English materials sent to the parties.

3310.2912 EXHIBITS IN TELEPHONE CONFERENCE HEARINGS.

Upon receipt of the notice of a telephone conference hearing, and no later than five calendar days before the scheduled time date of hearing, parties may submit to the department chief unemployment law judge, by electronic transmission or mail, any documents they wish a party would like to offer as exhibits at the hearing. Copies of the documents submitted by the parties, as well as all documents that are contained in the department's records that will be introduced as exhibits, must be mailed, or sent by electronic transmission, to all parties or the parties' representative by the appeals office chief unemployment law judge in advance of the hearing.

If a party moves requests to introduce additional documents during the course of the hearing, and the unemployment law judge rules that the documents should be admitted into evidence, the moving requesting party must send, by electronic transmission or mail, copies of the documents to the unemployment law judge and the opposing other party. The record must be left open for sufficient time for the submission of a written objection and for response to the documents. The response may be in writing sent by mail or electronic transmission or. The unemployment law judge may, when appropriate, reconvene the telephone conference hearing to obtain a response or permit cross-examination regarding the late filed exhibits.

3310.2913 ACCESS TO DATA.

The parties to a hearing must be allowed reasonable access to department data necessary to represent themselves properly in proceedings under parts 3310.2901 to 3310.2924 the hearing. Access to data under parts 3310.2901 to 3310.2924 must be consistent with *Minnesota Statutes*, chapter 13; *Minnesota Statutes*, section 268.19; and other all laws relating to data practices. Upon oral or written request by a party or the party's representative, the appeals office must provide copies of documents that are in the department's records that will be introduced as exhibits. The copies data must be provided by the chief unemployment law judge at no cost and, upon request, must be mailed or sent by electronic transmission to the party or the party's representative.

3310.2914 SUBPOENAS AND DISCOVERY.

Subpart 1. **Subpoenas.** The unemployment law judge may issue subpoenas are available to a party to compel the attendance of witnesses, the production of documents or other exhibits, upon a showing of necessity by the requesting party applying for subpoenas. Requests for issuance of subpoenas may be obtained by calling or writing the appeals office must be made to the chief unemployment law judge, by electronic transmission or mail, sufficiently in advance of the scheduled hearing to allow for the service of the subpoenas. The requesting party must identify the person or documents to be subpoenaed, the subject matter of the evidence requested, and their necessity. A request for a subpoena may be denied if the testimony or documents sought would be irrelevant, immaterial, or unduly cumulative or repetitious. A request for a subpoena may be renewed when a party finds an additional basis or need for evidence.

If a party whose request for a subpoena has been denied may request at the time of the hearing that, the unemployment law judge who conducts must reconsider the request during the hearing issue the subpoena and determine whether the request was properly denied. If the unemployment law judge grants determines that the request for a subpoena was not properly denied, the unemployment law judge may adjourn must continue the hearing to allow a sufficient time for service of and compliance with the subpoena.

The unemployment law judge may issue a subpoena on the judge's own motion.

Subp. 2. **Discovery.** Each party, within three working calendar days following demand request by another party, must disclose the name of the party's attorney or other representative and the names of all witnesses the party intends to call have testify at the hearing and identify any written documents that the party intends to introduce at the hearing. The demand request and the response may be made by mail or by telephone electronic transmission. The demanding party must be permitted to inspect any identified documents at a mutually agreeable time and location prior to the hearing if a demand to inspect is made at least three working days before the hearing. Unless otherwise agreed, the demanding party must be permitted to reproduce copies of any identified documents only when reproduction is possible without removing them from a party's possession. Any witnesses unknown at the time of the disclosure request must be disclosed as soon as they become known. If a party fails to comply with the disclosure requirements of this subpart, the unemployment law judge must may, upon request notice by the demanding requesting party, consider rescheduling continue the hearing under part 3310.2908.

3310.2915 DISQUALIFICATION OF UNEMPLOYMENT LAW JUDGE.

An unemployment law judge must remove himself or herself request to be removed from any case by the chief unemployment law judge where the judge believes that presiding over the case would create the appearance of impropriety. No The chief unemployment law judge

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~~may hear must remove an unemployment law judge from~~ any case where any of the parties to the appeal are related to the judge ~~by blood or marriage or have a personal relationship with the judge.~~ ~~A The chief unemployment law judge must not hear~~ ~~remove an unemployment law judge from~~ any case if the judge has a financial or personal interest in the outcome. ~~A judge having knowledge of such a relationship or interest must immediately remove himself or herself from the case.~~

Any party may ~~move for request~~ the removal of a ~~an unemployment law judge~~ by ~~written application of the party together with a submitting to the chief unemployment law judge, by mail or electronic transmission, a written~~ statement of the basis for removal. ~~Upon the motion of the party,~~ The chief unemployment law judge must decide the fitness of the ~~unemployment law judge~~ to hear the particular case.

3310.2916 REPRESENTATION BEFORE UNEMPLOYMENT LAW JUDGE.

~~Any individual may personally appear in any proceeding. In a hearing before an unemployment law judge and, a party may be represented by an attorney or a duly authorized representative. Any partnership may be represented by any of its members, an attorney, or other duly authorized representative. Any corporation or association may be represented by an officer, an attorney, or other duly authorized representative. Except for an attorney-at-law, no person may charge an applicant a fee of any kind.~~

An unemployment law judge may refuse to allow ~~any a~~ person to represent others in any proceeding ~~before an unemployment law judge a hearing~~ if that person ~~is acts in an unethical in conduct or intentionally and manner or repeatedly fails to observe the provisions of the law or rules relative to the proceedings or follow~~ the instructions of the ~~unemployment law judge.~~

3310.2917 PUBLIC ACCESS TO HEARINGS AND RECORDING OF HEARINGS.

Subpart 1. Public access. ~~Appeal Hearings are public hearings. If a member of the public requests to listen in on a hearing conducted by telephone conference, or requests to sit in on a hearing conducted in person, the unemployment law judge must make the appropriate accommodation. An unemployment law judge may exclude nonessential persons a member of the public only when necessary due to physical space limitations or to maintain decorum. Upon the judge's motion or upon the motion of a party, a judge may sequester witnesses due to space limitations or to avoid prejudice or collusion.~~

Subp. 2. Recording. ~~The unemployment law judge must make a recording of all testimony that is the official record. No other voice recordings or pictures may be made in the hearing room of any party, attorney, representative, or witness involved in the hearing while during the hearing is in session.~~

3310.2920 ADMINISTRATION OF OATH OR AFFIRMATION.

~~An unemployment law judge has authority to administer oaths and affirmations. Before testifying, every witness is required to declare to testify truthfully, by oath or affirmation. The mode of administering an oath is as practiced in this state. Minnesota Statutes, sections 358.07 and 358.08, provide the form of the oath or affirmation is as set forth in Minnesota Statutes, sections 358.07 and 358.08.~~

3310.2921 CONDUCT OF HEARING.

~~The chief unemployment law judge has discretion regarding the method by which the hearing is conducted. The hearing must be conducted by an unemployment law judge as an evidence-gathering inquiry, without regard to a burden of proof. The order of presentation of evidence is determined by the unemployment law judge. The judge must inform the parties of the statutory provisions on burdens of proof before the taking of testimony.~~

Each party may present and examine witnesses and offer their own documents or other exhibits. ~~To the extent permitted by Minnesota Statutes, section 268.19, and other laws pertaining to the protection of data, a party must be provided with a copy of any document or exhibit accepted into evidence upon the request of the party. Opposing Parties have the right to examine witnesses, object to exhibits and testimony, and cross-examine the other party's witnesses. The unemployment law judge should must assist unrepresented all parties in the presentation of evidence. The unemployment law judge must rule upon evidentiary objections on the record. The unemployment law judge must permit rebuttal testimony. Parties have the right to make closing statements. Closing statements may include comments based upon the evidence and arguments of law. The unemployment law judge may limit repetitious testimony and arguments.~~

The ~~unemployment law judge~~ must exercise control over the hearing procedure in a manner that protects the parties' rights to a fair hearing, ~~including the sequestration of witnesses to avoid prejudice or collusion.~~ ~~The unemployment law judge must ensure that all relevant facts are clearly and fully developed. The unemployment law judge may, on the judge's own motion, obtain testimony and other evidence from department employees and any other person the judge believes will assist the judge in reaching a proper result.~~

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Before taking testimony, the unemployment law judge must inform the parties of the following:

A. that the purpose of the hearing is to take testimony and other evidence on the issues;

B. that the hearing is the only opportunity available to the parties to present testimony and other evidence on the issues involved;

C. an explanation of how the hearing will be conducted, including the role and obligations of the unemployment law judge;

D. that the parties have the right to request that the hearing be continued so that additional witnesses and documents can be presented, by subpoena if necessary;

E. that the facts will be determined upon a preponderance of the evidence, along with the statutory definition of “preponderance of the evidence”;

F. the statutory provision on burden of proof;

G. that certain government agencies may have access to the information provided at the hearing if allowed by statute and that the information provided may be disclosed under a district court order; and

H. that after the hearing is over, the unemployment law judge will issue a written decision, which will be sent to the parties by mail or electronic transmission.

3310.2922 RECEIPT OF EVIDENCE.

Only evidence received into the record of any hearing may be considered by the unemployment law judge. The parties may stipulate to the existence of any fact or the authenticity of any exhibit.

All competent, relevant, and material evidence, including records and documents in the possession of the parties that are offered into evidence, are part of the hearing record. ~~A~~ An unemployment law judge may receive any evidence that possesses probative value, including hearsay, if it is the type of evidence on which reasonable, prudent persons are accustomed to rely in the conduct of their serious affairs. ~~A~~ An unemployment law judge may exclude any evidence that is irrelevant, immaterial, unreliable, or unduly repetitious. ~~A~~ An unemployment law judge is not bound by statutory and common law rules of evidence. The rules of evidence may be used as a guide in a ~~determination of~~ determining the quality and priority of evidence offered. ~~A~~ An unemployment law judge may draw adverse inferences from the refusal of a party or witness to testify on the basis of any privilege. ~~A~~ An unemployment law judge may only use reliable, probative, and substantial evidence as a basis for decision.

3310.2923 OFFICIAL NOTICE.

An unemployment law judge may take official notice of ~~adjudicative facts and~~ matters of common knowledge and may take notice of facts within the judge’s specialized knowledge in the field of unemployment insurance. Any fact officially noticed must be ~~noticed so stated on the record in the decision during the hearing~~. Parties must be ~~notified of any facts officially noticed by the judge and must be~~ given an opportunity to contest the noticed facts.

~~A judge may officially note any facts that are subject to judicial notice in the courts of Minnesota.~~

3310.2924 EX PARTE COMMUNICATIONS.

Private communication between an unemployment law judge assigned to ~~an appeal~~ conduct the hearing and one ~~or more~~ of the parties to ~~an appeal~~, in the absence of the other parties to the appeal party, is forbidden if it relates to the substance of the matter at issue. Private communication is to be avoided even when it does not relate to the subject matter of the ~~appeal~~ hearing if it would create the appearance of impropriety.

3315.0555 DETERMINING WORKER STATUS.

Subpart 1. **Essential factors.** When determining whether an individual is an employee or an independent contractor, five essential factors must be considered and weighed within a particular set of circumstances. ~~Of~~ The five essential factors to be considered, ~~the two~~ most important are those:

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A. ~~that indicate~~ the right or the lack of the right to control the means and manner of performance; and

B. the right to discharge the worker without incurring liability. ~~Other essential factors to be considered and weighed within the overall relationship are;~~

C. the mode of payment;

D. furnishing of materials and tools; and

E. control over the premises where the services are performed.

The two most important essential factors are items A and B.

Other factors, ~~including some~~ not specifically identified in this part, may be considered if a determination is inconclusive when applying the essential factors, ~~and~~. The degree of their importance may vary depending upon the occupation or work situation being considered and why the factor is present in the particular situation.

Subp. 2. [Repealed, L 2012 c 201 art 3 s 16]

Subp. 3. [Repealed, L 2012 c 201 art 3 s 16]

Subp. 4. [Repealed, L 2012 c 201 art 3 s 16]

Subp. 5. [Repealed, L 2004 c 206 s 53]

3315.1001 SCOPE.

Parts 3315.1001 and 3315.1010 clarify an employer's duty with regard to records ~~and reports~~ as required under Minnesota Statutes, ~~chapter 268~~ section 268.186.

3315.1010 RECORDS.

Subpart 1. **Record keeping.** Each employer must establish, maintain, and preserve records with respect to individuals performing personal services for it, ~~including individuals who perform or assist in performing the work of any employee of the employer if the employer had actual or constructive knowledge that the work was being performed.~~ The records must be preserved for a period of not less than eight four years ~~after the~~ in addition to the current calendar year in which the compensation for the services was paid or payable, ~~and~~. The records must show for each individual the following:

A. name;

B. Social Security number;

C. days and the number of hours each day in which the individual performed ~~personal~~ services;

D. location where services were performed;

E. wages paid and wages due but not paid for ~~personal~~ services, ~~showing separately;~~

(1) ~~money~~ wages, excluding special payments;

(2) ~~wages paid and wages due but not paid, in any medium other than money, excluding special payments;~~

(3) ~~special payments such as bonuses, gifts, and prizes, showing separately money payments, other special payments, and the character of the payments; and~~

(4) ~~tips and gratuities paid to an employee by a customer and accounted for by the employee to the employer as defined in part 3315.0211, subparts 1 and 2;~~

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F. rate and base unit of pay;

G. amounts paid as allowances or reimbursement for travel or other activity ~~pertaining to the furtherance of the employer's business~~ which were not included as wages. The ~~account records~~ must show each item of expense incurred during each pay period or calendar month; ~~and~~

H. ~~the date of separation and the reason, in detail, for the termination;~~

~~F. H.~~ the complete resident address of the employee;

J. for each pay period:

(1) the beginning and ending dates of the period;

(2) the total amount of wages paid and wages due but not paid for personal services performed; and

(3) the date of payment; and

K. for each calendar month or, if less, the established pay period of the employer, the hours spent performing services in employment and the hours spent performing noncovered employment, by each employee for which the provisions of *Minnesota Statutes*, section 268.035, subdivision 15, paragraph (a), clause (5), apply.

Subp. 2. **Instate and outstate.** For services performed ~~within and without both in Minnesota and outside Minnesota~~ the records required by subpart 1 must include:

A. the ~~city or county and~~ state in which the employer maintains a base of operations, ~~as defined in *Minnesota Statutes*, section 268.035, subdivision 12, clause (1), used by the individual;~~

B. the ~~city or county and~~ state from which the services are directed and controlled, ~~if the employer does not have a base of operations in the states in which an individual performs services;~~ and

C. a list of the states in which the individual performs services, other than temporary or incidental services, and the dates services were performed ~~at in each location state~~.

Subp. 3. **Covered and ~~uncovered noncovered~~ employment.** For services performed in both covered employment and noncovered employment within a pay period the records required by subpart 1 must include the hours spent performing services in covered employment and the hours spent performing noncovered employment.

REPEALER. *Minnesota Rules*, parts 3310.2902, subpart 2; 3310.2919; 3315.0200, subpart 1; 3315.0203; 3315.0211; 3315.0212, subparts 2 and 3; 3315.0213; 3315.0801; 3315.0805; 3315.0810; 3315.0815; 3315.0820; 3315.0825; 3315.0830; 3315.0835; 3315.0840; 3315.0845; 3315.0901; and 3315.0905, are repealed.

Expedited Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for normal 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 conditions. Expedited rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain conditions.

Expedited rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited rules detail the agency's rulemaking authority.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Minnesota Department of Education (MDE) Adopted Expedited Rules on Special Education Infant and Toddler Intervention Services

The rules proposed and published at *State Register*, Volume 38, Number 20, pages 608-610, November 12, 2013 (38 SR 608), are adopted as proposed.

Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain emergency conditions.

Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited emergency rules detail the agency's rulemaking authority.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Minnesota Department of Natural Resources (DNR) Adopted Expedited Emergency Game and Fish Rules: Wildlife Management Areas and Light Goose Population Control Light Goose Conservation Action, Special Deer Hunts and Refuges

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, Section 84.027, subdivision 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, sections 97A.137, 97B.731, and 97B.803.

Expedited Emergency Rules

The conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are as follows: Maintaining sustainable resources while allowing as much recreational opportunity as possible requires periodic modification of rules for recreational use of wildlife management areas. The need for control of light geese is based on the annual determination of their populations and prescribed authorization by the federal government.

Dated: 31 January 2014

Tom Landwehr, Commissioner
Department of Natural Resources

6230.0200 SPECIAL PROVISIONS FOR WILDLIFE MANAGEMENT AREAS.

[For text of subs 1 to 10, see M.R.]

Subp. 11. Areas with other restrictions.

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

E. The St. Michaels Meadows Wildlife Management Area in Wright County is closed to firearms hunting, but open to trapping and archery deer hunting.

[For text of subs 12 and 13, see M.R.]

6240.0600 SPECIAL PERMITS FOR LIGHT GOOSE POPULATION CONTROL.

Subpart 1. **Definition.** For purposes of this part, "light goose" means a lesser snow goose including a blue phase lesser snow goose (*Anser c. caerulescens*) or a Ross' goose (*Anser rossii*).

Subp. 2. **Permit required.** A person may not take a light goose during the period prescribed in subpart 3 except under a valid permit and in full compliance with the conditions contained in the permit and in this part. Residents and nonresidents may apply for permits. No hunting license or stamps are required. A permit holder must have a permit in possession at all times when taking or transporting light geese taken under this part and must retain the permit for as long as the permit holder possesses light geese taken under this part.

Subp. 3. **Open harvest period.** Light geese may be taken from March 1 to April 30 with permits issued under this part. Shooting hours are one-half hour before sunrise to one-half hour after sunset.

Subp. 4. **Bag limits.** No daily or bag limits apply to taking light geese under this part.

Subp. 5. **Game refuges and waterfowl refuges.** All stage refuges closed to migratory waterfowl hunting are closed to taking light geese under this part. All waterfowl refuges closed by posting to taking ducks or geese during any portion of the fall waterfowl seasons are closed to taking light geese under this part. All controlled hunting stations in the Lac qui Parle Game Refuge, Chippewa and Lac qui Parle Counties, are closed to taking light geese under this part.

Subp. 6. Permit conditions; applicability of other laws and rules.

A. A permit issued under this part is effective on the date of issuance or on March 1, whichever occurs later. A permit expires on April 30 of the year of issuance.

B. Except as provided in subparts 2 to 5, all applicable provisions of state statutes and federal law for taking migratory waterfowl apply to taking light geese under this part. All applicable rules for taking migratory waterfowl apply to taking light geese under this part, unless inconsistent with or otherwise provided in this part.

C. Permittees must submit records of their light goose harvest by July 1 on forms provided by the commissioner.

Subp. 7. **Permit application.** Application for a permit under this part must be made using the application processes established by the commissioner under *Minnesota Statutes*, section 84.027, subdivision 15.

Subp. 8. **Penalties.** Violation of this part or the conditions of any permit issued under this part results in revocation of the permit and other penalties as provided by state or federal law.

Expedited Emergency Rules

Subp. 9. **Light goose permit eligibility.** To be eligible for a light goose permit, a person must not have any small game hunting privileges revoked within one year prior to purchasing a light goose permit.

REPEALER. The expedited emergency amendments to *Minnesota Rules*, part 6230.0200, subpart 11, published in *State Register*, volume 37, page 845, December 3, 2012, and volume 38, page 791, December 2, 2013, are repealed.

EFFECTIVE PERIOD. *Minnesota Rules*, part 6240.0600, is effective March 1, 2014. The expedited emergency amendment to *Minnesota Rules*, part 6230.0200, subpart 11, expires December 31, 2014.

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, state grants and loans, and state contracts

Minnesota Department of Administration (Admin) Real Estate and Construction Services Notice of State Real Property for Sale

NOTICE IS HEREBY GIVEN that the State of Minnesota is offering for sale approximately 47 acres of vacant land outside of the road Right-of-Way, along with a 20 foot access easement to the land located in Section 24, Township 111, Range 24 West in Lexington Township, Le Sueur County, Minnesota near Le Center. For a bid package, see

<http://mn.gov/admin/government/real-estate/sales-acquisitions/for-sale-and-lease.jsp>

Official Notices

Minnesota Department of Commerce Minnesota Consumer Credit Code and Regulated Loan Act Adjustment of Dollar Amounts

Dollar amounts indexed in the Regulated Loan Act, *Minnesota Statutes*, Chapter 56, and the Minnesota Consumer Credit Code, *Minnesota Statutes*, Section 47.59, will not increase effective July 1, 2014. *Minnesota Statutes*, Sections 47.59, subdivision 3(i), and 56.131, subdivision 4, provide for periodic adjustment in dollar amounts, effective on July 1 of even-numbered years, based on a percentage change in the Implicit Price Deflator for the Gross Domestic Product.

Statute establishes that the percentage change in the reference base index be 10% or more in order to adjust the dollar amounts. The portion of the percentage change in the index in excess of a multiple of ten percent is to be disregarded, and the dollar amounts shall change only in multiples of ten percent. Information provided by the U.S. Department of Commerce, Bureau of Economic Analysis indicates a percentage change from the revised reference base to be 3% calculated to the nearest whole percentage point as required. The index for December 2011 is the reference base index for adjustments, with 2005 = 100. The index was revised nationally to 2009 = 100. The rebased index for December 2011 is 103.783, increasing to 107.121 in December 2013, for a change of 3.22%.

The history of dollar amounts at various dates is available by reviewing prior official notices, or within the Commerce Department's web site: www.mn.gov/commerce. The next published adjustment is scheduled on or before April 30, 2016, or July 1, 2016 based on the December 2015 index.

Minnesota Department of Commerce Restrictions on Deficiency Judgments, Minnesota Property Exemption and Minnesota Homestead Exemption Adjustment of Dollar Amounts

The amount of a deficiency judgment found in *Minnesota Statutes*, Section 325G.22, property exempt from creditor collection action in *Minnesota Statutes*, Section 550.37, and the homestead exemption in *Minnesota Statutes*, Section 510.02 will not increase effective July 1, 2014. These statutes require that the dollar amounts be adjusted in even numbered years based on a percentage change in the Implicit Price Deflator for the Gross Domestic Product.

Statute establishes that the percentage change in the reference base index be 10% or more in order to adjust the dollar amounts. The portion of the percentage change in the index in excess of a multiple of ten percent is to be disregarded, and the dollar amounts shall change only in multiples of ten percent. Information provided by the U.S. Department of Commerce, Bureau of Economic Analysis, indicates the percentage change from the revised reference base to be 3% calculated to the nearest whole percentage point as required. The index for December 2011 is the reference base index for adjustments, with 2005=100. The index was revised nationally to 2009=100. The index for December 2011 is 103.783, increasing to 107.121 in December 2013, for a change of 3.22%.

The history of dollar amounts at various dates is available by reviewing prior official notices, or within the Commerce Department's web site: www.mn.gov/commerce. The next published adjustment is scheduled on or before April 30, 2016, for July 1, 2016 based on the December 2015 index.

Minnesota Comprehensive Health Association (MCHA) Notice for Board of Directors Meeting 4 March 2014

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held at 1:00p.m. on Tuesday, March 4th, 2014.

If anyone wishes to attend or participate in this meeting please contact MCHA's Executive Office (952-593-9609) for additional information.

Minnesota Department of Transportation (MnDOT) Engineering Services Division, Office of Construction and Innovative Contracting Notices of Suspension and Debarment

NOTICE OF DEBARMENT

NOTICE IS HEREBY GIVEN that the Department of Transportation ("MnDOT") has ordered that the following vendors be debarred for a period of thirty (30) months, effective August 22, 2011 until February 22, 2014:

- Marlon Louis Danner and his affiliates, South St. Paul, MN
- Danner, Inc. and its affiliates, South St. Paul, MN
- Bull Dog Leasing, Inc. and its affiliates, Inver Grove Heights, MN
- Danner Family Limited Partnership and its affiliates, South St. Paul, MN
- Ell-Z Trucking, Inc. and its affiliates, South St. Paul, MN
- Danner Environmental, Inc. and its affiliates, South St. Paul, MN

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective March 25, 2011 until March 25, 2014:

- Philip Joseph Franklin, Leesburg, VA
- Franklin Drywall, Inc. and its affiliates, Little Canada, MN
- Master Drywall, Inc. and its affiliates, Little Canada, MN

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective May 6, 2013 until May 6, 2016:

- Gary Francis Bauerly and his affiliates, Rice, MN
- Gary Bauerly, LLC and its affiliates, Rice, MN
- Watab Hauling Co. and its affiliates, Rice, MN

Minnesota Statute section 161.315 prohibits the Commissioner, counties, towns, or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred, including:

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity, which is sold or transferred by a debarred person to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration of the seller's or transfer's debarment.

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.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Minnesota Department of Agriculture (MDA) Proposed Quarantine EXTENSION Legal Notice

The Minnesota Department of Agriculture (MDA) is extending the public comment period for a proposed quarantine of Lake and Cook counties for the restricted movement of certain articles at risk for spreading gypsy moth. Written comments will be accepted for an additional 15 days beyond the original 30-day comment period. The new deadline for comment submission will be 5:00 p.m. on March 12, 2014. After that time, the Department will respond. Complete quarantine language is available on the MDA website:

www.mda.state.mn.us/gmquarantine

Comments can be submitted to: Minnesota Department of Agriculture, Gypsy Moth Quarantine Comments, 625 Robert St. N., St. Paul, MN 55155 or e-mailed to: gypsy.moth@state.mn.us. For more information, contact MDA's Arrest the Pest Hotline at 1-888-545-6684.

Minnesota Department of Health (MDH) Office of Health Information Technology Minnesota Accountable Health Model e-Health Grant Program Notice of Grant Opportunity

The Minnesota Department of Health (MDH) is seeking applications for the Minnesota Accountable Health Model e-Health Grant Program to support the secure exchange of medical and health-related information between organizations participating in, or preparing to participate in accountable care organizations or similar accountable care models. This support will ensure that the secure exchange of medical and health-related information occurs in a more seamless/real time way across settings (e.g., clinics, hospitals, long-term and post-acute care, behavioral health providers, local public health and/ social services) to more effectively identify opportunities for coordination to improve health and health care.

The total amount of funding for the Minnesota Accountable Health Model e-Health Grant Program is estimated at \$6,000,000 over two grant cycles.

A copy of the full Request for Proposals will be online February 24, 2014, at (<http://www.mn.gov/sim>). A copy may also be obtained by contacting Anne Schloegel at (651) 201-4846 or e-mail: anne.schloegel@state.mn.us.

Applications must be mailed to Anne Schloegel, Minnesota Department of Health, Division of Health Policy, Office of Health Information Technology, P.O. Box 64882, St. Paul, MN 55164-0882. Courier address for delivery of applications is 85 East 7th Place, Suite 220, St. Paul, MN 55101. Applications must be received by 4:00 p.m. on May 5, 2014.

Minnesota Department of Human Services (DHS)

Child Safety and Permanency Division:

Minnesota Child Welfare Training System

Notice of Request for Proposals to Child Welfare/Resource Family Trainers/Writers

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals from child welfare trainers/writers for writing and/or delivering competency based curricula to county and tribal child welfare staff and resource families under a master trainer contract. Services include:

- 1) Development of new curricula
- 2) Delivery of training
- 3) Modification of existing curricula

Work is proposed to start July 1, 2014. The master trainer contract will be open from July 1, 2014 through June 30, 2019. For more information, or to obtain a copy of the Request for Proposal, contact http://www.dhs.state.mn.us/main/id_000102 or:

Kelly Knutson, MSW
Department of Human Services
Child Safety and Permanency Division
P.O. Box 64943
444 Lafayette Road North
St. Paul, MN 551550943
Phone: (651) 431-4665
E-mail: Dhscsp.Trainerproposals@state.mn.us

This is the only person designated to answer questions by potential responders regarding this request.

All applicants must provide an electronic PDF file or hard copy of their completed proposal to Kelly Knutson at the above address beginning February 24, 2014. It is anticipated that proposals will be accepted and evaluated by DHS until April 15, 2019. DHS anticipates publishing written addendums periodically to ensure it is able to meet training needs throughout the duration of this RFP. All proposals will become the property of the Department and will not be returned to the proposers. The Department will not be responsible for any costs incurred by proposers in submitting their proposals.

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.

State Contracts

In addition to the following listing of state contracts, readers are advised to check the Statewide Integrated Financial Tools (SWIFT) Supplier Portal at: <http://supplier.swift.state.mn.us> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be advertised in the Supplier Portal (see link above) or posted on the Department of Administration, Materials Management Division's (MMD) Web site at: <http://www.mmd.admin.state.mn.us/solicitations.htm>.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be advertised in the SWIFT Supplier Portal or alternatively, in the *Minnesota State Register* if the procurement is not being conducted in the SWIFT system.

Minnesota State Colleges and Universities (MnSCU)

Lake Superior College

Notice of Request for Proposals (RFP) for Welding Air Filtration Systems, and Related Accessories, and / or Assembly and Installation

NOTICE IS HEREBY GIVEN that Lake Superior College will receive sealed proposals for welding air filtration systems, and related accessories, and / or assembly and installation. BID specifications, drawings, and instructions can be obtained from Gary Adams, Physical Plant Director, at the address or email shown below.

Gary Adams, Physical Plant Director
Lake Superior College
2101 Trinity Road, RM W2580
Duluth, MN 55811
Telephone: (218) 733-2005
Fax: (218) 733-2031
E-mail Address: g.adams@lsc.edu

Proposals must be delivered to Gary Adams, Physical Plant Director, Lake Superior College, 2101 Trinity Road, RM W2580, Duluth, MN 55811, not later than 1:00 PM on Wednesday, March 5, 2014. Late responses will not be considered.

Lake Superior College reserves the right to accept / reject any or all proposals or portions thereof. Also, the College may waive any irregularities or informalities in proposals received. This Request for Proposal does not obligate the College to complete a proposed contract, and the College reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Minneapolis Community and Technical College

Rebid - Request for Qualifications for Public Art

Minneapolis Community and Technical College is requesting statements of qualification from interested, qualified Artists, and intends to retain an Artist to provide a public art work, hereafter referred to as the "Work". This RFQ is undertaken by Minneapolis Community and Technical College pursuant to the authority contained in provisions of *Minnesota Statute* § 16B.35, 136F.06, 136F.581, 471.59 and other applicable laws.

The estimated total value of Art contract is \$90,000-\$95,000. This cost includes: all expenses, labor, and equipment to prepare the site for the timely installation of the Work, including but not limited to engineering, footings, plumbing, electricity, permits, inspections and lighting as necessary for the presentation or activation of the Work.

MCTC is open to artists' consideration of various sites within public areas of Technology building, multiple sites within public areas of Technology building, or grounds surrounding Technology building. Sites to consider, but not limited to, include curtain wall facing

Loring Park, atrium, public corridors, stairs, seating elements, walls, interior plaza, exterior plaza, and non-traditional public spaces.

A complete copy of the RFQ is available by contacting Georgia Boyle, (612) 659-6833 or georgia.boyle@minneapolis.edu.

Minnesota State Colleges and Universities (MnSCU) St. Cloud Technical & Community College Formal Request for Proposal for Diesel Fuel for Tractors Used in Class A CDL Training

Response Due Date and Time: Tuesday, March 11, 2014 at 2:00 p.m. Central Time

The complete Request for Proposal will be available on Monday, February 24, 2014 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Diesel Fuel for Tractors used in Class A CDL Training

Geographic Location Requirements: St. Cloud Technical & Community College, 1540 Northway Drive, St. Cloud, MN 56303

Responses must be received at the location listed below:

St. Cloud Technical & Community College
1540 Northway Drive
St. Cloud, MN 56303
Susan Meyer, Purchasing Agent, Room 1-401
Phone: (320) 308-5973
Fax: (320) 308-5027
E-mail: smeyer@sctcc.edu

Contact for questions: Susan Meyer, Phone: (320) 308-5973, **e-mail:** smeyer@sctcc.edu

Your response to this Request for Proposal (RFP) must be returned sealed. Sealed responses must be received no later than the due date and time specified above. Late responses cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFP.

All attached General RFP Terms and Conditions, Specifications and Special Terms and Conditions are part of the RFP and will be incorporated into any contract(s) entered into as a result of this RFP.

All responses to this RFP must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFP to the Contact person above. This is a request for responses to an RFP and is NOT a purchase order.**

Minnesota State Colleges and Universities (MnSCU) System Office, Advancement Division Notice of Request for Proposal for Positioning Assessment and Brand Strategy Development

Minnesota State Colleges and Universities is requesting proposals to assist with a positioning and brand assessment. Information and analysis gathered in the assessment will be used to further improve the ability of our colleges and universities to serve students from all backgrounds (particularly those from communities traditionally underserved by higher education – low income, 1st generation, and communities of color) and more effectively contribute to Minnesota's economic prosperity by informing the system positioning/branding (Cite 38 SR 1153)

State Contracts

strategy and enrollment strategies. The data, research findings and analysis completed in the assessment will be used to inform decision making on how best to communicate the collective value of the 31 colleges and universities of MnSCU in a manner that:

- Strengthens the brand and positioning of each college and university;
- Improves the ability of each college and university to serve students and communities;
- Increases awareness among key audiences, strengthens partnerships with communities and businesses, leads to stronger support among opinion leaders and public officials, and results in increased enrollment.

Response requirements include an overview of recommended approach(es) for achieving objectives and goals; itemization and description of project components; and a cost estimate for each of the major deliverables. Technical specifications and full response requirements are available at: <http://www.advancement.mnscu.edu/rfp/brandingRFP/index.html>

All responses and/or questions are to be submitted to:

Carmen Shields, Marketing and Development Director
Minnesota State Colleges and Universities
30 7th St. E., Suite 350
St. Paul, MN 55101-7804
Phone: (651) 201-1566
E-mail: carmen.shields@so.mnscu.edu

Sealed proposals must be received by 3:00 pm on Monday, March 10, 2014. MnSCU personnel other than Carmen Shields are not allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest.

MnSCU includes 24 two-year community and technical colleges and seven state universities operating on 54 campuses in 47 communities throughout the state.

Minnesota State Colleges and Universities is an Equal Opportunity employer and educator.

Minnesota State Colleges and Universities (MnSCU) Notice of Request for Proposals for an Online Compliance Training System

<http://www.finance.mnscu.edu/contracts-purchasing/purchasing/rfp-rfb-rfi/index.html>

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish an online compliance training system contract through competitive negotiations to provide an online compliance training system to provide regulatory compliance training content, documentation and record keeping for colleges, universities and the system office.

The Minnesota State Colleges and Universities institutions and the system office are responsible for providing employee compliance training with consistency in content, documentation and reporting. The system office Public Safety & Compliance staff has developed a process for determining required compliance training for each system employee and will be making recommendations from the RFP on effective methods for delivering and documenting that training.

All proposals must be received **no later than 5:00 p.m. CT on Monday, March 24, 2014** at Minnesota State Colleges and Universities, System Office, 30 - 7th St. E., Suite 350, Receptionist Desk, St. Paul, MN 55101 (Attn: Don Beckering). Please note personnel other than Don Beckering are not allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

Minnesota Racing Commission Notice of Contractual Position for Assistant Commission Veterinarian

NOTICE IS HEREBY GIVEN that the Minnesota Racing Commission (MRC) is requesting proposals for the contractual position of Assistant Commission Veterinarian for calendar year 2014 into 2015 with the option of extending the contract for up to an additional four years in increments determined by the State.

Canterbury Park will hold a 69 day TB/QH race meeting, Thursday through Sunday, and holidays, from May 16, 2014 to September 13, 2014. The contractor will need to be available to work full-time from mid-April through September and as needed from October through mid-April to handle administrative duties that arise during the off-season.

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

Providers must be licensed to practice veterinary medicine in the State of Minnesota and have or acquire USDA APHIS certification.

Preference will be given to qualified providers who have equine veterinary medicine experience and/or experience serving in a regulatory veterinary capacity.

For further information or to obtain a copy of the complete Request for Proposal, free of charge, please contact:

Tom DiPasquale, Executive Director
Minnesota Racing Commission
1100 Canterbury Road
P.O. Box 630
Shakopee, MN 55379
Phone: (952) 496-7950
E-mail: *Tom.dipasquale@state.mn.us*

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3:00pm CDT Tuesday, March 11, 2014. Late proposals will not be considered. Faxed or emailed 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 Request for Proposal are solely the responsibility of the responder.

Minnesota Racing Commission Notice of Contractual Position for Associate Steward

NOTICE IS HEREBY GIVEN that the Minnesota Racing Commission (MRC) is requesting proposals for the contractual position of Associate Steward for the 2014 racing season at Canterbury Park.

Canterbury Park will hold a 69 day TB/QH race meeting, Thursday through Sunday, and holidays, from May 16, 2014 to September 13, 2014, racing four days per week (Thursday, Friday, Saturday and Sunday). Candidates will be expected to work 5 to 6 days per week during the race meet. Approximate dates for the contracted service would be from May 5, 2014 through September 28, 2014 with an option to extend the contract for up to four additional years in increments determined by the State.

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

All providers must have received Steward Accreditation from the University of Louisville or the University of Arizona. In addition, providers must provide documentation of an optical exam evidencing 20/20 vision. Compensation for the contracted service will be based on experience and qualifications.

State Contracts

Preference will be given to qualified providers who have previous experience serving in a regulatory official capacity.

For further information or to obtain a copy of the complete Request for Proposal, free of charge, please contact:

Tom DiPasquale, Executive Director
Minnesota Racing Commission
1100 Canterbury Road
P.O. Box 630
Shakopee, MN 55379-0630
Phone: (952) 496-7950
E-mail: *Tom.DiPasquale@state.mn.us*

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3:00pm CDT Tuesday, March 11, 2014. Late proposals will not be considered. Faxed or emailed 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 Request for Proposal are solely the responsibility of the responder.

Minnesota Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)

This document is available in alternative formats for persons with disabilities by calling Kelly Arneson at (651) 366-4774; for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop the Consultant Pre-Qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects.

Nothing in this solicitation requires Mn/DOT to use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT’s Consultant Services web site, indicated below, to expenses are incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and applications forms are available on Mn/DOT’s Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Kelly Arneson
Consultant Services
Office of Technical Support
Minnesota Department of Transportation
395 John Ireland Blvd. - Mail Stop 680
St. Paul, MN 55155

Minnesota Department of Transportation (Mn/DOT)**Engineering Services Division****Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices**

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult

New Public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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 commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

**Lower Minnesota River Watershed District (LMRWD)
REQUEST FOR PROPOSALS for Engineering Services**

Pursuant to *Minnesota Statutes* 103B.227, Subd. 5, the Lower Minnesota River Watershed District hereby solicits proposals for engineering services for 2014 through 2015.

Written proposals (six copies) setting forth the experience of the company/individual(s) interested in providing engineering services for the Lower Minnesota River Watershed District should be sent to:

Lower Minnesota River Watershed District
Attention: Linda Loomis, District Administrator
112 East Fifth Street, Suite 102
Chaska, MN 55318

Non-State Public Bids, Contracts & Grants

Proposals must be submitted on or before Friday, April 4, 2014.

Please limit your proposals to ten pages or less. Please set forth in your written proposal company/individual experience in watershed matters and the experience of the individual(s) who propose(s) to perform services for the District and the resumes of staff who would assist in providing the contractual services. Fees and rate schedules should be included.

The Board of Managers will review proposals and reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Lower Minnesota River Watershed District.

For further information about the Lower Minnesota River Watershed District, contact Linda Loomis, Administrator by phone at (763) 545-4659; by **e-mail at:** naiadconsulting@gmail.com or visit: <http://www.lowermn.com>

Lower Minnesota River Watershed District (LMRWD) REQUEST FOR PROPOSALS for Legal Services

Pursuant to *Minnesota Statute* 103B.227, Subd. 5, the Lower Minnesota River Watershed District hereby solicits proposals for a legal consultant for 2014 through 2015.

Written proposals (six copies) setting forth the experience of the company/individual(s) interested in providing legal services for the Lower Minnesota River Watershed District should be sent to:

Lower Minnesota River Watershed District
Attention: Linda Loomis, District Administrator
112 East Fifth Street, Suite 102
Chaska, MN 55318

Proposals must be submitted on or before Friday, April 4, 2014.

Please limit your proposals to ten pages or less. Please set forth in your written proposal company/individual experience in watershed matters and the experience of the individual(s) who propose(s) to perform services for the District and the resumes of staff who would assist in providing the contractual services. Fees and rate schedule should be included.

The Board will review proposals and reserves to itself the right to reject any and all proposals, and otherwise take such action as it deems in the best interest of Lower Minnesota River Watershed District.

For further information about the Lower Minnesota River Watershed District, contact Linda Loomis, Administrator by phone at (763) 545-4659; by **e-mail at:** naiadconsulting@gmail.com or visit: <http://www.lowermn.com>

Metropolitan Airports Commission (MAC) Crystal Airport Notice of Call for Bids for 2014 Pavement Rehabilitation

MAC Contract No.: 109-1-037
Bids Close at: 2:00 pm on Tuesday March 18, 2014

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450 until the date and hour indicated. Major items of work include Pavement removal, excavation, P-208 aggregate base, P-401 bituminous pavement, pavement marking, pavement jointing & turf restoration.

Disadvantaged Business Enterprises (DBE): The goal of the MAC for the utilization of DBE on this project is 9%.

Non-State Public Bids, Contracts & Grants

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minnesota Builders Exchange; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: Northstar Imaging Services, Inc.; 1325 Eagandale Court – Suite 130; Eagan, MN 55121; phone: (651) 686-0477. Deposit per set (non-refundable): \$50.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on February 17, 2014, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

Minnesota's Bookstore

660 Olive Street (Williams Hill Business Development), St. Paul, MN 55155
(1 block east of I-35E Bridge, 1 block north of University Ave.) **FREE PARKING**

Phone: (651) 297-3000; Fax: (651) 215-5733
E-mail: <http://www.minnesotasbookstore.com>
Order Online at: www.minnesotasbookstore.com

Minnesota Session Laws

Two volumes (3,193 pages) includes laws passed during the 2013 regular session as well as the 2012 first special session. A set (state copy) is now on display in the store. NO QUANTITY DISCOUNTS. **Stock No. 989. Cost: \$52 + tax, includes shipping.**

Health Care Facilities Directory 2013

This new directory updates the 2012 edition. Features comprehensive listing of hospitals, nursing homes, supervised living facilities, outpatient clinics, home health agencies, hospices, etc. within the state of Minnesota. Lists are organized both by county and alphabetically. **Stock Number: 72. Price: \$28.95. Binding: Plastic Spiral Binding. 554-pages.**

Learning Objectives for Professional Peace Officer Education

Features techniques of criminal investigation and testifying to include traffic, law enforcement, use of firearms, interrogation tactics, and more. Produced by the P.O.S.T Board. **Stock Number: 414. Price: \$18.95. Pages: 109. Binding: Looseleaf-no binder. Fits in this binder (Stock No. 398).**

..... **ALSO**

Motor Vehicle & Traffic Laws - NEW

Published by the Department of Public Safety, 6"x9", loose leaf, three-hole punched, 408-pages, Stock No. 116, \$32.95 + tax

2014 Motor Vehicle Tax Manual - NEW

Published by the Department of Public Safety, 8-1/2"x11", Loose leaf, three hole punched, shrinkwrapped, 214-pages, Stock No. 415, \$19.95 + tax

Nursing Laws - NEW

Published by the Board of Nursing, 6"x9", Saddle Stitched, 32-pages, Stock No. 119, \$11.00 + tax



Several convenient ways to order:

- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** www.minnesotasbookstore.com
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

PREPAYMENT REQUIRED. Prices and availability subject to change.

Fax and phone orders: Credit card purchases **ONLY** (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

Company _____

Name _____

Street Address (Not deliverable to P.O. boxes) _____

City () State Zip

Daytime phone (In case we have a question about your order) _____

Credit card number: _____

Expiration date: _____ Signature: _____

Shipping Charges

<i>If Product</i>	<i>Please</i>
<i>Subtotal is:</i>	<i>Add:</i>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
*\$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.	
More than \$1,000	Call

Product Subtotal _____

Shipping _____

Subtotal _____

Sales tax _____

(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address. 7.125% MN transit tax or other local sales tax if applicable)

TOTAL _____

If tax exempt, please provide ES number or completed exemption form.
ES# _____