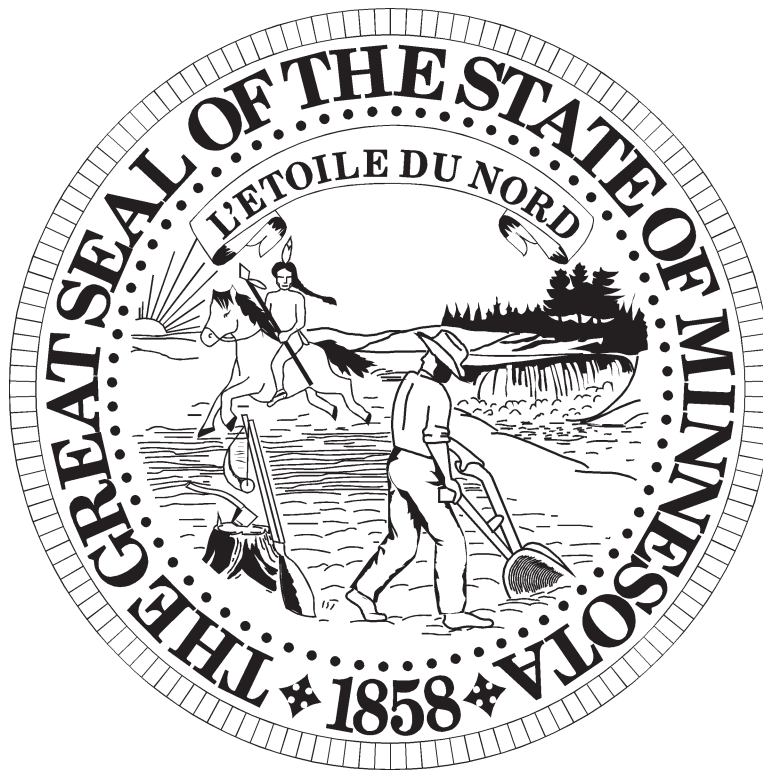


Minnesota

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**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;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 November 2014
Volume 39, Number 21
Pages 715 - 752**

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- Withdrawn Rules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. 39 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)
# 22	Monday 1 December	NOON MONDAY 24 NOVEMBER	Noon Thursday 20 November
# 23	Monday 8 December	Noon Tuesday 2 December	NOON WEDNESDAY 26 November
# 24	Monday 15 December	Noon Tuesday 9 December	Noon Thursday 4 December
# 25	Monday 22 December	Noon Tuesday 16 December	Noon Thursday 11 December

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For additional grants go to the Office of Grants Management (OGM) at:

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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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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.

Office of the Minnesota Secretary of State

Proposed Permanent Rules Governing General Safe at Home Program 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 Tracking No. 04288

Proposed Amendment to Rules Governing the Address Confidentiality Program of the Office of Secretary of State, *Minnesota Rules*, Chapter 8290; Revisor's ID No. 04288

Introduction. The Office of the Secretary of State 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, December 24, 2014, the Office will hold a public hearing on the above-named rules in the Centennial Office Building, Lady Slipper Room, 658 Cedar Street, St. Paul, MN 55155, starting at 10:00 a.m. on Friday, January 9, 2015. To find out whether the Office will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after Wednesday, December 24, 2014 and before Friday, January 9, 2015.

Proposed Rules

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: Julie Strother at the Office of the Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, Minnesota, 55155; **e-mail:** julie.strother@state.mn.us; **phone:** (651) 201-1342 (voice); **fax:** (651) 215-0682. **TTY** users may call the Office of the Secretary of State through the Minnesota Relay Service at 711.

Subject of Rules and Statutory Authority. The proposed rule amendments are governing the Safe at Home Program. The statutory authority to adopt and amend the rules is *Minnesota Statutes*, sections 5B.08. A copy of the proposed rule amendments is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Wednesday, December 24, 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 a hearing be held 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, December 24, 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 it must hold a public hearing. 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, a public hearing will be held 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 Julie Strother, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, Minnesota, 55155; **e-mail:** julie.strother@state.mn.us; **phone:** (651) 201-1342 (voice); **fax:** (651) 215-0682. **TTY** users may call the Office of the Secretary of State through the Minnesota Relay Service at 711.

Modifications. The Office 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 Office follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Office encourages you to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for Friday, January 9, 2015, will be cancelled 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) 201-1342 after Wednesday, December 24, 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, a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20, will be held. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Barbara L. Neilson is assigned to conduct the hearing. Administrative Law Judge Barbara L. Neilson's legal assistant, Kendra McCausland, can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, **telephone:** (651) 361-7870, and **fax:** (651) 539-0300.

Hearing Procedure. If a hearing is held, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time

Proposed Rules

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 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 Office contact person as well as available at the Secretary of State's website www.sos.state.mn.us. You may review the Statement of Need and Reasonableness on the Secretary of State's website or obtain copies at the cost of reproduction by contacting the Office contact person, Julie Strother, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, Minnesota, 55155; e-mail: julie.strother@state.mn.us; phone: (651) 201-1342 (voice); fax: (651) 215-0682. TTY users may call the Office of the Secretary of State through the Minnesota Relay Service at 711.

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 Office 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: 10 November 2014

Mark Ritchie
Secretary of State

8290.0100 DEFINITIONS.

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

Subp. 2. **Actual address.** "Actual address" means a Minnesota residential street address in Minnesota of an individual, as specified on the individual's application to be a program participant under this chapter. It also means a school or work address of that individual, if specified on the application, school address, or work address of an individual, as specified on the individual's application to be a program participant, program renewal application, certification continuance, or change of address form under this chapter.

[For text of subps 3 to 7, see M.R.]

Subp. 8. **Criminal justice system management.** "Criminal justice system management" means the eligible person:

A. has been convicted of a crime or offense; or

B. has pled guilty to a crime or offense; or

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C. has been adjudicated of a crime or offense; or

D. has pled no contest to a crime or offense; and

E. is under supervision for that crime, ~~and that supervision has residency-related conditions~~ or offense.

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

Subp. 11. **Eligible person.** “Eligible person” means an adult, a minor, or an incapacitated person, as defined in Minnesota Statutes, section 524.5-102, and residing in Minnesota, who is not a person registered or required to register as a predatory offender under *Minnesota Statutes*, section 243.166 or 243.167, or the law of another jurisdiction, and for whom there is good reason to believe:

A. that the eligible person is a victim of domestic violence, sexual assault, or stalking; or

B. that the applicant fears for the applicant’s safety, the safety of another person who resides in the same household, or the safety of persons on whose behalf the application is made.

Subp. 12. **Lot number.** “Lot number” means the specific identifier assigned by the secretary of state to a program participant for use in sorting mail and confirming program participation in accordance with *Minnesota Statutes*, section 5B.03, subdivision 1, clause ~~(7)~~ (8).

Subp. 13. **Mail.** “Mail” means first class letters and flats delivered via the United States Postal Service, including priority, express, and certified mail, and excluding packages, parcels, periodicals, and catalogs, unless they are clearly identifiable as pharmaceuticals or clearly indicate that they are sent by a state or county government agency, that are specifically addressed to a program participant and delivered to the designated address by the United States Postal Service.

Subp. 14. **Mailing address.** “Mailing address” means the ~~actual~~ residential street address to which the secretary of state must forward a program participant’s mail, except in those cases where the United States Postal Service provides no delivery service to the ~~actual~~ residential address, in which case it means another address designated by the program participant a post office box serviced by the United States Postal Service.

[For text of subps 15 to 22, see M.R.]

8290.0200 APPLICATION.

Subpart 1. **Certification of program participant.** The secretary of state shall certify an eligible person as a program participant when the secretary of state receives a properly executed application that contains:

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

C. a listing of all minor children residing at the ~~actual residential~~ address, each minor child’s full legal name, each minor child’s date of birth, and each minor child’s relationship to the applicant;

D. a statement by the applicant that the applicant has good reason to believe that the eligible person is not applying for certification as a program participant in order to avoid prosecution for a crime and either:

(1) that the eligible person listed on the application has survived domestic violence, sexual assault, or stalking; or

(2) that the ~~applicant fears for the eligible person’s safety~~ eligible person fears for the person’s safety, the safety of another person who resides in the same household, or the safety of persons on whose behalf the application is made;

[For text of items E to H, see M.R.]

I. the number of motor vehicles ~~owned by that will be registered at the eligible persons for whom the applicant is applying~~ person’s designated address;

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

K. a statement whether the eligible person is currently the subject of any pending or ongoing criminal actions, and, if so, the prosecuting authority, adjudicative authority, or probation authority, and consent for the secretary of state to forward notice of the participant’s designated address, to the prosecuting authority, adjudicative authority, or probation authority;

L. a statement that the eligible person agrees to provide an actual address, upon request, to any supervising person if the eligible

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person is or becomes subject to criminal justice system management with specific conditions related to the program participant's actual address;

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

N. a statement that the eligible person understands that the eligible person is personally responsible for any consequences of a delayed mail delivery if the eligible person requests a short-term mail hold pursuant to this chapter;

N.O. the signature of the applicant and the date signed; and

Ø.P. the signature of the application assistant and the date signed.

[For text of subps 2 to 4, see M.R.]

Subp. 5. **Notification to prosecuting authority, adjudicative authority, and probation authority.** If the applicant discloses on the application that the eligible person is currently the subject of pending or ongoing criminal legal action, at the time of the application, the applicant must complete a form letter to notify each prosecuting authority, adjudicative authority, and probation authority for the pending or ongoing criminal action of the designated address and the designation of the secretary of state as agent for purposes of service of process. The secretary of state must provide form letters to all application assistants. The form letter must include a statement that any prospective service of process must be clearly labeled as service of process on the exterior of the envelope containing the service.

[For text of subps 6 to 10, see M.R.]

8290.0300 CERTIFICATION OF PROGRAM PARTICIPANT.

Subpart 1. **Certification.** An eligible person or a minor child residing at the actual residential address for whom a properly completed application or renewal is filed shall be certified by the secretary of state as a program participant.

[For text of subp 2, see M.R.]

Subp. 3. **Duties of secretary of state and program participant.** Upon certification, the secretary of state shall, within ~~two~~ three business days, issue and mail a Safe at Home card to the program participant's mailing address with instructions on how to use the Safe at Home card. Upon receipt, the program participant must immediately sign the Safe at Home card. A program participant under the age of 11 may have the card signed by the adult responsible for the participant.

Subp. 4. **Communication; verification of identity.** The secretary of state must verify the identity of the applicant or program participant before discussing ~~by telephone or electronic mail~~ any data related to certification or otherwise related to the applicant or program participant.

Subp. 5. **Notification to other parties.** If an application submitted to the secretary of state discloses that the eligible person is the subject of a pending or ongoing criminal legal action, the applicant or eligible person must have completed and submitted with the application the form letter referenced in part 8290.0200, subpart 5. The secretary of state must mail the letter to the appropriate prosecuting authority, probation authority, and adjudicative authority. If compliance with this subpart is necessary and the letters have not been submitted to the secretary of state, the secretary of state shall certify the program participant, and provide the program participant with new form letters and instructions on how they must be used. Failure by the applicant to provide these letters to the secretary of state ~~within five business days after the secretary of state mails notice of the certification to the program participant~~ shall lead to cancellation pursuant to part 8290.0900.

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

8290.0400 DESIGNATED ADDRESS.

[For text of subps 1 to 4, see M.R.]

Subp. 5. **Short-term mail hold.** The secretary of state may hold a participant's mail for up to three days upon request of the program participant. The secretary of state may hold a participant's mail for up to a total of three weeks if the participant has sent a signed, written mail hold request to the secretary of state that includes ~~a statement that the participant understands that the participant is personally responsible for any consequences of the delay in mail delivery, and~~ a telephone number at which the participant can be reached. Upon receipt of a written request, the secretary of state must compare the signature of the program participant or applicant on the request with the signature on the original application or on any other document on file with the secretary of state and conclude that the signatures are the same. The mail hold is effective the date the secretary of state receives the request, unless the participant has indicated an alternate

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effective future date.

Subp. 6. **Limited circumstances of use of actual address.**

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

C. A program participant who is subject to criminal justice system management must, upon request, supply the program participant's actual address to the participant's supervising person, in addition to the designated address, if there are specific court-ordered conditions related to the participant's actual address as part of the supervision.

[For text of items D and E, see M.R.]

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

8290.0500 SERVICE OF PROCESS.

Subpart 1. **Secretary of state as agent.** The secretary of state shall be an agent of the program participant upon whom any summons, writ, notice, demand, or process may be served. The secretary of state shall not charge a fee for accepting service. The secretary of state ceases to be agent when a program participant is canceled or withdraws from program participation.

Subp. 2. **Service by mail.** Service on the secretary of state of any such summons, writ, notice, demand, or process must be made by mailing the summons, writ, notice, demand, or process to the participant, including the participant's first and last name, at the participant's designated address. If an envelope enclosing the summons, writ, notice, demand, or process is clearly labeled as service of process on the outside of the envelope and is served by first class or certified mail on the secretary of state, the secretary of state shall forward the service to the program participant no later than the next business day unless the program participant has requested a mail hold or is in a pending cancellation status due to undeliverable mail. If the secretary of state receives service for a program participant in pending cancellation status due to undeliverable mail, the secretary of state must attempt to contact the participant through alternative means and obtain a current mailing address. If the secretary of state cannot obtain an alternative mailing address within two business days of the receipt of service, the secretary of state must forward the service to the program participant at the address on file with the secretary of state. As the secretary of state is the agent for service of process, the signed receipt of certified mail by the secretary of state constitutes proof of service on the program participant and commences the time in which responsive pleadings must be filed.

Subp. 3. **Service in person.** In the event that personal service of any document is required by law, that document may be served by delivering the document to any public counter of the Office of the Secretary of State. In order for the secretary of state to accept service on a participant, the service documents must indicate the program participant's first and last name and lot number. The secretary of state must forward the service to the program participant no later than the next business day unless the program participant has requested a mail hold or is in a pending cancellation status due to undeliverable mail. If the secretary of state receives service for a program participant in pending cancellation status due to undeliverable mail, the secretary of state must attempt to contact the participant through alternative means and obtain a current mailing address. If the secretary of state cannot obtain an alternative mailing address within two business days of the receipt of service, the secretary of state must forward the service to the program participant at the address on file with the secretary of state. As the secretary of state is the agent for service of process, an affidavit of service on the secretary of state constitutes proof of service on the program participant and commences the time in which responsive pleadings must be filed.

Subp. 4. **Record.** The secretary of state shall maintain, in the program participant's file, a record of services served upon the secretary of state for that participant. The secretary of state shall include in the file the action taken on that service, including the name of the program participant to whom the service is directed, the date of receipt, the date of mailing, a unique identifying service number for the mailing, and whether the mailing was returned to the secretary of state as undeliverable.

8290.0600 ATTAINING AGE OF MAJORITY.

Subpart 1. ~~Certification continued~~ **Notification of option to continue certification.** When a program participant reaches the age of 18, ~~certification shall not be terminated until the expiration date, unless the certification is canceled or withdrawn before that date~~ the secretary of state shall inform the program participant of the option of continuing certification in Safe at Home by sending a certification continuance form by first class mail to the program participant's mailing address. The notice must provide instructions to the program participant on what actions to take upon attaining the age of majority if the program participant does not submit a certification continuance form, including the return of the Safe at Home card and notification to public and private persons of the actual address, and that the designated address is no longer the address of the program participant. If the secretary of state has not received a certification continuance form within 30 days after the program participant reaches the age of 18, the secretary of state must mail a notice to the program participant stating that the program participant is in pending cancellation status and the program participant's certification shall be canceled if the

participant fails to submit the certification of continuance within ten days.

Subp. 1a. **Voter registration information.** Along with the certification continuance form sent 30 days prior to expiration, the secretary of state must also offer the program participant the opportunity to register to vote as an ongoing absentee voter with the secretary of state, pursuant to part 8290.1300 and Minnesota Statutes, section 5B.06.

Subp. 1b. **Certification continuance.** The secretary of state shall renew the certification of a program participant when the secretary of state receives a certification continuance from that program participant. The certification continuance must contain the same information required in the application as specified in part 8290.0200, subpart 1, except the certification continuance need not contain the signature of an application assistant.

[For text of subs 2 to 4, see M.R.]

8290.0700 CHANGES IN PROGRAM PARTICIPANT INFORMATION.

Subpart 1. **Notification of personal contact changes.** A program participant or applicant shall send signed, written notification of a change of mailing or actual address, telephone number, legal name, or permanent contact data to the secretary of state.

[For text of subp 2, see M.R.]

Subp. 3. **Notification of name changes.** If the legal name of a program participant changes, the program participant or applicant shall send signed, written notification to the secretary of state along with a copy of the court order or other formal documentation indicating the legal name change and the program participant's Safe at Home card or a statement that the program participant has misplaced the Safe at Home card. The program participant must also provide the secretary of state the new signature for the purpose of future changes according to this part. The secretary of state must send a Safe at Home card with the participant's new legal name to the participant within two business days of receiving notification under this subpart and conducting the verification required by subpart 4.

Subp. 4. **Signature verification.** Before making changes in information effective, the secretary of state must compare the signature of the program participant or applicant on the notification of the change with the signature on the original application, or on any other document on file with the secretary of state, and conclude that the signatures are the same.

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

8290.0900 FAILURE TO NOTIFY SECRETARY OF STATE OF CHANGES IN INFORMATION; CANCELLATION.

Subpart 1. **Warning by secretary of state.** If:

A. the secretary of state learns that a program participant has failed to provide prior notification about a change in the participant's mailing or residential address, telephone number, legal name, or permanent contact data, as required by part 8290.0700, subpart 1;

B. mail forwarded by the secretary of state to the program participant is returned as undeliverable, or if;

C. the program participant has not complied with part ~~8290.0300~~ 8290.0200, subpart 5, within five business days after if required, at the time the secretary of state mails notice of the certification to the program participant; or

D. the program participant has not complied with part 8290.0600 after 30 days of reaching the age of 18; then the secretary of state must contact the program participant or applicant, if different, to request that the program participant or applicant provide the secretary of state written notice of a change of address, or, where applicable, comply with part 8290.0300, subpart 5, and 8290.0200, subpart 5, 8290.0600, or 8290.0700, subpart 1. The notice must state that if the program participant or applicant fails to comply within five ten business days, the program participant's certification shall be canceled and the former program participant must return any Safe at Home cards in the participant's possession.

Subp. 1a. **Participant no longer eligible.** If the secretary of state learns that a program participant is no longer eligible, the secretary of state must provide the program participant with the opportunity to submit a withdrawal request in accordance with part 8290.1000.

Subp. 1b. **Pending cancellation status.** After the secretary of state has provided notice as required by subpart 1 or 1a, the program participant is in pending cancellation status. While in this status, the secretary of state must hold the program participant's mail and must not forward it to the program participant. Pending cancellation status ends after ten business days, or upon the program participant's compliance with part 8290.0200, subpart 5, 8290.0700, subpart 1, or 8290.1000, whichever occurs first. This subpart does not prevent the secretary of state from forwarding correspondence marked "service of process" pursuant to part 8290.0500.

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Subp. 2. **Cancellation.**

~~A. If the program participant or applicant fails to provide the secretary of state with an updated address, or to comply with part 8290.0300, subpart 5, within five business days after the written notice is sent, participant's pending cancellation status expires, the secretary of state must cancel the certification of the program participant.~~

~~B. If a program participant or applicant provides false information when applying for certification or renewal, or on a change of information notice, the secretary of state must cancel the certification of the program participant.~~

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

8290.1000 WITHDRAWAL OF PROGRAM CERTIFICATION.

Subpart 1. **Withdrawal request.**

~~A. A program participant or an applicant, if different, may withdraw from Safe at Home by submitting a signed withdrawal request along with any Safe at Home cards or a signed statement that the participant's Safe at Home card has been misplaced.~~

~~[For text of item B, see M.R.]~~

~~C. If the program participant is responsible for minor children who are program participants, The program participant shall list the names of any minor children who are being withdrawn from the program on the withdrawal request.~~

~~D. The program participant or applicant may designate a period during which request mail will be forwarded of up to 30 days immediately following the date on which the withdrawal is effective and may provide an address to which mail should be forwarded for this period, if different than the mailing address on record. The secretary of state may only forward mail within the United States.~~

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

Subp. 2. **Signature verification.** Before terminating a program participant's certification, the secretary of state must compare the signature of the program participant or applicant on the withdrawal request with the signature on the original application or on any other document on file with the secretary of state and conclude that the signatures are the same.

Subp. 3. **Termination.** Certification as a program participant shall be terminated upon withdrawal. The termination is effective on the day the withdrawal request is received by the secretary of state, unless the participant designated a different future effective date on the withdrawal request.

Subp. 4. **Mail forwarding.** Mail received at the designated address for the program participant other than mail designated "Do Not Forward," "Return Service Requested," "Service of Process," or similarly designated, must be forwarded to the program participant for 30 days after the effective date of withdrawal, unless the program participant or applicant has designated a shorter period. After 30 days mail must be returned to the sender.

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

8290.1100 RENEWAL OF PROGRAM CERTIFICATION.

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

Subp. 2. **Application.** The secretary of state shall renew the certification of a program participant when the secretary of state receives a certification renewal form from that program participant or applicant, if different. The application must contain: the same information required in the application as specified in part 8290.0200, subpart 1, except the renewal need not contain the signature of an application assistant.

~~A. the full legal name and date of birth of the program participant;~~

~~B. the name and contact data of the applicant, if different;~~

~~C. a listing of any minor children residing at the actual address, each minor child's full legal name, each minor child's date of birth, and each minor child's relationship to the applicant;~~

~~D. a statement by the program participant or applicant that the program participant or applicant has good reason to believe that the eligible person is not applying for renewed certification as a program participant in order to avoid prosecution for a crime and either:~~

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(1) that the eligible person listed on the renewal has survived domestic violence, sexual assault, or stalking; or

(2) that the program participant or applicant fears for the eligible person's safety;

E. a designation of the secretary of state as agent for purpose of service of process and for the purpose of receipt of mail;

F. the mailing address and the telephone number or numbers at which the program participant can be contacted by the secretary of state;

G. the actual address of the eligible person that the program participant or applicant requests not be disclosed for the reason that disclosure shall increase the risk of domestic violence, sexual assault, stalking, or other risks to safety;

H. an indication that the program participant shall not disclose the actual address or addresses to the batterer, stalker, or perpetrator of sexual assault, or other persons the participant fears;

I. the number of motor vehicles owned by the eligible persons for whom the applicant is applying;

J. a statement that the eligible person agrees to provide the actual address, upon request, to any supervising person if the eligible person is or becomes subject to criminal justice system management;

K. a statement that the applicant understands that a program participant's voting record cannot be active in the statewide voter registration system;

L. a statement that the eligible person is not a person registered or required to register as a predatory offender under Minnesota Statutes, section 243.166 or 243.167, or the law of another jurisdiction; and

M. the signature of the program participant or applicant, if different, and the date signed.

[For text of subps 3 to 6, see M.R.]

Subp. 7. **Duties of secretary of state and program participants.** The secretary of state must send new Safe at Home cards with updated expiration dates within ~~two~~ three business days of renewing a program participant's certification. Upon receipt, the program participant must immediately sign the Safe at Home card. A program participant under the age of 11 may have the card signed by the adult responsible for that person.

[For text of subp 8, see M.R.]

8290.1300 VOTING BY PROGRAM PARTICIPANT.

[For text of subps 1 to 6a, see M.R.]

Subp. 7. **Return of undeliverable unvoted ballots.** ~~If the absentee ballot of any program participant is returned as undeliverable by the United States Postal Service; The secretary of state must return those materials~~ unvoted absentee ballots to the appropriate county auditor; in cases in which:

A. they are returned by the United States Postal Service; or

B. the program participant is canceled or withdraws from the program after the ballots were requested, but before they were mailed; or

C. the program participant's residential address is updated on the program participant's voting record in accordance with subpart 2c after the ballots were requested, but before they were mailed; or

D. the program participant's voter eligibility is challenged in accordance with subpart 2b after the ballots were requested, but before they were mailed; or

E. the program participant dies after the ballots were requested, but before they were mailed.

[For text of subps 8 to 10d, see M.R.]

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Subp. 10e. **Participant moved after ballots were sent.** If, prior to the time frame for processing ballots in accordance with Minnesota Statutes, section 203B.121, subdivision 4, a program participant's residential address is updated on the program participant's voting record in accordance with subpart 2c, then the secretary of state must mark the voter's record of the ballot as "spoiled."

If the secretary of state has not received the voted ballot from the program participant, the secretary of state must notify the program participant that the program participant should destroy the ballot and dispose of the other ballot materials and that the ballot will not be counted if it is returned.

If the program participant's ballot was forwarded to the county auditor and otherwise would have been accepted, then the secretary of state must promptly notify the county auditor in writing that the ballot board should reject the ballot.

The secretary of state must request a replacement ballot for the voter from the appropriate county auditor. Before sending the new ballot to the participant, the secretary of state must print the words "Replacement Ballot" on the signature envelope.

Subp. ~~10f~~ 10f. **Ineligibility after ballot is forwarded to county.** If, after a ballot was forwarded to the county auditor that otherwise would have been accepted,

A. a program participant withdraws or is canceled from the program; or

B. the program participant's voter record is challenged in accordance with subpart 2b; or

C. the program participant dies, then the secretary of state must promptly notify the county auditor in writing that the ballot board should reject the ballot if the ballot board has not already processed the ballot in accordance with Minnesota Statutes, section 203B.121, subdivision 4.

Subp. ~~10f~~ 10g. **Notice of ballot disposition.** Within six to ten weeks after the election, the secretary of state must send a notice to a program participant if the absentee ballot board was instructed to reject the program participant's ballot.

[For text of subs 11 and 12, see M.R.]

Subp. 13. **Record keeping.** The secretary of state must maintain a record for each election with the number of ballots requested by precinct/school district combinations, blank ballots received from each county auditor, assembled ballots sent to program participants, ~~ballots returned as undeliverable~~ unvoted ballots returned to the county auditors, ballot envelopes returned by program participants to the secretary of state, and certification envelopes forwarded to county auditors.

[For text of subp 14, see M.R.]

8290.1400 SUMMARY DATA.

For purposes of collecting state aid on motor vehicles pursuant to Minnesota Statutes, section 163.051, the secretary of state shall issue to the Department of Public Safety and to the Minnesota Department of Transportation a table containing summary data by county on the number of motor vehicles reported as ~~owned~~ registered at the program participant's designated address by program participants ~~residing in each county~~. The table must be used only for the purposes of issuing state aid on motor vehicles and wheelage tax administration.

8290.1500 APPLICATION ASSISTANT ACCREDITATION.

Subpart 1. **Role of community-based programs.** The role of the community-based programs in Safe at Home is to select potential application assistants to explain to an applicant the program's services and limitations, explain to an applicant ~~the~~ a program participant's responsibilities, and assist applicants in the completion of application materials.

[For text of subs 2 to 8, see M.R.]

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: Upper Red Lake Designated Special Management Waters

NOTICE IS HEREBY GIVEN that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subd. 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, sections 97C.005; 97A.045, subd. 2; and 97C.401.

The emergency conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are as follows. The Red Lake proposed walleye regulations are based on a safe harvest level that is proportioned between the winter and open water seasons. Final harvest threshold levels to be included in the proposed rules were not available until now and the new regulations need to be in place by December 1 for the ice fishing season to ensure that harvest does not go over the levels outlined in the harvest plan. This short time frame does not allow adequate time to use the Chapter 14 rule process.

Dated: October 28, 2014

Tom Landwehr, Commissioner
Department of Natural Resources

6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.

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

[For text of subp 4, see 38 SR 1379]

[For text of subps 5 to 58, see M.R.]

Subp. 59. Upper Red Lake and listed tributaries.

A. While a person is on or fishing in the waters listed under item ~~E~~:

[For text of subitems (1) to (3), see M.R.]

B. While a person is on or fishing in the waters listed under item ~~E~~:

(1) the daily and possession limit for walleye is ~~two~~ four fish, of which not more than one walleye shall be over 26 inches in length, ~~except as provided in subitems (3), (4), and (5);~~

(2) ~~beginning October 1, 2014, and effective through November 30, 2014, all walleye in possession must be less than 17~~ 20 inches or greater than 26 inches in length. ~~All walleye that are 20 inches to 26 inches, inclusive, must be immediately returned to the water;~~

(3) ~~notwithstanding subitem (1), beginning December 1, 2014, and effective through February 22, 2015, the daily and possession limit for walleye is three fish, of which not more than one walleye shall be over 26 inches in length. All walleye in possession must be less than 17 inches or greater than 26 inches in length. All walleye that are 17 inches to 26 inches in length, inclusive, must be immediately returned to the water; and~~

(4) ~~a person's statewide bag limit shall not include more than two walleye taken from Upper Red Lake and the tributaries listed under item C; notwithstanding subitem (1), beginning May 9, 2015, one of the following applies:~~

(a) ~~if the total walleye harvest from December 1, 2014, through February 22, 2015, is greater than 68,000 pounds, the daily and possession limit for walleye is two fish, of which not more than one walleye shall be over 26 inches in length. All walleye in possession~~

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must be less than 17 inches or greater than 26 inches in length. All walleye that are 17 inches to 26 inches, inclusive, must be immediately returned to the water, through June 14, 2015; or

(b) if the total walleye harvest from December 1, 2014, through February 22, 2015, is less than 68,000 pounds, the daily and possession limit for walleye is three fish, of which not more than one walleye shall be over 26 inches in length. All walleye in possession must be less than 17 inches or greater than 26 inches in length. All walleye that are 17 inches to 26 inches, inclusive, must be immediately returned to the water, through June 14, 2015;

(5) notwithstanding subitems (1) and (4), beginning June 15, 2015, one of the following applies:

(a) if the total walleye harvest from December 1, 2014, through May 31, 2015, is greater than 88,000 pounds, the daily and possession limit for walleye is three fish, of which not more than one walleye shall be over 26 inches in length. All walleye in possession must be less than 17 inches or greater than 26 inches in length. All walleye that are 17 inches to 26 inches, inclusive, must be immediately returned to the water, through November 30, 2015; or

(b) if the total walleye harvest from December 1, 2014, through May 31, 2015, is less than 88,000 pounds, the daily and possession limit for walleye is three fish, of which not more than one walleye shall be over 26 inches in length. All walleye in possession must be less than 20 inches or greater than 26 inches in length. All walleye that are 20 inches to 26 inches, inclusive, must be immediately returned to the water, through November 30, 2015.

C. Notwithstanding item B, the waters listed in item E are catch-and-release only for walleye if the walleye cumulative kill estimate in any harvest year beginning December 1 through November 30 at any time equals or exceeds 240,000 pounds. If this item is implemented, the commissioner shall post a notice on the Department of Natural Resources Web site and at water access sites. This item is effective five days after the notice through November 30, 2015. On December 1, 2015, the daily and possession and size limits for walleye revert to the limits in item B, subitem (1).

D. A person's statewide bag limit and possession limit shall not include more walleye taken from Upper Red Lake and the tributaries listed under item E than is allowed under item B.

E. This subpart applies to the following waters:

Name	Location	County
Upper Red Lake (outside Red Lake Indian Reservation)	T.153, R.31,32, S. Various; T.154, R.30-32, S. Various; T.155, R.30-32, S. Various	Beltrami
Shotley Brook (from Hwy. 72 west to Upper Red Lake)	T.153, R.31, S.10,11,13,14,24; T.153, R.30, S.19-22	Beltrami
Tamarack River (from the Beltrami County line west to Upper Red Lake)	T.154, R.30, S.8-10,11-13,15-17	Beltrami

[For text of subps 60 to 117, see M.R.]

Commissioners' Orders

Various agency commissioners are authorized to issue "commissioner's orders" on specified activities governed by their agency's enabling laws. See the *Minnesota Statutes* governing each agency to determine the specific applicable statutes. Commissioners' orders are approved by assistant attorneys general as to form and execution and published in the *State Register*. These commissioners orders are compiled in the year-end subject matter index for each volume of the *State Register*.

Minnesota Department of Natural Resources (DNR) Commissioner's Order #2 ML 2014: Northern Pike Spearing Limit on Mille Lacs Lake

Date: November 14, 2014

Statutory authority: *Minnesota Statutes*, section 97C.005, subd. 3

Supplements Expedited Emergency Game and Fish Rule 6264. 0400, Subp. 4, item A published in the *State Register* on April 21, 2014; Volume 38, Number 43 page 1379.

BACKGROUND

- Mille Lacs Lake is governed under the terms of the Federal District Court which directed the State and the Indian bands to maintain exploitation rates of walleye at or below 24% and northern pike at or below threshold levels agreed upon based on best available data by the 1837 Fisheries Committee in the treaty area.
- Estimates of total kill are based on an angler creel survey that has high statistical precision. The sound biological data generated by the creel survey for current estimates of total kill indicate that Mille Lacs should stay below the State's allocation levels. Consequently, there is no need to restrict dark house spearing of northern pike. Instead, harvest of northern pike is being encouraged and making the possession limit the same for anglers and dark house spears is a reasonable action to take.
- MS 97C.005, Subd 3 allows the possession of fish to be modified through a Commissioner's Order published in the *State Register*.

ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED, pursuant to authority vested in me by law, including but not limited to *Minnesota Statutes*, section 97C.005, subdivision 3, that

A1. While a person is dark house spearing on Mille Lacs Lake or its associated tributaries to the posted boundaries, the possession limit for northern pike is ten. Only one northern pike in possession may be greater than 30 inches in length. The season for dark house spearing is from sunrise to sunset, Nov. 15 to the last Sunday in February.

Dated: 12 November 2014

Tom Landwehr, Commissione
Department of Natural Resources

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.

Emergency Medical Services Regulatory Board (EMSRB) Notice of Completed Application in the Matter of the License Application of Hector Ambulance Service, Hector, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter EMSRB) has received a completed application from **Hector Ambulance Service, Hector, Minnesota**, for a new license to provide Part-Time Advanced Life Support (PT ALS).

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* § 144E.11, subdivision 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations concerning the disposition of the application, shall make written recommendations or comments opposing the application to the EMSRB **within 30 days or by December 24, 2014, 4:30 p.m.**

Written recommendations or comments opposing the application should be sent to: Pamela Biladeau, Executive Director, EMSRB, 2829 University Avenue S.E., Suite 310, Minneapolis, Minnesota 55414-3222. If no more than five comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* § 144E.11, subdivision 4(a). If more than five comments in opposition to the application are received during the comment period, or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes* § 144E.11, subdivision 5(a), (b). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a contested case hearing, one will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* § 144E.11, subdivision 5(c)-(e).

Dated: 13 November 2014

Pamela Biladeau, Executive Director
Emergency Medical Services Regulatory Board

Executive Council State Board of Investment Land Exchange Board Notice of Meeting 2 December 2014

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Tuesday, December 2, 2014 at 10:00 A.M. in Room 112, State Capitol, St. Paul, MN.

Some members of the Executive Council, State Board of Investment and Land Exchange Boards may participate in the meeting electronically. If a Board Member calls in, in accordance with *Minnesota Statutes*, section 13D.015, subd. 4, the Executive Council, State Board of Investment and Land Exchange Board shall, to the extent practical, allow a person to monitor the meeting electronically from a remote location. The person making a connection may be required to pay for documented marginal costs that the entity incurs as a result of the additional connection.

Minnesota Pollution Control Agency (MPCA)**Watershed Division****Public Notice of Availability of the Sauk River Chain of Lakes Total Maximum Daily Load Study, Upper Mississippi River Basin, Minnesota TMDL Report and Request for Comment****Public Comment Period Begins:****November 24, 2014****Public Comment Period Ends:****December 26, 2014**

The Minnesota Pollution Control Agency (MPCA) is requesting comments on the draft Report for the 13 impaired lakes making up the Sauk River Chain of Lakes and Eden Valley Lakes Nutrient Total Maximum Daily Load (TMDL). The draft TMDL Report is available for review at: <http://www.pca.state.mn.us/irypa38>

Following the comments, the MPCA will revise the draft TMDL Report and submit it to the U.S. Environmental Protection Agency (EPA) for approval. Comments must be sent to the MPCA contact person listed below by 4:30pm on the day that the comment period ends listed above.

Required by the federal Clean Water Act, a TMDL is a scientific study that calculates the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards for that pollutant. It is a process that identifies all the sources of the pollutant causing impairment and allocates necessary reductions among them. This multi-year effort results in a pollution reduction plan and engages stakeholders and the general public. An approved TMDL is followed by implementation activities for achieving the necessary reductions.

This TMDL study addresses nutrient impairments for Schneider (73-0082-00), Great Northern (73-0083-00), Knaus (73-0086-00), Krays (73-0087-00), Bolfiging (73-0088-00), Zumwalde (73-0089-00), Cedar Island (Main) (73-0133-01), Cedar Island (Koetter Lake) (73-0133-03), Long (73-0139-00), North Brown's (73-0147-00), Eden (73-0150-00), Vails (73-0151-00), Horseshoe (73-0157-00) located in the lower half of the Sauk River watershed (07010202) in the Upper Mississippi River Basin in Stearns County, Minnesota. The goal of this TMDL is to quantify the pollutant reductions needed to meet state water quality standards for nutrients. The numeric water quality standards for the lakes in this study are recently completed Site Specific Standard (SSS) work and the existing lake nutrient criteria. <http://www.pca.state.mn.us/irypa38>

Agency Contact Person: Written or oral comments, petitions, questions, or requests to receive a draft of the TMDL Reports, and requests for more information should be directed to:

Greg Van Eeckhout

MPCA Regional Watershed

7678 College Road, Suite 105

Brainerd, Minnesota 56425

Phone: (218) 316-3896**Minnesota Toll Free:** 1-800-657-3864**Fax:** (218) 828-2594**E-mail:** greg.vaneekhout@state.mn.us**TTY** users may call the MPCA teletypewriter at (651) 282-5332 or 1-800-657-3864.

Preliminary Determination on the Draft TMDL Report: The MPCA Commissioner has made a preliminary determination to submit this TMDL Report to the EPA for final approval. A draft TMDL Report and fact sheet are available for review at the MPCA office at the address listed above, and at the MPCA website: <http://www.pca.state.mn.us/irypa38>

Suggested changes will be considered before the final TMDL Report is sent to the EPA for approval.

Written Comments: You may submit written comments on the conditions of the draft TMDL Report or on the Commissioner's preliminary determination. Written comments must include the following:

1. A statement of your interest in the draft TMDL Report;
2. A statement of the action you wish the MPCA to take, including specific references to sections of the draft TMDL that you believe should be changed; and

Official Notices

3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

Petition for Public Informational Meeting: You also may request that the MPCA Commissioner hold a public informational meeting. A public informational meeting is an informal meeting that the MPCA may hold to solicit public comment and statements on matters before the MPCA, and to help clarify and resolve issues.

A petition requesting a public informational meeting must include the following information:

1. A statement identifying the matter of concern;
2. The information required under items 1 through 3 of "Written Comments," identified above;
3. A statement of the reasons the MPCA should hold a public informational meeting; and
4. The issues that you would like the MPCA to address at the public informational meeting.

Petition for Contested Case Hearing: You also may submit a petition for a contested case hearing. A contested case hearing is a formal evidentiary hearing before an administrative law judge. In accordance with *Minnesota Rules* 7000.1900, the MPCA will grant a petition to hold a contested case hearing if it finds that:

1. There is a material issue of fact in dispute concerning the application or draft TMDL Report;
2. The MPCA has the jurisdiction to make a determination on the disputed material issue of fact; and
3. There is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft TMDL Report. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision.

A petition for a contested case hearing must include the following information:

1. A statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in *Minnesota Rules* 7000.1900, as discussed above; and
2. A statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter.

In addition and to the extent known, a petition for a contested case hearing should also include the following information:

1. A proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing;
2. A proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing; and
3. An estimate of time required for you to present the matter at a contested case hearing.

MPCA Decision: You may submit a petition to the Commissioner requesting that the MPCA Citizens' Board (Board) consider the TMDL Report approval. To be considered timely, the petition must be received by the MPCA by 4:30 p.m. on the date the public comment period ends, identified on page 1 of this notice. Under the provisions of *Minnesota Statutes* § 116.02, subd 6(4), the decision whether to submit the TMDL Report and, if so, under what terms will be presented to the Board for decision if:

1. The Commissioner grants the petition requesting the matter be presented to the Board;
2. One or more Board members request to hear the matter before the time the Commissioner makes a final decision on the TMDL Report; or
3. A timely request for a contested case hearing is pending. You may participate in the activities of the MPCA Board as provided in *Minnesota Rules* 7000.0650.

The written comments, requests, and petitions submitted on or before the last day of the public comment period will be considered in the final decision on this TMDL Report.

Dated: November 2014

Minnesota Sentencing Guidelines Commission Cancellation Notice

The Public Hearing of the Minnesota Sentencing Guidelines Commission scheduled for Thursday, December 11, 2014, at 2:00 p.m. has been canceled. Please disregard the notice of public hearing published in the State Register, Volume 39, Number 19, page 668 on Monday, November 10, 2014.

Minnesota Department of Transportation (Mn/DOT) Notice to Bidders: Suspensions/Debarments as of September 17, 2014

NOTICE OF SUSPENSION

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be suspended effective July 8, 2014:

- Marlin Dahl, Granada, MN
- Dahl Trucking, Elmore, MN
- Elmore Truck and Trailer, Inc., Elmore, MN

NOTICE OF DEBARMENT

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

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective September 17, 2014 until September 17, 2017:

- Jeffrey Plzak and his affiliates, Loretto, MN
- Laurie Plzak and her affiliates, Loretto, MN
- Honda Electric Incorporated and its affiliates, Loretto, MN
- Jeffrey and Laurie Plzak doing business as Honda Electric Logistics, and its affiliates, Loretto, 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 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 Department of Administration (Admin) Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) Notice of Availability of Contract for Pharmaceutical Vials and Containers

The Department of Administration, on behalf of the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) is requesting proposals for Pharmaceutical Vials and Container Products.

MMCAP is a voluntary group purchasing organization made up of governmental entities from across the nation. Though MMCAP approximately 5,000 participating facilities purchase over \$1 billion per year in healthcare and pharmaceutical products.

For more information, go to www.mmcap.org. To request a copy of the RFP, please go www.mmcap.org and choose Open RFPs. Or write to:

Pharmaceutical Vials and Container Products RFP Request
MMCAP
c/o Minnesota Department of Administration
50 Sherburne Avenue, Room 112
St. Paul, MN 55155

Proposals submitted in response to the Request for Proposals in this notice must be received at the address specified in the Request for Proposals no later than January 9, 2015. **Late proposals will not be considered.**

The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the Responder.

Minnesota Department of Administration (Admin) State Designer Selection Board Project No. 14-12 Notice of Availability of Request for Proposal (RFP) for Designer Selection for Renovation of the Rochester MN National Guard Armory

The State of Minnesota, Department of Administration is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota Department of Administration's website at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click 14-12).

A MANDATORY informational meeting is scheduled for **Wednesday, December 10, 2014 at 10:00 AM CT at the Rochester National Guard Armory, 1715 Marion Road SE, Suite D, Rochester, MN 55904.**

State Contracts

Any questions should be directed to Garth Ristau at garth.t.ristau.mil@mail.mil. Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Friday, December 12, 2014 no later than 4:30 PM** Central Time.

Proposals must be delivered to Talia Landucci Owen, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 (651) 201-2372) not later than **12:00 noon on Monday, December 22, 2014**. Late responses will not be considered.

The Minnesota National Guard is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU) Inver Hills Community College Notice of Request for Proposals for Purchase of High Fidelity Tetherless Manikin

Complete proposal information go at: <https://voices.inverhills.edu/rfp>

Any and all questions **MUST** be sent to Karla Colwell by e-mail at: karla.colwell@inverhills.edu.

All questions received and answered will be posted to this site. It is your responsibility to check this site for all updates. Karla will not respond to phone calls and will not reply directly to emails.

Faxed or email proposals will not be accepted.

Proposals **MUST** be sealed in an envelope with a notation on the outside of the envelope stating: **LifePak-15 Monitor– DELIVER IMMEDIATELY**

Sealed proposals must be delivered no later than 12:00 P.M, Monday, November, 24th 2014 to:

Inver Hills Community College
Attn: Karla Colwell
Business Office, College Center Building
2500 - 80th Street East
Inver Grove Heights, MN 55076

Minnesota State Colleges and Universities (MnSCU) Inver Hills Community College Notice of Request for Proposals for Purchase of LifePak-15 Monitor

Complete proposal information go at: <https://voices.inverhills.edu/rfp>

Any and all questions **MUST** be sent to Karla Colwell by e-mail at: karla.colwell@inverhills.edu.

All questions received and answered will be posted to this site. It is your responsibility to check this site for all updates. Karla will not respond to phone calls and will not reply directly to emails.

Faxed or email proposals will not be accepted.

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State Contracts

Sealed proposals must be delivered no later than 12:00 P.M., Monday, November, 24th 2014 to:

Inver Hills Community College
Attn: Karla Colwell
Business Office, College Center Building
2500 - 80th Street East
Inver Grove Heights, MN 55076

Minnesota State Colleges and Universities (MnSCU) Minnesota State University, Mankato Advertisement for Bids for Construction of a New Clinical Sciences Building

Sealed Bids for: MSU Mankato Clinical Sciences Building
Wiecking Center Room 358
415 Malin Street
Mankato, MN 56001

Will be received by: Donna Hensel, Facilities Purchasing Coordinator
Minnesota State University, Mankato
Wiecking Center Room 358
415 Malin Street
Mankato, MN 56001

Until 2:00 p.m. local time, December 16, 2014, at which time the bids will be publically opened and read aloud in Wiecking Center Room 357.

Project Scope: Construct a new 59,451 square foot Clinical Sciences Building to house general classrooms, labs, and clinics for the Nursing, Dental Hygiene, and Speech Hearing and Rehabilitation departments.

A Pre-Bid Meeting has been scheduled at 9:30 a.m. on November 21, 2014, in the Centennial Student Union building Room 253.

Interested parties may view the Bidding Documents at no cost on the website:

<http://www.finance.mnscu.edu/facilities/design-construction/index.html>

and click on "Announcements," then click on "Advertisement for Bids (E-Plan Room)."

Minnesota State Colleges and Universities (MnSCU) South Central College Request for Bids for Walk-in Cooler / Freezer and Installation

NOTICE IS HEREBY GIVEN that sealed bids will be received by South Central College, North Mankato, MN until 2:00 PM, Tuesday, December 9, 2014. The bid opening will be held in Donna Sampson's office on the SCC North Mankato campus.

Requires:

Walk – In Cooler / Freezer Combo Box. Overall Dimensions: 18' x 18' x 8'7"

Installation should include:

- Disassemble existing box and refrigeration and remove from site.
- Install new walk-in combo box with new refrigeration.

- Install trim around the box where walls and ceiling and panels meet.
- Install all electrical.

Quote should include Warranty and Freight

Bids:

Please address any questions to Donna Sampson, 1920 Lee Blvd, North Mankato, MN 56003 and (507) 389-7287 or at donna.sampson@southcentral.edu. Securely sealed and endorsed upon the outside envelope "Bid for Walk-in Cooler / Freezer"

Sealed bids can be mailed to: Donna Sampson
South Central College
1920 Lee Blvd,
North Mankato, MN 56003

Minnesota Department of Education (MDE) Notice of Availability of Contract for the Quality Assurance of Minnesota's Large Scale Testing and Accountability Programs

The Minnesota Department of Education is requesting proposals for the purpose of quality assurance checks associated with data elements of Minnesota's state testing and accountability programs.

Work is proposed to start October 5, 2015.

The Department estimates the project to cost \$2,000,000.

Question and answer due dates are identified in the full request for proposal.

The due date for proposal submissions is identified in the full request for proposal.

A Request for Proposals will be available by mail or email from this office through January 30, 2015. A written request to Diana Moore (by direct mail, fax or email) is required to receive the Request for Proposal. After January 30, 2015, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Name: Diana Moore
Phone: (651) 582-8231
E-Mail address: Diana.moore@state.mn.us
Fax: (651) 582-8874

Proposals submitted in response to the Request for Proposals in this advertisement must be received no later than the due date specified in the RFP. **Late proposals will NOT be considered.** Fax 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 notice are solely the responsibility of the responder.

State Contracts

Minnesota Department of Education (MDE)

Notice of Request for Proposal to Provide Online Training Models to Assist in the Reduction of the Use of Restrictive Procedures in the Public School Setting

The goal of the work requested by the Minnesota Department of Education (MDE) is to develop three separate training models to address strategies that school district staff can implement to reduce the use of restrictive procedures for students with disabilities with complex needs, specifically:

- A training model that addresses strategies to reduce restrictive procedures used on students who meet Minnesota autism spectrum disability (ASD) criteria, have severe intellectual impairments, and exhibit aggressive/self-injurious behaviors in the school setting.
- A training model that addresses strategies to reduce restrictive procedures used on students who meet Minnesota eligibility criteria under the emotional or behavioral disorder (EBD) criteria, and exhibit aggressive/self-injurious behaviors in the school setting.
- A training model webinar that addresses a continuum of treatment and education service options for students with a combination of severe mental illnesses and developmental disabilities, including Fetal Alcohol Syndrome Disorder (FASD).

Work is proposed to start December 1, 2014 and continue through June 30, 2015.

The Department estimates that the project will cost \$95,000.

Question and answer due dates are identified in the full request for proposal.

The Request for Proposal can be obtained by sending an email to the person below:

Marikay Canaga Litzau
Compliance and Assistance
1500 Highway 36 West
Roseville Minnesota 55113
E-mail: Marikay.litzau@state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received no later than January 15, 2015, 3:30 p.m.

Late proposals will NOT be considered. Fax 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 notice are solely the responsibility of the responder.

Minnesota Judicial Branch

State Court Administrator's Office

Court Services Division

Request for Proposal for an Analysis and Report Regarding the Level of Effort to Achieve Statewide Submission of Electronic Citations (eCitations) from Law Enforcement to the Courts

The Court Services Division of the State Court Administrator's Office is using a competitive selection process to select the vendor responsible for analyzing and documenting the current state of eCitations including the issues, obstacles, constraints, options, and plans for fully expanding electronic submission of citations from law enforcement agencies to the courts in all counties and jurisdictions in the State of Minnesota.

THE STATE IS NOT OBLIGATED TO RESPOND TO ANY PROPOSAL SUBMITTED NOR IS IT LEGALLY BOUND IN ANY MANNER WHATSOEVER BY THE SUBMISSION OF A PROPOSAL. THE STATE RESERVES THE RIGHT TO CANCEL OR WITHDRAW THE REQUEST FOR PROPOSAL AT ANY TIME IF IT IS CONSIDERED TO BE IN ITS BEST INTEREST. IN THE EVENT THE REQUEST FOR PROPOSALS IS CANCELLED OR WITHDRAWN FOR ANY REASON, THE STATE SHALL NOT HAVE ANY LIABILITY TO ANY PROPOSER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR PROPOSALS OR OTHERWISE. THE STATE ALSO RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR PARTS OF PROPOSALS, TO WAIVE ANY INFORMALITIES THEREIN, AND TO EXTEND PROPOSAL DUE DATES. This Request for Proposal does not obligate the Minnesota Judicial Branch to award a contract or complete the project and the Minnesota Judicial Branch reserves the right to cancel.

Your proposal must be submitted in writing in a sealed envelope to:

Rebecca Becker
Court Services Division
State Court Administrator's Office
105 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Boulevard
St. Paul, MN 55155
E-mail: Rebecca.becker@courts.state.mn.us

The submission, including four (4) paper copies and one (1) electronic (PDF) copy, is due by 4:30 p.m. CST December 1, 2014. No facsimile submissions will be accepted.

A complete copy of the Request for Proposal may be found on the Minnesota Judicial Branch website (in the News and Announcements/Public Notices section) at www.mncourt.gov

Minnesota State Retirement System (MSRS) Notice of Request for Proposal for Assistance in Migrating Web Applications Note: This RFP replaces a similar, cancelled solicitation

Minnesota State Retirement System (MSRS) seeks a Vendor, and if necessary, its subcontractors, to provide project management and technical assistance in the upcoming migration of MSRS' Java Web Applications ("Aurora System") to a new Platform-as-a-Service (PaaS) host. The Aurora System is currently hosted by Minnesota Office of Enterprise Technology (MN.IT Services or MN.IT).

Responders are encouraged to consider all the required skills in this RFP, and to be sure each required item is satisfied by either its own employees, or a subcontractor.

The Responder will:

1. Review and recommend changes to the MSRS-prepared Gap Analysis between the Current Aurora System and its Planned Aurora System
2. Assist in developing business and technical requirements for an RFP to select a PaaS host
3. Serve as Project Manager to the Migration Project, but with hands-on role in the actual implementation- and post-implementation tasks (see Section "Project Key Tasks," Item D)
4. Integrate security reviews throughout the Migration Project

MSRS seeks a Responder with experience migrating Java web applications between PaaS hosts. The Responders should have experience migrating relational databases, establishing business-to-business communications (such as secure network communications), and extensive project-management experience. MSRS is seeking a Responder with WebSphere/DB2 configuration experience.

The Responder should have experience defining business and technical specifications in RFPs to select hosting service providers. MSRS will control the PaaS-selection RFP process, but the selected Responder will work with MSRS staff persons to produce specifications necessary for a Scope of Work, and will provide technical assistance to the MSRS team in the evaluate of PaaS proposals.

State Contracts

As project manager, the Responder will lead the conversion process in cooperation with MSRS, MN.IT, and the selected PaaS host, and mentor MSRS staff in establishing a productive relationship with the selected PaaS host.

Note: The firm selected to provide technical assistance under this RFP may not be considered under any forthcoming PaaS-selection RFP.

The term of a Contract resulting from this RFP is expected to run from **January 1, 2015** to **December 31, 2015**, with the option to extend an additional year. Responders should estimate that this project may require up to an estimated 2,000 hours of staff time over 12 months.

To receive a copy of this RFP, send a request via e-mail (in subject line: "RFP24") to:

Daniel McLean, Contract Administrator
Minnesota State Retirement System (MSRS)
E-mail: daniel.mclean@msrs.us

Proposals submitted in response to this RFP must be received by email at the email address above no later than **December 16, 2014** at **3:00 p.m. CT**. Late proposals and proposals received any way other than email will not be considered. This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the Responder.

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/>.

Brown's Creek Watershed District**Notice of Request for Qualifications for Accounting Services****1. Introduction**

The Brown's Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown's Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act.

The District covers approximately 18,000 acres that drain into Brown's Creek, which then enters the St. Croix River. The watershed includes Brown's Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

Non-State Public Bids, Contracts & Grants

2. Solicitation

Minnesota Statutes, Section 103B.277, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current accounting services provided to the district include, but are not limited to; 1) preparing monthly checks and financial statements using Peachtree Complete Accounting software; 2) assist District auditor in preparation of certified audit; 3) preparing other financial reports as the District may require.

3. General Instructions

Firms interested in providing services to BCWD shall submit eight (8) written copies of their qualifications. The Brown's Creek Watershed District on or before 3:00 P.M., January 2, 2015, will accept qualification statements.

Submittals should be sent to: Brown's Creek Watershed District
 Attention: Karen Kill
 455 Hayward Ave N
 Oakdale, MN 55128

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this "Request for Qualifications", may contact Karen Kill, (651) 330-8220 x26.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Fee schedules
- e. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.

Dated: 12 November 2014

Brown's Creek Watershed District

Notice of Request for Qualifications for Auditing Services

1. Introduction

The Brown's Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown's Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act.

The District covers approximately 18,000 acres that drain into Brown's Creek, which then enters the St. Croix River. The watershed includes Brown's Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

2. Solicitation

Minnesota Statutes, Section 103B.227, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current auditing services provided to the district include, but are not limited to; 1) auditing the annual financial statements of the BCWD with the result of these audit to be a certified audit in accordance with generally accepted governmental audit standards.

Non-State Public Bids, Contracts & Grants

3. General Instructions

Firms interested in providing services to BCWD shall submit eight (8) written copies of their qualifications. The Brown's Creek Watershed District on or before 3:00 P.M., January 2, 2015, will accept qualification statements.

Submittals should be sent to: Brown's Creek Watershed District
 Attention: Karen Kill
 455 Hayward Ave N
 Oakdale, MN 55128

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this "Request for Qualifications", may contact Karen Kill, (651) 330-8220 x26.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Fee schedules
- e. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.

Dated: November 12, 2014

Brown's Creek Watershed District Notice of Request for Qualifications for Engineering Consulting Services

1. Introduction

The Brown's Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown's Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act. The District covers approximately 18,000 acres that drain into Brown's Creek, which then enters the St. Croix River. The watershed includes Brown's Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

2. Solicitation

Minnesota Statutes, Section 103B.227, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current engineering consulting services include, but are not limited to; 1) assistance with the development of a fourth generation plan, 2) assistance with the implementation of a permitting and plan review program and, 3) advising managers of technical options and various projects and studies as requested by the managers.

3. General Instructions

Firms interested in providing services to BCWD shall submit eight (8) written copies of their qualifications. The Brown's Creek Watershed District on or before 3:00 P.M., January 2, 2015, will accept qualification statements.

Submittals should be sent to: Brown's Creek Watershed District
 Attention: Karen Kill

Non-State Public Bids, Contracts & Grants

455 Hayward Ave N
Oakdale, MN 55128

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this "Request for Qualifications", may contact Karen Kill, (651) 330-8220 x26.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firms qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, technical background, years of experience, and their previous experience in servicing watersheds.
- d. Hourly fee schedules by labor category and an estimated monthly blended retainer fee based upon 66 hours of typical services.
- e. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

Because the BCWD is charged with managing a DNR Designated Trout Stream and many other unique resources, selection will emphasize criteria that indicate a firm's experience and knowledge of integrated resource management approaches to watershed management.

Qualification statements will be evaluated by the Board of Managers and ranked based on the following criteria:

1. Experience with watershed management organizations within the metropolitan area.
2. Experience with innovative and alternative watershed management approaches that integrate water resources engineering with natural resource management.
3. Engineering design and timely construction management and inspection.
4. Locally based firm with the ability to respond to emergency situations in the watershed or situations that would require immediate attention.
5. Ability to work with the public, regulatory agencies (including DNR) and other stakeholders and the ability to communicate effectively with the BCWD Board of Managers, Watershed District Attorney and SWCD staff.
6. Experience with innovative, second generation Watershed Plans that stress an integrated approach to watershed management.
7. Permitting, plan review and environmental assessment experience.
8. Interdisciplinary group of water resources professionals that can provide full range of services to the watershed (i.e., surface water, ground water, natural resources, water quality, engineering, etc.)
9. The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.

Dated: 12 November 2014

Brown's Creek Watershed District Notice of Request for Qualifications for Legal Services

1. Introduction

The Brown's Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown's Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act.

The District covers approximately 18,000 acres that drain into Brown's Creek, which then enters the St. Croix River. The watershed includes Brown's Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

Non-State Public Bids, Contracts & Grants

2. Solicitation

Minnesota Statutes, Section 103B.227, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current legal services provided to the district include, but are not limited to; 1) assistance with the development of a fourth generation plan, 2) assistance with the implementation of a permitting and plan review program and, 3) advising managers of legal options for various projects and studies as requested by the managers.

3. General Instructions

Firms interested in providing services to BCWD shall submit eight (8) written copies of their qualifications. The Brown's Creek Watershed District on or before 3:00 P.M., January 2, 2015, will accept qualification statements.

Submittals should be sent to: Brown's Creek Watershed District
 Attention: Karen Kill
 455 Hayward Ave N
 Oakdale, MN 55128

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this "Request for Qualifications", may contact Karen Kill, (651) 330-8220 x26.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Hourly fee schedules by labor category and an estimated monthly blended retainer fee based upon 7 hours of typical services per month.
- e. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

Because the BCWD is charged with managing a DNR Designated Trout Stream and many other unique resources, selection will emphasize criteria that indicate a firm's experience and knowledge of integrated resource management approaches to watershed management.

Qualification statements will be evaluated by the Board of Managers and ranked based on the following criteria:

1. Experience with watershed management organization law.
2. Ability to work with the public, regulatory agencies (including DNR) and other stakeholders and the ability to communicate effectively with the BCWD Board of Managers, Watershed District Attorney and SWCD staff.
3. Permitting, plan review and environmental assessment experience.
4. Locally based firm with the ability to respond to emergency situations in the watershed or situations that would require immediate attention.
5. Experience with watershed management organizations within the metropolitan area.
6. The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.

Dated: November 12, 2014

Non-State Public Bids, Contracts & Grants

City of Mankato

Transit Maintenance Facility

Notice of Request for Sealed Bids for the Construction of the Mankato Transit Maintenance Facility Addition and Remodel

FTA Project Number MN85X007 - MnDOT Contract # 00953

NOTICE TO CONTRACTORS — Sealed bids will be RECEIVED until **2:00 p.m. December 9, 2014** by the City Manager for the City of Mankato at the City of Mankato City Hall, 10 Civic Center Plaza #1, Mankato, MN 56001 on behalf of the Commissioner of Transportation, as agent for the City of Mankato for the construction of the Mankato Transit Maintenance Facility Addition and Remodeling which includes a bus storage building, bus maintenance bays, bus wash building and equipment, renovation of portions of the existing public works facility, various site and pavement improvements on property currently owned by the City of Mankato. Proposals will be opened and read publicly by the City of Mankato or their representative in the City Council Chambers, immediately after the hour set for receiving bids. A Pre-bid Meeting will be held at the project site at 501 S Victory Dr, Mankato, MN 56001 on **December 1, 2014 at 10:00 AM**. All questions asked or submitted will be answered in a written addendum.

Minimum wage rates to be paid by the Contractors have been predetermined and are subject to the Work Hours Act of 1962, P.L. 87-581 and implementing regulations.

READ CAREFULLY THE WAGE SCALES AND DIVISION A OF THE SPECIAL PROVISIONS AS THEY AFFECT THIS/THESE PROJECT/PROJECTS

The City of Mankato and the Minnesota Department of Transportation hereby notifies all bidders:

The FTA is or will be providing federal assistance for this project in an estimated expected amount of \$2,800,165; the Catalog of Federal Domestic Assistance (CFDA) numbers(s) are 20.509 and 20.500.

- In accordance with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. A bidder must submit to the FTA recipient the appropriate Buy America certification with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.
- In accordance with Title VI of the Civil Rights Act of 1964 (Act), as amended and Title 49, *Code of Federal Regulations*, Subtitle A Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded maximum opportunity to participate and/or to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, disability, age, religion, sex or national origin in consideration for an award;
- In accordance with Title VI of the Civil Rights Act of 1964 as amended, and Title 23, *Code of Federal Regulations*, Part 230 Subpart A-Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including supportive services), it will affirmatively assure increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry, and that on any project constructed pursuant to this advertisement equal employment opportunity will be provided to all persons without regard to their race, color, disability, age, religion, sex or national origin;
- In accordance with the Minnesota Human Rights Act, *Minnesota Statute* 363A.08 Unfair discriminatory Practices, it will affirmatively assure that on any project constructed pursuant to this advertisement equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; in accordance with the Minnesota Human Rights Act, *Minnesota Statute* 363A.36 Certificates of Compliance for Public Contracts, and 363A.37 Rules for Certificates of Compliance, it will assure that appropriate parties to any contract entered into pursuant to this advertisement possess valid Certificates of Compliance.

If you are not a current holder of a compliance certificate issued by the Minnesota Department of Human Rights and intend to bid on any job in this advertisement you must contact the Department of Human Rights immediately for assistance in obtaining a certificate.

Non-State Public Bids, Contracts & Grants

The following notice from the Minnesota Department of Human Rights applies to all contractors:

“It is hereby agreed between the parties that *Minnesota Statute*, section 363A.36 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based on this specification or any modification of it. A copy of *Minnesota Statute* 363A.36 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 is available upon request from the contracting agency.”

“It is hereby agreed between the parties that this agency will require affirmative action requirements be met by contractors in relation to *Minnesota Statute* 363A.36 and *Minnesota Rules* 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (*Minnesota Statute* 363A.36, Subd. 2 and 3).”

A minimum goal of 5.2% (Five and two-tenths percent) Good Faith Effort to be subcontracted to Disadvantaged Business Enterprises.

The City of Mankato hereby notifies all bidders:

Plans and specifications may be examined and secured on or after November 14, 2014. A complete copy of the Project including Plans and Specifications and bidding requirements can be obtained and viewed at no cost at the website listed below. Bidders must enter contact information to have access to the Public Plan Room and Request for Bids, and for receipt of automatic notifications of further addendums and announcements from the City of Mankato.

<https://www.submittalexchange.com/bid/MankatoTransitFacility/publicplanroom>

The contact person for all communication involving the RFP is:

JoAnn Olsen, Owners Representative
LSA Design Inc.
219 N. Second Street, Suite 302
Minneapolis, MN 55401
E-mail: JoAnnOlsen@LSADesignInc.com
Phone: (612) 767-5974

Any questions that the Bidder may have in regard to the interpretation and/or clarification of the bid documents shall be submitted in writing to JoAnn Olsen at LSA Design Inc. 219 N. Second Street, Suite 302, Minneapolis, MN 55401, or by email to JoAnnOlsen@LSADesignInc.com no later than 5 PM on December 3, 2014. The City of Mankato will respond to all written questions by issuing an addendum that will be transmitted via Submittal Exchange email and also posted at the website:

<https://www.submittalexchange.com/bid/MankatoTransitFacility/publicplanroom>

Bids must be accompanied a certified check made payable to the City of Mankato or a corporate surety bond made in favor of the City of Mankato in an amount of Five Percent (5.0%) of the Base Bid amount.

Upon acceptance of the bid, the bidder hereby agrees that within seven days of receipt of the contract from the City of Mankato it will execute said contract in the required form (AIA A101 as modified by the City of Mankato for the specified work. The Contract (modified AIA A101) is a Stipulated Lump Sum Contract.

In the event the bidder fails to do so within said time, it shall result in the bid bond/certified check shall be forfeited to the City of Mankato as liquidated damages for such failure. The contract shall then be deemed void and of no effect unless the OWNER agrees to provide additional time to comply. If said bidder shall execute the contract, secure the required insurance and bonds, within said time, his check, if furnished, shall become void. It is further understood that this bid may not be withdrawn for a period of 60 days after the date set for the opening thereof, unless otherwise required by law.

Construction is scheduled to be completed according to the terms in the Project Manual, SECTION 011000 – Summary of Work.

The City of Mankato reserves the right to reject any and all bids, to waive minor irregularities and informalities therein, to remove or delete work or units of work without penalty from the contractor, and to award the contract in the best interest of The City of Mankato.

All sealed bids must be addressed to Mankato City Hall, 10 Civic Center Plaza #1, Mankato, MN 56001 and shall be endorsed thereon:

Non-State Public Bids, Contracts & Grants

Bid for Mankato Transit Maintenance Facility Addition and Remodeling

Bids Due: 2:00 PM., Thursday December 9, 2014

Pat Hentges, City Manager
City of Mankato

Metropolitan Airports Commission (MAC) Minneapolis-Saint Paul International Airport Notice of Call for Bids for Electrical Infrastructure Rehab 2015 (P7)

MAC Contract No.:	106-2-732
Bids Close At:	2:00 p.m., December 16, 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. The work includes installing new electrical equipment in existing electrical rooms.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

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 the Alliance, at the Minnesota Builders Exchange; McGraw Hill Construction; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409. Make checks payable to: Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

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

Metropolitan Airports Commission (MAC) Minneapolis-Saint Paul International Airport Notice of Call for Bids for Emergency Power Upgrades 2015 (P6)

MAC Contract No.:	106-2-733
Bids Close At:	2:00 p.m., December 16, 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. The work includes installing close transition/isolation bypass transfer switches and distribution boards for emergency power distribution in the F Concourse to aid in the separation of emergency (life safety) and optional critical loads.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

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

Non-State Public Bids, Contracts & Grants

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 Alliance, at the Minnesota Builders Exchange; McGraw Hill Construction; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; phone: (763) 503-3401; fax: (763) 503-3409. Make checks payable to: Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on November 24, 2014, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids.)

Metropolitan Airports Commission (MAC) Minneapolis - St. Paul International Airport Public Notice of Request for Proposals for Development and Operation of a Full Service Hotel at MSP

The Metropolitan Airports Commission ("MAC") is issuing a Request for Proposals for qualified firms interested in financing, developing, constructing, managing, and operating a Full Service Hotel at the Minneapolis - St. Paul International Airport.

To obtain a copy of the Request for Proposals ("RFP"), please go to the following website: <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx>. The RFP is to be released on or about November 24, 2014.

Airport Contact for the RFP is Eric Johnson at phone: (612) 725-8322, or e-mail: eric.johnson@mspmac.org. A mandatory informational conference will be held December 4, 2014 at 2:00pm CST in the Commission Chambers at the Airport Conference Center which is located within Terminal 1-Lindbergh.

Proposers may dial into a conference bridge provided upon request in lieu of on-site attendance. Questions regarding the RFP are due to MAC no later than 2:00 p.m. CST on December 9, 2014. Proposals are due to MAC on or before 12:00 p.m. CST on December 18, 2014.

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**
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- ♦ **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:

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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# _____