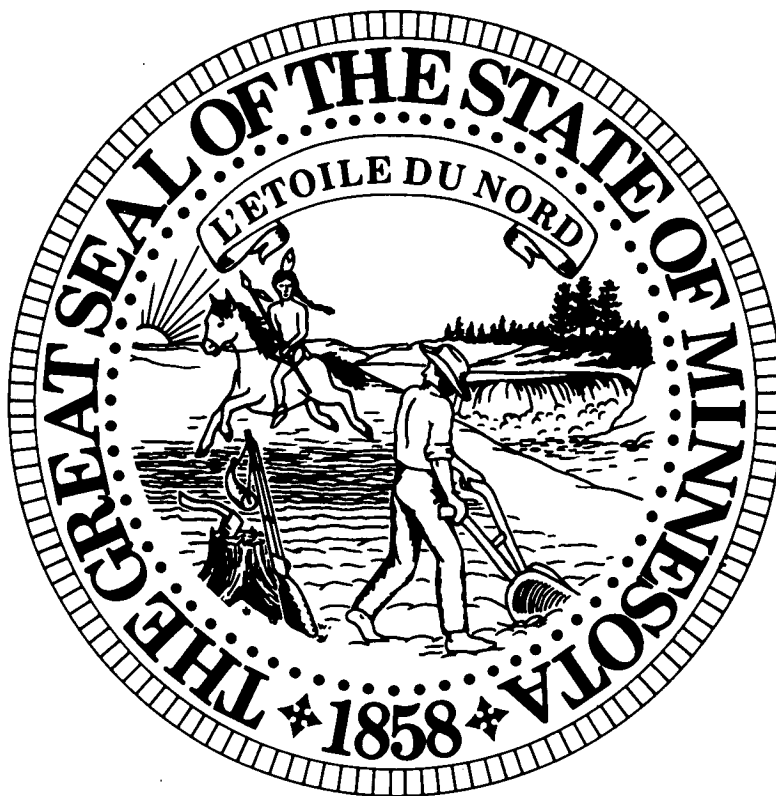


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The Minnesota  
**State  
Register**

Department of Administration—Print Communications Division



Rules edition  
Published every Monday  
(Tuesday if Monday is a holiday)

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**Volume 16, Number 21**  
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# State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, state and non-state contracts, contract awards, grants, a monthly calendar of cases to be heard by the state supreme court, and announcements.

A *Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.

### Printing Schedule and Submission Deadlines

Vol. 16 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
21	Monday 4 November	Friday 8 November	Monday 18 November
22	Friday 8 November	Monday 18 November	Monday 25 November
23	Monday 18 November	Monday 25 November	Monday 2 December
24	Monday 25 November	Monday 2 December	Monday 9 December

\*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

\*\*Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the *State Register* editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Thursday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The Thursday edition contains additional state contracts and advertised bids, and the most complete listing of contract awards available in one source.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$140.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined Monday and Thursday editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, include both the Monday and Thursday edition, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the Monday edition at St. Paul, MN, first class for the Thursday edition. Publication Number 326630 (ISSN 0146-7751).

Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

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## 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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-9747.

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## Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

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*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

## Housing Finance Agency

### Proposed Permanent Rules Relating to Single Family Mortgage Revenue Bond Authority

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

**NOTICE IS HEREBY GIVEN** that the Minnesota Housing Finance Agency intends to adopt the above rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 462A.06, subd. 4 and 11.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20. Comments or written requests for a public hearing must be submitted to:

Susan K. Noren, Legal Division  
Minnesota Housing Finance Agency  
400 Sibley St., Suite 300  
St. Paul, MN 55101-1998  
Telephone: 612/296-9794

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A **STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Susan K. Noren upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rule must submit the written request to Susan K. Noren.

Dated: 15 November 1991

James J. Solem  
Commissioner

#### Rules as Proposed

##### 4900.3210 DEFINITIONS.

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

Subp. 7. **Housing pool.** "Housing pool" means the pool into which the amount of the annual volume cap allocated to housing

~~pursuant to under Minnesota Statutes, section 474A.03, subdivision 4, is deposited 474A.061, which is available for the issuance of residential rental project bonds or mortgage bonds.~~

Subp. 8. **Metropolitan area.** "Metropolitan area" means the ~~Minneapolis-St. Paul metropolitan Statistical area as defined by the United States Department of Commerce, Bureau of the Census in Minnesota Statutes, section 473.121, subdivision 2.~~

[For text of subps 9 to 16, see M.R.]

#### 4900.3220 ELIGIBLE PROGRAMS.

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

Subp. 3. **House price limits.** House price limits for homes that are security for mortgages under eligible programs may not exceed:

A. the greater of agency house price limits or ~~90 percent of the median house purchase price in the city for which the bonds are to be sold up to a maximum of 80 percent of the safe harbor limits for existing housing provided under section 143(e) of the Internal Revenue Code of 1986, as amended through December 31, 1989, except that 1990; or~~

B. for a new construction affordability initiative as described in subpart 4, item D, the greater of 115 percent of the agency house price limits or 90 percent of the median house purchase price in the city for which the bonds are to be sold up to a maximum of 80 percent of the safe harbor limitation for existing housing provided under section 143(e) of the Internal Revenue Code of 1986 as amended through December 31, 1990. House price limits may be ~~80 percent of the safe harbor limitation for existing housing exceed the agency house price limits only~~ if a subsidy is used to reduce the effective purchase price of the property to the above levels.

If the agency's house price limits are lowered during the origination period, cities may use the house price limits in effect at the time the bonds were issued for the duration of the origination period. If the agency's house price limits are raised during the origination period, cities may use the higher house price limits for the duration of the origination period.

Cities requesting house price limits higher than the agency's house price limits must include data establishing the median purchase price in the city in the application. The data may be provided in the form of an independent study conducted by the city which reflects at least six months of real estate activity pertaining to closed house sales within the city during the previous 12-month period. Data may be accumulated from multiple listing services, appraisers or real estate agents, filings pertaining to closed real estate sales, records from the county auditor pertaining to real estate sales, or other sources that are demonstrated to provide accurate data pertaining to city real estate activity.

Subp. 4. **Limits on new construction in metropolitan area.** During the first ten months of an origination period, the agency or cities may not make mortgage loans for the purchase of newly constructed housing in the metropolitan area unless one of the following conditions is met:

A. The newly constructed housing is located in a redevelopment area ~~and is replacing a structurally substandard structure or structures.~~

B. The new housing is replacing a structurally substandard structure or structures.

C. The new housing is located on a parcel purchased by the city or conveyed to the city under *Minnesota Statutes*, section 282.01, subdivision 1.

~~C. D.~~ D. The new housing is part of a housing affordability initiative, other than those financed with the proceeds from the sale of mortgage revenue bonds, in which federal, state, or local assistance is used to substantially improve the terms of financing or to substantially write down the purchase price of the new housing. A housing affordability initiative must meet one or more of the following criteria:

[For text of subitems (1) to (5), see M.R.]

[For text of subps 5 to 8, see M.R.]

#### 4900.3230 APPLICATION FOR MORTGAGE REVENUE BOND AUTHORITY.

Subpart 1. **General.** Cities may apply to the agency for mortgage revenue bond authority from the housing pool as ~~established under Minnesota Statutes, chapter 474A,~~ as provided in subparts 2 and 3, ~~except that no city in an entitlement county may apply for or be allocated authority to issue bonds from the housing pool.~~ Upon application and selection for mortgage revenue bond authority, cities may elect to either issue mortgage revenue bonds for eligible programs on their own behalf or through joint powers agreements, or have the agency issue bonds on their behalf.

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Subp. 2. **Application period.** In the event that bonding authority is available in the housing pool on the dates prescribed, cities may submit applications to the agency for single-family mortgage revenue bond authority for eligible programs after April 1 ~~and until~~ through April 15, and after July 1 ~~and until~~ through July 15, of each year.

Subp. 3. **Application requirements.** Cities that wish to apply for single-family mortgage revenue bond authority may do so by providing the information described in this subpart. The agency may develop a form and format by which the information may be provided, but also will accept submittals from cities that do not meet the agency developed form and format and meet the requirements of this subpart.

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

C. The city must request a specific allocation from the housing pool which may not exceed the lesser of \$4,000,000 or 20 percent of the total amount available for allocation on the first Tuesday after the first Monday in April. The minimum allocation that may be requested shall be \$250,000.

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

E. The city must submit an application deposit by check payable to the Department of Finance equal to one percent of the requested allocation from the housing pool.

### 4900.3250 APPLICANT SELECTION.

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

Subp. 2. **Notification to finance commissioner.** Upon the establishment of an agreement with cities, the agency shall forward to the commissioner of finance the amounts allotted to each applicant under the agreement. The agency shall also forward the application fee. The agreement must specify the amount allotted to each applicant. A copy of the agreement forwarded to the commissioner of finance shall be sent to each applicant.

[For text of subp 3, see M.R.]

### 4900.3270 AGENCY ISSUANCE ON BEHALF OF CITIES.

Subpart 1. **Agency bond issuance.** The agency may issue bonds on behalf of participating cities pursuant to part 4900.3250, subpart 3. The agency shall request an allocation from the commissioner of finance for all cities who choose to have the agency issue bonds on their behalf and the commissioner shall allocate the requested amount to the agency. The agency may request an allocation at any time ~~between~~ after the first Monday in April and through the last Monday in ~~August~~ July, but may request an allocation no later than the last Monday in ~~August~~ July.

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

### 4900.3290 CITY ISSUANCE ON ITS OWN BEHALF.

Subpart 1. **City bond issuance.** A city may choose to issue bonds on its own behalf or through a joint powers agreement and may request an allocation from the commissioner of finance. If the total amount requested by all applicants exceeds the amount available in the housing pool, the city may not receive a greater amount than it would have received under the agreement forwarded by the agency to the commissioner. No city may request or receive an allocation under this subpart until the agreement under part 4900.3250, subpart 1, has been forwarded to the commissioner. ~~Between~~ On or after the first Monday in April and through the last Monday in ~~August~~ July, no city may receive an allocation from the housing pool which has not first applied to the agency. The commissioner of finance shall allocate the requested amount to the city or cities subject to the limits under this subpart.

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

## Department of Human Services

### Proposed Permanent Rules Relating to Parental Fees

#### Notice of Hearing

**NOTICE IS HEREBY GIVEN** that a public hearing on the above-entitled matter will be held in the State Office Building, Room 5, 100 Constitution Avenue, St. Paul, MN 55155 on December 19, 1991 commencing at 9:00 a.m. and continuing until all interested or affected persons have an opportunity to participate. The proposed amendments may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of the hearing which is to be



included in the hearing record may be mailed to Jon Lunde, Administrative Law Judge, Office of Administrative Hearings, 500 Flour Exchange Building, 310 Fourth Avenue South, Minneapolis, Minnesota 55415; telephone (612) 341-7645, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may, at the hearing, order the record be kept open for a longer period not to exceed 20 calendar days. Any written material or responses must be received at the office no later than 4:30 p.m. on the final day. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have three business days to respond in writing to any new information submitted during the comment period. During the three-day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during the three-day period. Any written material or responses must be received at the office no later than 4:30 p.m. on the final day. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in *Minnesota Statutes*, section 14.50. The rule hearing is governed by *Minnesota Statutes*, section 14.14 to 14.20 and by *Minnesota Rules*, parts 1400.0200 to 1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

*Minnesota Rules*, parts 9550.6200 to 9550.6240 establish standards for the assessment and collection of fees from parents of children placed in 24-hour care outside the home, in a facility licensed by the commissioner who: 1) have mental retardation or a related condition; 2) have an emotional disturbance; 3) have a physical disability; or 4) are in a state facility. Parts 9550.6200 to 9550.6240 also specify parental responsibility for cost of services to children whose eligibility for medical assistance was determined without considering the parents' income or assets.

*Minnesota Rules*, part 9505.0075 establish general requirements for the financial obligation of responsible relatives to contribute partial or complete repayment of medical assistance given to a recipient for whom the person(s) is responsible.

Amendments are being proposed to implement changes made in *Minnesota Statutes*, section 252.27 with regard to parental fees. Proposed amendments will: assure consistency between parts 9505.0075 and 9550.6200 to 9550.6240 by cross-referencing wherever possible; replace the phrase "cost of care" with "cost of services" throughout the rule to be consistent with statute; define the term "severe emotional disturbance" consistent with the definition contained in *Minnesota Statutes*, sections 245.487 to 245.697 (the Minnesota Comprehensive Children's Mental Health Act); revise the definition of "respite care" to reflect the current state of services and to be consistent with other department rules governing respite care; incorporate the parental fee schedule contained in *Minnesota Statutes*, section 252.27, subdivision 2a(b); clarify the conditions under which a variance may be granted based on undue hardship; define the respective roles of the department and local agencies with respect to administration of parental fees; and clarify payment requirements pending determination of a variance request and pending outcome of an appeal.

The agency's authority to adopt the proposed rules is contained in *Minnesota Statutes*, sections 252.27 and 256B.14.

Adoption of these rules will not result in additional spending by local public bodies in the excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Laura Plummer, Rules and Bulletins Division, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3816, (612) 297-1217.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to Laura Plummer, Rules and Bulletins Division at the above address. A copy of the rule may also be viewed at any of the 87 county welfare agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule, contact Laura Plummer, Rules and Bulletins Division at the above address or phone number.

**NOTICE:** Any person may request notification of the date on which the Administrative Law Judge's report will be available, after which date the agency may not take any final action on the rules for a period of five working days. If you desire to be notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the secretary of state. The notice must be mailed on the same day the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the secretary of state.

**NOTICE IS HEREBY GIVEN** that a **STATEMENT OF NEED AND REASONABLENESS** is now available for review at the agency and at the Office of Administrative Hearings. The **STATEMENT OF NEED AND REASONABLENESS** includes a summary

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## Proposed Rules

of all the evidence and argument which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the **STATEMENT OF NEED AND REASONABLENESS** may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

In compliance with the requirements of *Minnesota Statutes*, section 16A.128, subdivision 2A, the agency has submitted a copy of this notice and the proposed rules to the chairs of the house appropriations committee and senate finance committee prior to publishing the notice of intent to adopt rules in the *State Register*.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101, telephone (612) 296-5148.

Natalie Haas Steffen  
Commissioner

### Rules as Proposed

#### 9505.0075 RESPONSIBILITY OF RELATIVES.

Subpart 1. **General requirements; financial obligation of responsible relative.** A responsible relative has an obligation to contribute partial or complete repayment of medical assistance given to a recipient for whom he or she is responsible. The financial obligation of a responsible spouse must be determined under subpart 3 and the financial obligation of a ~~parent~~ parents must be determined ~~under subpart 6 according to parts 9550.6200 to 9550.6240~~ if the responsible spouse or ~~parent~~ parents provide the information needed to make the determination. The responsible spouse or ~~parent~~ who refuses to provide information needed to determine the financial obligation under ~~subparts subpart 3 and 6~~ is obligated to reimburse the local agency for the full amount of medical assistance paid for health services provided to the recipient. Refusal of responsible parents to provide information needed to determine financial obligation shall result in the determination that the parents are able to pay the full cost of services under part 9550.6226, subpart 2. The local agency may reduce the amount to be paid on the financial obligation determined under subpart 3 or 6 if payment of the financial obligation will cause the responsible ~~relative spouse~~ undue hardship. Undue hardship to responsible parents is governed by part 9550.6230. In no case shall the financial obligation determined under subpart 3 or 6 parts 9550.6220 to 9550.6240 for the responsible spouse or ~~parent~~ parents exceed the amount of medical assistance ~~ultimately~~ provided the recipient.

[For text of subps 2 and 3, see M.R.]

Subp. 4. [See repealer.]

Subp. 5. **Consideration of parental income.** The income of a ~~parent~~ parents must be considered available in determining a child's eligibility for medical assistance as provided in items A to G. For purposes of this subpart, ~~the status of parent ends when a child marries, or when a court of law terminates parental rights~~ parents shall be responsible for a parental fee determined under part 9550.6220, unless excluded under part 9550.6200, subpart 2.

A. If the child is under age ~~24~~ 18 and lives together with the ~~parent~~ parents, a ~~parent's~~ the parents' income and assets must be considered available in determining the child's eligibility, ~~unless the child is under 18 and living together with the parents and the child's eligibility for medical assistance was determined without consideration of the parents' income and assets as:~~

- (1) part of a home- and community-based waiver under Minnesota Statutes, sections 256B.49 and 256B.491; or
- (2) a disabled child under Minnesota Statutes, section 256B.055, subdivision 12.

The income of parents whose child's eligibility for medical assistance was determined without consideration of the parents' income and assets must be considered in regard to an obligation under parts 9550.6200 to 9550.6240.

B. ~~If the a child is under age 18 and not living lives together with either parent, the child's eligibility must be based on the child's income and assets. The parent's income must be considered only in regard to a financial obligation to contribute under subpart 6 the parents and is an eligible recipient of supplemental security income, parental income must not be considered available in determining the child's eligibility. The parents' income must be considered only in regard to a financial obligation to contribute under part 9550.6220.~~

C. If the child is under age 18 and living with one parent, the child's eligibility must be based on the child's income and assets and the income and assets of the parent living with the child. The parent not living with the child is obligated to ~~contribute~~ provide medical support under ~~subpart 6~~ Minnesota Statutes, section 518.171.

D. If the child is ~~between under~~ under 18 and ~~24 years of age, is not living together with the either parent in order to attend a high school, college, university, a postsecondary technical college, or a private business, trade, vocational, or technical college accredited, licensed, or approved under state laws and rules, and is a dependent of the parent for federal income tax purposes, the child is considered to live together with the parent. The parent's income and assets must be considered available in determining the child's eligibility, the child's eligibility must be based on the child's income and assets. The parents' income must be considered only in regard to a financial obligation to contribute under parts 9550.6200 to 9550.6240.~~

E. If the child is age between 18 or older and 21 years of age, and is living together with the parents or not living together with the ~~parent parents~~, and is not claimed as a tax dependent while attending to attend a high school, college, university, postsecondary technical college, or a private business, trade, vocational, or technical college accredited, licensed, or approved under state laws and rules, the parent has no financial obligation and is a dependent of the parents for federal income tax purposes, the child is considered to live together with the parents. The parents' income and assets must be considered available in determining the child's eligibility.

F. If a ~~the~~ child is a recipient of supplemental security income, ~~parental income and assets must not be considered even if the child lives age 18 or older, is living together with the parent parents and is determined to be disabled under Minnesota Statutes, section 256B.055, subdivision 7, or is not living together with the parents, and is not claimed as a tax dependent while attending a high school, college, university, postsecondary technical college, or a private business, trade, vocational, or technical college accredited, licensed, or approved under state laws and rules, the parents have no financial obligation.~~

~~G. If a child is under 18 and living together with the parents and the child's eligibility for medical assistance was determined without consideration of the parent's income and assets as part of a home and community based waiver under Minnesota Statutes, sections 256B.49 and 256B.491, the parent's income must be considered in regard to an obligation under subpart 6, item D.~~

Subp. 6. **Parental financial obligation.** When the ~~parent has~~ parents have a financial obligation under subpart 5, ~~item B,~~ the ~~parent's parents'~~ financial obligation to reimburse the medical assistance program for the costs of services provided by medical assistance to the child recipient must be determined according to ~~items A to F.~~ A parent who makes child support payments as ordered by the court shall have the amount paid subtracted from any obligation determined under this part parts 9550.6200 to 9550.6240.

~~A. A parent has no obligation to contribute assets.~~

~~B. The payments of a parent who has an obligation to pay must be determined according to parts 9550.6200 to 9550.6240.~~

~~C. A parent who has more than one child living apart from him or her is not required to pay more than the amount for one child. In this case, the parent shall pay the lesser of five percent of the parent's income or the amount determined under item B for the child with the highest expenditures for health services eligible for medical assistance payment.~~

~~D. In determining parental payments for the cost of health services provided a child under a medical assistance home- and community-based waiver while living together with the parent, the local agency shall subtract the room and board amount established in part 9505.0065, subpart 9, item A, from the parent's obligation.~~

~~E. A parent who adopts a child under the subsidized adoption program as in part 9505.0055, subpart 4 shall have no additional financial obligation under parts 9505.0010 to 9505.0150.~~

~~F. A parent who refuses to provide information needed to determine the parent's financial obligation is obligated to reimburse the local agency for the full amount of medical assistance paid for health services provided to the child.~~

Subp. 7. **Change in living arrangement.** Spousal or parental income and assets must be considered available in the month after the month in which the spouses or ~~parent parents~~ and child begin living together. Consideration of spousal or parental income and assets must end in the month after the month in which the spouses or ~~parent parents~~ and child ~~cease~~ stop living together. A change in living arrangement must be reported as required in part 9505.0115, subpart 1.

Subp. 8. **Notice to responsible spouse or parent.** When making an initial determination of eligibility, the local agency shall give written notice to the responsible spouse ~~or parent~~ within 30 days of the date of notice of the person's eligibility. Further, the local agency shall notify the responsible spouse ~~or parent~~ 30 days ~~prior to~~ before the effective date of an increase in the obligation to be paid by the responsible spouse ~~or parent~~. A decrease in the obligation to be paid by the responsible spouse ~~or parent~~ is effective the month following the month of the change in the cost of care or the responsible ~~parent's or~~ spouse's income or household size. The notice shall state the amount of the obligation to be paid, to whom the payment shall be made, the time a payment is due, penalties for refusing or failing to pay, and the right to appeal.

At the time eligibility is being determined, notice to the responsible parents shall be given according to part 9550.6220, subpart 1. Review and redetermination of parental fees are governed by part 9550.6228. Notice to the responsible parents of an increase or a decrease in the amount of the parental fee must be given according to part 9550.6229.

Subp. 9. **Appeals.** A responsible spouse ~~or parent~~ has the right to appeal the determination of an obligation to pay under *Minnesota Statutes*, section 256.045. The appeal must be made in writing to the local agency within 30 days of the date of the notice required in subpart 8. Appeals by responsible parents are governed by part 9550.6235.

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Subp. 10. **Refusal or failure to pay.** If a responsible spouse ~~or parent~~ refuses or fails to pay the obligated amount within 30 days of the date specified in the notice under subpart 8, a cause of action exists against the responsible spouse ~~or parent~~ for the portion of medical assistance granted after the date of the notice to a responsible relative of a payment obligation. The county of financial responsibility shall refer the refusal or failure to pay to the county attorney for action to enforce payment of the obligation.

Unless the responsible spouse's ~~or parent's~~ income and assets ~~are is~~ deemed available to the applicant or recipient, the refusal or failure of a responsible spouse ~~or parent~~ to pay the obligated amount does not affect the recipient's medical assistance eligibility. If the medical assistance payment to the long-term care facility has been reduced by the expected amount of the responsible spouse's ~~or parent's~~ obligation and the relative fails to pay within 60 days, the local agency shall adjust the payment to the long-term care facility so that the facility is paid the facility's per diem rate less the recipient's monthly spend down from the time of the responsible relative's refusal or failure to pay. Refusal or failure of responsible parents to pay the obligated amount is governed by part 9550.6226, subpart 5.

### PARENTAL FEES FOR CERTAIN CHILDREN PLACED IN 24-HOUR OUT-OF-HOME CARE OUTSIDE THE HOME OR WHOSE ELIGIBILITY FOR MEDICAL ASSISTANCE WAS DETERMINED WITHOUT CONSIDERATION OF PARENTAL INCOME OR ASSETS

#### 9550.6200 SCOPE.

Subpart 1. **Applicability.** Parts 9550.6200 to 9550.6240 govern the assessment and collection of parental fees by county boards or the Department of Human Services from parents of children in 24-hour ~~out-of-home~~ care outside the home, including respite care, in a facility licensed by the commissioner, who:

- A. have mental retardation or a related condition;
- B. have ~~an~~ a severe emotional handicap disturbance;
- C. have a physical ~~handicap~~ disability; or
- D. are in a state ~~hospital~~ facility.

Parts 9550.6200 to 9550.6240 also specify parental responsibility for ~~medical costs~~ the cost of services of children who are not listed specified in items A to D, ~~but who are in 24-hour out-of-home care living in or out of their parents' home,~~ and whose eligibility for medical assistance was determined without considering ~~the parent's parental~~ resources or income as specified in *Minnesota Statutes*, section 256B.14, subdivision 2.

Subp. 2. **Exclusion.** Children who are under court order and subject to *Minnesota Statutes*, section 260.251, subdivision 1, and who also do not fall under the provisions of *Minnesota Statutes*, section 252.27, are excluded from the scope of parts 9550.6200 to 9550.6240.

Parents of a minor child identified in subpart 1 must contribute monthly to the cost of services unless the child is married or has been married, parental rights have been terminated, or the child's adoption is subsidized according to Minnesota Statutes, section 259.40, or through title IV-E of the Social Security Act.

#### 9550.6210 DEFINITIONS.

Subpart 1. **Applicability.** As used in parts 9550.6200 to 9550.6240, the following terms have the meanings given them.

Subp. 2. **Child or children.** "Child" or "children" means a person or persons under 18 years of age.

Subp. 3. **Commissioner.** "Commissioner" means the commissioner of the Department of Human Services or the commissioner's designated representative.

Subp. 4. **Cost of care services.** "Cost of care services" means the cost for:

A. the per diem rate established by the department or the per diem and negotiated monthly rate adopted by the county board for the 24-hour out-of-home care outside the home, treatment, and training of a child provided in a facility licensed by the Department of Health, Department of Human Services, or approved by the commissioner in accordance with according to the interstate placement compacts of Minnesota Statutes, sections 245.51 to 245.53, 257.40 to 257.48, and 260.51 to 260.57; and

B. services to children whose eligibility for medical assistance was determined without consideration of parental income or assets as specified in part 9550.6200, subpart 1.

Subp. 5. **County board.** "County board" means the county board of commissioners in each county. When a Human Services Board has been established under *Minnesota Statutes*, sections 402.02 to 402.10, it shall be considered to be the county board for purposes of parts 9550.6200 to 9550.6240.

Subp. 6. **County of financial responsibility.** "County of financial responsibility" ~~means the following:~~ has the meaning given it in Minnesota Statutes, section 256G.02, subdivision 4.

A. For a child whose cost of care is paid from community social services funds allocated in accordance with title 20 of the Social Security Act, United States Code, title 42, section 1397, as amended through December 31, 1984, and *Minnesota Statutes*, chapter 256E, it has the meaning given in *Minnesota Statutes*, section 256E.08, subdivision 7.

B. For a child whose cost of care is paid from medical assistance funds allocated according to title 19 of the Social Security Act, United States Code, title 42, section 1396, as amended through December 31, 1984, and *Minnesota Statutes*, chapter 256B, it has the meaning specified in *Minnesota Statutes*, section 256B.02, subdivision 3.

C. For a child whose cost of care is paid according to title 4-E of the Social Security Act, United States Code, title 42, sections 670 to 676, as amended through December 31, 1984, it has the meaning specified in *Minnesota Statutes*, section 256.73, subdivision 4.

Subp. 7. **Department.** "Department" means the Minnesota Department of Human Services.

Subp. 8. **Emotional handicap or emotional disturbance.** "Emotional handicap" means a psychiatric or emotional disorder that is diagnosed by a licensed psychiatrist, licensed psychologist, or licensed consulting psychologist; and

A. substantially impairs the child's mental health;

B. requires 24 hour out of home treatment or supervision; and

C. is listed in the International Classification of Diseases (ICD-9-CM) Ninth Revision (1980), code range 290.0 to 299.0, or the corresponding code of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM-III) Third Edition (1980), Axes I, II, or III. These publications are incorporated by reference. They are available through the Minnetex interlibrary loan system. They are not subject to frequent change or "emotional disturbance" has the meaning given it in *Minnesota Statutes*, section 245.4871, subdivision 15.

Subp. 9. **Income.** "Income" has the meaning given it by *Minnesota Statutes*, section 290A.03, subdivision 3 means the adjusted gross income of the natural or adoptive parents determined according to the previous year's federal tax form as specified in *Minnesota Statutes*, section 252.27, subdivision 2a, paragraph (d), or a verified statement of the adjusted gross income if no tax forms are available.

Subp. 10. **Medical assistance.** "Medical assistance" means the federal, state, and county funded program which provides for the medical health service needs of eligible clients, as specified in *Minnesota Statutes*, chapter 256B, and United States Code, title 49 XIX of the Social Security Act, United States Code, title 42, section 1396, as amended through December 31, 1984.

Subp. 11. **Mental retardation or a related condition.** "Mental retardation or a related condition" means a condition that is diagnosed in accordance with parts has the meaning of "mental retardation" under part 9525.0015 to 9525.0145 (Emergency), subpart 20, items A and B, and the definition meaning of "related condition" given in *Minnesota Statutes*, section 252.27, and requires 24 hour out of home supervision and treatment subdivision 1a.

Subp. 12. **Parent Parents.** "Parent Parents" means a father or mother, biological the natural or adoptive, as specified in *Minnesota Statutes*, section 259.21, subdivision 3 parents.

Subp. 13. **Physical handicap or physical disability.** "Physical handicap" means a physical disorder or impairment diagnosed by a licensed physician which requires 24 hour out of home treatment or supervision or "physical disability" has the meaning given it in part 9570.2200, subpart 7.

Subp. 13a. **Respite care.** "Respite care" means short-term supervision and care provided to a child due to temporary absence or need for relief of the child's parents and involving the out of home care of a child for a minimum of a continuous 24 hour period of time. For purposes of this subpart, "short term" means a cumulative total of less than 2,160 hours in a year. Respite care may include day, overnight, in-home, or out-of-home services, as needed.

Subp. 14. [See repealer.]

Subp. 15. **Severe emotional disturbance.** "Severe emotional disturbance" means an emotional disturbance that has:

A. resulted in the child's admission within the last three years or the child's being at risk of admission to inpatient treatment or residential treatment for an emotional disturbance;

B. required the child to receive inpatient treatment or residential treatment for an emotional disturbance as a Minnesota resident through the interstate compact; or

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C. resulted in a determination by a mental health professional that the child has one of the following conditions:

(1) psychosis or clinical depression;

(2) risk of harming self or others as a result of an emotional disturbance;

(3) psychopathological symptoms as a result of being a victim of physical or sexual abuse or of psychic trauma within the past year; or

(4) resulted in the child's having significantly impaired home, school, or community functioning that has lasted at least one year or that, in the written opinion of a mental health professional, presents substantial risk of lasting at least one year.

Subp. 16. State facility. "State facility" means any facility owned or operated by the state of Minnesota that is under the programmatic direction or fiscal control of the commissioner. State facility includes regional treatment centers; the state nursing homes; state-operated community-based programs; and other facilities owned or operated by the state and under the commissioner's control.

### 9550.6220 DETERMINATION OF PARENTAL FEE.

Subpart 1. **Parental responsibility.** The extent to which a parent is parents are responsible for reimbursing the county of financial responsibility or the department for the cost of care services must be determined according to subparts 2 to 13. Parents have no obligation to contribute assets. The parental responsibility and the role of the agency responsible for collection of the parental fee shall be explained in writing to the parents at the time eligibility for services is being determined. The parental fee shall be retroactive to the first date covered services are received, including any services received in months of retroactive eligibility.

Subp. 2. **Determination of household size.** Natural and adoptive parents and their dependents under the age of 21, as specified in Minnesota Statutes, section 290A.03, subdivision 7, including the child receiving services, shall be counted as members of the household when determining the fee, except that a stepparent and his or her natural or adopted children shall not be included.

Subp. 3. **Determination of income.** Income must be determined according to Minnesota Statutes, section 290A.03, subdivision 3 (Property Tax Refund Act) 252.27, subdivision 2a, paragraph (d).

Subp. 4. **Percentage schedule.** The department shall provide the county of financial responsibility with a schedule which is revised annually in accordance with items A to D. The schedule must specify the percentage rate that shall be applied to the parent's income to determine the parental fee. The schedule must be designed in the following manner:

A. The household size matrix must indicate a range of one to ten or more persons using incremental increases of one.

B. The income matrix for each household size must begin at 60 percent of state median income derived from the most recent annual State Median Income for Household Size published in the Federal Register by the United States Department of Health and Human Services according to the Code of Federal Regulations, title 45, part 96-85, as amended through December 31, 1984. Parents of households with income between zero and 60 percent of state median income shall be assessed at a rate of zero percent of income and shall pay no fee.

C. Parents of households with incomes at or above 115 percent of state median income, as specified in item B, shall be assessed a fee at a rate of five percent of income.

D. The schedule must provide for eight equal incremental increases in income between 60 percent and 115 percent of State Median Income for Household Size as specified in items B and C. The first percentage increment applied to the income matrix must be one percent with increases of one-half percent thereafter. Pursuant to Minnesota Statutes, section 252.27, subdivision 2a, paragraph (b), the parental fee shall be computed by applying to the adjusted gross income of the parents that exceeds 200 percent of the federal poverty guidelines for the applicable household size the following percentages:

A. on the amount of adjusted gross income over 200 percent of poverty, but not over \$50,000, ten percent;

B. on the amount of adjusted gross income over 200 percent of poverty, and over \$50,000 but not over \$60,000, 12 percent;

C. on the amount of adjusted gross income over 200 percent of poverty, and over \$60,000 but not over \$75,000, 14 percent;

and

D. on all adjusted gross income amounts over 200 percent of poverty, and over \$75,000, 15 percent.

The fee amounts obtained in items A to D are added to equal the annual parental fee. The annual fee is then divided into 12 monthly payments as specified in subpart 6, item E.

Subp. 5. **Annual schedule revision of federal poverty guidelines.** The department shall provide counties with a revised schedule within 30 days after the annual revision of the State Median Income for Household Size is published parental fee shall be revised annually on July 1 to reflect changes in the federal poverty guidelines. The revised guidelines are effective on the first day of July following the publication of changes in the Federal Register.

Subp. 5a. **Parental income deduction.** The parental income deduction amount is determined by using the applicable figure from the annual federal poverty guidelines under subpart 5, and multiplying that amount by two.

Subp. 6. **Determination of monthly parental fee.** The monthly parental fee assessed must be determined according to parts 9550.6200 to ~~9550.6250~~ 9550.6240 and the following formula:

- A. Household size must be determined as specified in subpart 2.
- B. Income must be determined as specified in subpart 3.
- C. The parental income deduction amount must be determined as specified in subpart 5a.

D. Using the household size ~~and~~, income figures, ~~and~~ parental income deduction in items A ~~and~~, B, ~~and~~ C, refer to the percentage schedule ~~supplied by the department according to~~ in subpart 4 and determine the applicable ~~percent~~ percentages to be applied to the ~~parent's~~ parents' income.

~~D-~~ E. The monthly parental fee must be determined by multiplying the income from item B by the percentage from item C and dividing the product by ~~12~~, according to the following steps:

(1) start with the parents' adjusted gross income from last year's federal Income Tax Form 1040, line 31, or 1040A, line 13, or, if no tax form is available, then a verified statement regarding the previous year's income;

(2) subtract the parental income deduction as determined in subpart 5a;

(3) multiply remaining income by each applicable percentage from the percentage schedule in subpart 4, items A to D;

(4) add the amounts in subitem (3) and add five percent to the percentage if health insurance was available to the parents, as specified in part 9550.6225, but was not taken, to determine the annual parental fee;

(5) divide by 12 to determine the monthly parental fee;

(6) subtract \$200 if the child receiving services lives with the parents; and

(7) subtract the monthly amount of any court-ordered child support payments made by the parent for the child receiving services.

Subp. 7. [See repealer.]

Subp. 8. **Payment in excess of fee.** Parents may voluntarily pay a fee greater than that determined by the formula in subpart 6.

Subp. 9. **Parental responsibility for clothing or personal needs.** Payment of the parental fee specified in subpart 6 does not exempt the ~~parent~~ parents from responsibility for the child's clothing and personal needs not included in the cost of ~~care~~ services, except as specified in *Minnesota Statutes*, section 256B.35, subdivision 1.

Subp. 10. **Discharge.** Except as provided in subpart 10a, the full monthly parental fee must be assessed unless ~~the child is discharged and spends less than a full month in 24 hour out-of-home~~ care services are terminated before the end of a calendar month. In this case, the full fee must be reduced only if the actual cost of ~~care~~ services during that month is less than the regular fee.

Subp. 10a. **Parental fee for respite care.** When a child is ~~placed in 24 hour out-of-home~~ receiving respite care services, the parental fee must be a per diem fee multiplied by the number of days the child is ~~in 24 hour out-of-home~~ receives respite care. The parental fee for respite care shall be used only when respite care is the single service the child is receiving. When the child is receiving additional services governed by parts 9550.6200 to 9550.6240, the parental fee determined under part 9550.6220 shall apply. The per diem fee must be determined in the following manner:

- A. Household size must be determined as specified in subpart 2.
- B. Income must be determined as specified in subpart 3.
- C. Using the household size and income figures in items A and B, the percentage schedule ~~supplied by the department in~~ subpart 4 must be used to determine the applicable percent to be applied to the ~~parent's~~ parents' income.
- D. Determine the per diem fee by multiplying the income from item B by the percent from item C and divide the product by 365.
- E. Any part of a day spent in ~~24 hour out-of-home~~ respite care must be counted as a full day for purposes of this fee.
- F. The parental fee must be determined at the end of a month when respite care is used.

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## Proposed Rules

Subp. 11. **Number of fees.** As specified in *Minnesota Statutes*, section 252.27, subdivision 2, parents who have more than one child in 24-hour out-of-home care shall not be required to pay a fee for more than one child. If more than one child is placed out of the home, the parent shall be responsible for a fee receiving services who meet the criteria identified in part 9550.6200, subpart 1, shall not be required to pay more than the amount for the child with the highest cost of care expenditures.

Subp. 12. **Separate households Parents not living with each other.** Parents of a minor child who have established separate households do not live with each other as specified in *Minnesota Statutes*, section ~~290A.03~~ 252.27, subdivision 4 2a, paragraph (g), shall each pay a fee using the formula in part 9550.6220, subpart 2, except for parents whose fee responsibility is satisfied pursuant to subpart 4 6.

Subp. 13. **Child support payments.** Child support payments that are established by the court in accordance with *Minnesota Statutes*, section 518.17, for a child in 24-hour out-of-home care, must be considered a resource of the child and be applied directly toward the cost of care.

A. If the child support payment equals or exceeds the fees required in part 9550.6220, subpart 6, for both the custodial and noncustodial parent, then the child support payment shall satisfy the parental fee responsibility of both.

B. If the child support payment equals or exceeds the fee required of the noncustodial parent, but not that of the custodial parent in either whole or part, then the custodial parent must pay the difference between the amount that remains after the noncustodial parent's fee is deducted and the fee determined in part 9550.6220, subpart 6 for the noncustodial parent. If the child support payment does not exceed the fee required of the noncustodial parent, the custodial parent must pay the full fee as determined in part 9550.6220, subpart 6 and the noncustodial parent must pay the balance between the fee required under part 9550.6220, subpart 6, and the child support payment.

C. If the court decree ordering child support covers more than one child and the decree does not differentiate the amount provided to each child, the county shall use the amount derived by dividing the child support by the number of children covered in the decree as the amount used to determine whether the fee of the custodial or noncustodial parent has been satisfied in whole or in part. A court-ordered child support payment actually paid on behalf of the child receiving services shall reduce the fee of the parent making the payment.

Subp. 14. **Fees in excess of cost.** If the parental fee exceeds the monthly cost of care for the child, the parent shall be responsible for the lesser amount. The total amount parents must pay between the time the first monthly payment is due under either the initial determination of the fee amount or notice of an increase in the fee amount, and the end of the state's fiscal year in June of each year cannot be higher than the cost of services the child receives during the fiscal year. At the end of each state fiscal year, the department or county board shall review the total amount that the parent paid in fees during the fiscal year and the total cost of services paid by the department or county board, not including payments made to school districts, that the child received during the fiscal year. If the total amount of fees paid by the parents exceeds the total cost of services, the department or county board shall: (1) reimburse the parents the excess amount if their child is no longer receiving services; or (2) apply the excess amount to parental fees due starting July 1 of the next year.

### 9550.6225 HEALTH INSURANCE PREMIUMS AND BENEFITS.

If at the time of placement the child has health care insurance or other enrollment or subscriber benefits, the benefits must be considered a resource of the child and applied directly to the cost of care.

Payment by the parent of any health care benefit, insurance, subscriber, or enrollment fee shall not nullify parental responsibility for the fee. The parental fee must be assessed in addition to any health care benefit, insurance, subscriber, or enrollment fee, unless the benefit directly reduces the facility's per diem or negotiated rate for medical care that would routinely be provided for the child. If the benefit directly reduces the facility's per diem or negotiated rate for medical care that would routinely be provided for the child, the premiums and fees must be deducted from the parental fee.

If the child is not eligible for medical assistance, the provisions of *Minnesota Statutes*, section 252.27, subdivision 2, clause (b) shall apply.

Payments of any health care, insurance, subscriber, or enrollment premiums by the parents of any child covered under parts 9550.6200 to 9550.6240 must be deducted from the parental fee if the commissioner determines that the benefit directly reduces the facility's per diem or the cost of medical care that would routinely be provided for the child. The amount of the premium payment must be that incremental portion attributable to dependent coverage for the child in out-of-home care. The parental fee determined under part 9550.6220 shall be increased by an additional five percent if the department or local agency determines that insurance coverage is available to the parents, but not obtained for the child receiving services. For purposes of this part, "available" and "insurance" have following meanings.

A. "Available" means the insurance is a benefit of employment for a family member at an annual cost of no more than five percent of the family's annual income.



B. "Insurance" means health and accident insurance coverage, enrollment in a nonprofit health service plan, health maintenance organization, self-insured plan, or preferred provider organization.

**9550.6226 RESPONSIBILITY OF PARENTS TO COOPERATE.**

Subpart 1. Request for information. The department or county board shall send the parents a form requesting information when:

- A. making an initial determination of the amount of the parental fee under part 9550.6220; and
- B. when a review and redetermination of the parental fee is required under part 9550.6228.

Parents shall provide any and all information that is required by the department or county board to determine or review the parental fee.

Subp. 2. Determination of parental fees. Parents shall attach to the form requesting financial information, a copy of their previous year's federal income tax return or a verified statement concerning their income if no federal income tax form is available. Failure or refusal by the parents to provide to the department or county board within 30 calendar days after the date the request is postmarked, the financial information needed to determine parental responsibility for a fee shall result in the determination that the parents are able to pay the full cost of services.

Subp. 3. Review and redetermination of parental fees. When parents are requesting a review or redetermination of the fee under part 9550.6228, a request for information shall be sent to the parents within ten calendar days after the department or county board receives the parents' request for review. Parents shall:

- A. notify the department or county board within 30 calendar days of a gain in income or a loss of a household member; and
- B. provide to the department or county board all information required under part 9550.6228, subpart 3, to verify the need for redetermination of the fee.

No action shall be taken on a review or redetermination of the parental fee until the required information is received by the department or county board.

Subp. 4. Variance requests. No action shall be taken by the department or county board on a request for a variance until the department or county board receives all information required under part 9550.6230. Failure of the parents to cooperate by completing and returning the form requesting parental information to the department or county board within 30 calendar days after the date the request is postmarked, will result in a final written notice to the parents stating that the request for a variance will be denied unless the parents complete and return this information within ten calendar days after the date this final notice is postmarked.

Subp. 5. Refusal or failure to pay. If the parents refuse or fail to pay the fee as determined under parts 9550.6200 to 9550.6240, the department or county board may institute civil action to enforce payment of the required amount when the action is cost effective.

**9550.6228 REVIEW AND REDETERMINATION OF FEES.**

Subpart 1. Review. Parental fees must be reviewed by the county board or the department according to *Minnesota Statutes, section 252.27, subdivision 2a, paragraph (f)*, in any of the following situations:

- A. at least once every 12 months in accordance with parts 9550.6220 to 9550.6240;
- B. when there is a change in household size as specified in part 9550.6220, subpart 2;
- C. when there is a change in the cost of care; or
- ~~D.~~ when there is a loss of or gain in income from one month to another in excess of ~~15~~ ten percent.

Subp. 2. [See repealer.]

Subp. 3. Procedures for review. In reviewing the parental fees under this part, the department or county board shall use the following procedures:

- A. The annual review of parental fees under subpart 1, item A, shall be done according to procedures in part 9550.6220, subpart 14.
- B. The review of parental fees under subpart 1, item B, shall be done within ten calendar days after the department or county board receives a copy of the certificate of birth or other supporting documents as verification of the change in household size.
- C. The review of parental fees under subpart 1, item C, shall be done within ten calendar days after the department or county board receives completed information that verifies a loss or gain in income in excess of ten percent.

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## Proposed Rules

### 9550.6229 NOTIFICATION OF CHANGE IN FEE.

If the fee assessed to a parent with a child in 24-hour out-of-home care is increased as a result of parts 9550.6200 to 9550.6240, the increase must not be effective until a notice of the increase has been sent by the agency or department to the parent at least 30 days in advance of the effective date of the increase.

Subpart 1. Increase in fee. Notice of an increase in the parental fee amount shall be mailed by the department or county board to the parents of children currently receiving services, 30 calendar days before the increased fee is effective. An increase in the parental fee is effective in the month in which the decrease in household size or increase in parental income occurs for parents who fail to comply with part 9550.6226, subpart 3.

Subp. 2. Decrease in fee. A decrease in the parental fee is effective in the month that the parents verify a reduction in income or a change in household size.

### 9550.6230 VARIANCE FOR UNDUE HARDSHIP AND APPEALS.

Subpart 1. Definition; limitations on variance. For purposes of this part, "variance" means any modification of the parental fee as determined by *Minnesota Statutes*, section 252.27, subdivision 2a, when it is determined that strict enforcement of the parental fee would cause undue hardship. All variances shall be granted for a term not to exceed 12 months, unless otherwise determined by the department or county board. The parents' liability to pay under *Minnesota Statutes*, section 252.27, subdivision 2a, shall be modified only by the provisions in subparts 1a and 2.

Subp. 1a. Variance for undue hardship. A variance of the parental fee determined according to *Minnesota Statutes*, section 252.27, subdivision 2a, and parts 9550.6220 to 9550.6240 may be requested any time and the parental fee varied when the child is placed out of the home for a period exceeding three months and the total of items A, B, C, and D exceed two percent of parental income as defined in part 9550.6210, subpart 10. The parental fee shall be based on income as defined in part 9550.6210, subpart 10, less when expenditures for items A through D are made by the parents and the expenditures are not reimbursable by any public or private source. Each expenditure may be the basis for a variance only one time. The total amount of items A, B, C, and D shall be deducted from income as defined in part 9550.6210, subpart 9.

A. medical expenditures Payments made since the last review of the fee or within the last 12 months for medical expenditures for the child in out-of-home placement which receiving services or that child's immediate family members living with the child when the medical expenditures are not covered by medical assistance or health insurance and are a type which would be allowable as a federal or state tax deduction; under the Internal Revenue Code.

B. Expenditures since the last review of the fee or within the last 12 months for modifications adaptations to the parent's parents' vehicle which are necessary to accommodate the child's medical needs and are a type which would be allowable as a state or federal tax deduction; under the Internal Revenue Code.

C. Expenditures since the last review of the fee or within the last 12 months for minor physical adaptations to the child's home which are necessary to accommodate the child's physical needs and comply with parts 9525.1800 to 9525.1930 [Emergency], or its successor; and are a type that would be allowable as a deductible medical expense under the Internal Revenue Code. A variance for physical adaptations to the child's home will be granted only for that portion of the adaptation that does not increase the value of the property.

D. Unexpected, sudden and, or unusual expenditures by the parent parents since the last review or within the past 12 months that are necessary to meet the basic needs of the family and are not covered by insurance or health care benefits not reimbursed by any type of insurance or civil action and which are a type which would be allowable as a casualty loss deduction under the Internal Revenue Code.

Subp. 2. Variance for tax status. A variance shall be granted, in the form of a deduction from income, as defined in part 9550.6210, subpart 9, if the parent parents can show that, as a result of the parent's parents' peculiar tax status, there is a gross disparity between the amount of income, as defined in part 9550.6210, subpart 9, allocated to the parent parents and the amount of the cash distributions made to the parent parents.

A. The disparity must adversely affect the parent's parents' actual ability to pay.

B. A variance shall not be granted in cases where the tax status was created in whole or in part for the purpose of avoiding liability under parts 9550.6200 to 9550.6240.

C. Income to be deducted under this subpart shall be deducted only if:

(1) the income has never been legally available to the parent parents as a cash distribution; and

(2) the parent has parents have no authority to alter the amount of cash distributed during a given year, or the method whereby the cash is distributed.

D. If the parent's parents' peculiar tax status resulted in a reduced fee under parts 9550.6200 to 9550.6240 in prior years due

to losses reported under *Minnesota Statutes*, section 290A.03, the amount of income deducted in any variance shall be adjusted to recoup the prior years' reduced fees.

E. A variance granted under this subpart shall only be made on the recommendation of the department or county board, and ~~approval of the commissioner, except that for children in state hospitals, authority to grant a variance shall lie directly with the commissioner according to subpart 5.~~

F. A ~~parent~~ Parents who ~~is~~ are granted a variance under this subpart must sign a written agreement in which the ~~parent~~ parents agree to report any change in the circumstances which gave rise to the tax status variance, such as an increased distribution, a sale, transfer, or any other transaction affecting the ~~parent's~~ parents' ability to pay within 30 days of that change.

Subp. 3. **Exceptions.** The following expenses shall not be considered to constitute undue hardship and shall not reduce the parental fee or income as defined in part 9550.6210, subpart 4, shall not be reduced for 9:

A. new home purchases, other than that portion of the cost of a new home that is directly attributable to the physical needs of the child receiving services and that is a type which would be allowable as a deductible medical expense under the Internal Revenue Code;

B. college education expenses;

C. clothing and personal needs, or medical expenditures covered by medical assistance or health insurance, expenses, other than specialized clothing needed by the child receiving services due to their disability; or

D. any expenditures that are usual and typical.

Subp. 4. **Procedures for requesting a variance.** ~~A parent~~ Parents may request a variance from parts 9550.6200 to 9550.6240. ~~The request must be submitted to the county board or department as specified in subpart 5, include the section of parts 9550.6200 to 9550.6240 with which the parent cannot comply, and state by submitting a written request to the department or county board that states why compliance with the specified section parts 9550.6200 to 9550.6240 would cause undue hardship.~~

The department or county board shall forward to the parents a request for financial information within ten calendar days after receiving a written request for a variance. Parents must provide the department or county board with the requested financial information, including the previous year's tax forms, and verification of any physical adaptations to the home or vehicle, medical expenditures, casualty losses, or peculiar tax status. The information supplied must be sufficient to verify the existence of undue hardship necessitating a variance. Parents must cooperate by completing and returning all information requested by the department or the county board. If parents fail to cooperate by providing this required information, part 9550.6226, subpart 4, applies.

Subp. 5. **Department and county authority to grant variances.**

A. The commissioner shall delegate to the county board the authority to grant variances according to parts 9550.6200 to 9550.6240 for children in 24-hour out-of-home placement care outside the home, other than a state hospital facility, where only social services funds are expended for the cost of services.

A. When the county board receives a written request for a variance, the county board or its designated social or human service agency shall grant or deny the request and mail the written decision to the parent within 30 days after the request is received. If the county board denies the request for a variance, the parent shall be informed at the time of the denial of the reasons for the denial which address the specific hardships raised by the parent, and of the right to appeal the denial to the department.

B. If the department denies the parent's request for a variance, the parent shall be informed at the time of denial of their right to appeal the department's decision according to *Minnesota Statutes*, sections 246.55 and 256.045, subdivisions 2 and 3. The department shall grant variances according to parts 9550.6200 to 9550.6240 for parents of children who have mental retardation or a related condition, a severe emotional disturbance, or a physical disability and who are:

(1) residing in state facilities;

(2) residing outside the home where medical assistance funds are expended for the costs of services;

(3) residing outside the home when both medical assistance and social services funds are expended for the cost of services;

and

(4) determined eligible for medical assistance without consideration of parental income or assets.

Subp. 6. **Payment pending determination of variance request.** Those parents requesting a variance from a notice of an increase

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## Proposed Rules

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in the amount of the parental fee shall continue to make monthly payments at the lower amount pending determination of the variance request. Those parents requesting a variance from an initial determination of the parental fee amount shall not be required to make payment pending determination of the variance request. However, these parents may make payments as desired during the determination. If the variance is granted, any payments made pending outcome of the request that result in overpayment, shall be: (1) reimbursed to the parents if the child is no longer receiving services; or (2) applied to the parental fees remaining in the current fiscal year and the remainder of the excess amount applied to the parental fees due starting in the next fiscal year, if the child is still receiving services. If the variance is denied, the parents shall pay to the department or county board:

A. the additional amount due from the effective date of the increase in the parental fee; or

B. the total amount due from the effective date of the original notice of determination of the parental fee as specified in part 9550.6235, subpart 3.

**Subp. 7. Insurance settlements; settlements in civil actions.** Parents who are granted a variance under subpart 1a, item D, shall sign a written agreement in which the parents agree to report to the department or the county board any changes in circumstances that gave rise to the undue hardship variance, such as subsequent payment by the insurer on a medical or casualty claim or receipt of settlement in a civil action. Failure by the parents to sign this agreement will result in denial of the variance. The variance shall terminate effective on the date of the parents' receipt of any such settlement.

**Subp. 8. Grant or denial of variance.** When the department or county board receives a request for a variance, written notice of a grant or denial of the variance shall be mailed to the parents within 30 calendar days after the department or county board receives the financial information required under subpart 4. A grant will necessitate a written agreement between the parents and the department or county board with regard to the specific terms of the variance. The variance will not become effective until the written agreement is signed by the parents. If the department or the county board denies in whole or in part the parents' request for a variance, the denial notice shall set forth in writing the reasons for the denial that address the specific hardship raised by the parents and of the parents' right to appeal under part 9550.6235.

### 9550.6235 APPEALS.

**Subpart 1. Right of appeal.** Parents aggrieved by an action under parts 9550.6200 to 9550.6240 have the right to appeal according to *Minnesota Statutes*, section 256.045.

**Subp. 2. Appeal process.** Parents may appeal an action under parts 9550.6200 to 9550.6240 by submitting a written request for a hearing to the department within 30 calendar days after the aggrieved action, or within 90 calendar days if an appeals referee finds that the parents have good cause for failing to request a hearing within 30 calendar days. The hearing is governed by *Minnesota Statutes*, section 256.045.

**Subp. 3. Rights pending hearing.** If parents appeal on or before the effective date of the increase in the parental fee, the parents shall continue to make payments to the department or the county board in the lower amount while the appeal is pending. Parents appealing an initial determination of a parental fee shall not be required to make monthly payments pending an appeal decision. However, parents may continue to make monthly payments as desired during the appeal process. Any payments made that result in an overpayment shall be: (1) reimbursed to the parents if their child is no longer receiving services; or (2) applied to the parental fees remaining in the current fiscal year and the remainder of the excess amount applied to the parental fees due starting in the next fiscal year.

If the department's or county board's determination is affirmed, the parents shall pay to the department or the county board, within 90 calendar days after the date of the order, the total amount due from the effective date of the original notice of determination of the parental fee. Cost of services provided pending a fair hearing are subject to recovery under *Minnesota Statutes*, section 252.27, subdivision 3, when, as a result of the fair hearing, the commissioner finds that the amount of the parental fee is proper as originally determined by the department or county board. The commissioner's order is binding on the parents and the department or county board and shall be implemented subject to *Minnesota Statutes*, section 256.045, subdivision 7. No additional notice is required to enforce the commissioner's order.

### 9550.6240 COLLECTIONS.

**Subpart 1. County responsibility.** The county board shall be responsible for the assessment and collection of parental fees for children in 24-hour out-of-home placement facilities care outside the home other than state hospitals facilities, where only social services funds are expended for the cost of services.

**Subp. 2. Department responsibility.** The department shall be responsible for the assessment and collection of fees for children in state hospitals who have mental retardation or a related condition, a severe emotional disturbance, or a physical disability and who are:

A. residing in state facilities;

B. residing outside the home when medical assistance funds are expended for the cost of services;

C. residing outside the home when both medical assistance and social services funds are expended for the costs of services;  
and

D. determined eligible for medical assistance without consideration of parental income or assets.

If the parental fee is for reimbursement for the cost of services to both the local agency and medical assistance, the department shall reimburse the local agency for its expenses first and the remainder shall be reimbursed to the medical assistance account.

**REPEALER.** Minnesota Rules, parts 9505.0075, subpart 4; 9550.6210, subpart 14; 9550.6220, subpart 7; and 9550.6228, subpart 2, are repealed.

## Technical Colleges Board

### Proposed Permanent Rules Relating to Technical College Teacher Licenses: Dental Assisting; Machine Tool Career

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

**NOTICE IS HEREBY GIVEN** that the State Board of Technical Colleges intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, Section 14.22 to 14.28. The statutory authority to adopt the rules is *Minnesota Statutes* 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., Friday, December 20, 1991, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, Sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to either:

M. Robert Babcock, Supervisor  
State Board of Technical Colleges  
314 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
Telephone: 612-296-1867

Georgia Pomroy, License Revision Specialist  
State Board of Technical Colleges  
322 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
Telephone: 612-297-2204

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A **STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from M. Robert Babcock or Georgia Pomroy at the above address and phone, upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or wish to receive a copy of the adopted rule must submit the written request to either M. Robert Babcock or Georgia Pomroy at the above-mentioned address.

Helen Henrie, Deputy Chancellor  
State Board of Technical Colleges

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

## Proposed Rules

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### Rules as Proposed (all new material)

#### 3700.0465 DENTAL ASSISTING.

Subpart 1. **May teach.** A teacher who has a dental assisting instructor's license may teach in the dental assisting program and may also teach courses or content which are specific to dental assisting anywhere in the technical colleges.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the health occupational area under part 3700.0400.

Subp. 3. **Educational and occupational experience.** The applicant must meet the requirements in items A to C.

A. The applicant must be a dental assistant certified by the Dental Assisting National Board Inc., and registered by the Minnesota Board of Dentistry, or be licensed to practice as a dentist in Minnesota.

B. The applicant must be a graduate of an accredited program by the American Dental Association's Commission on Dental Accreditation in dental assisting, dental hygiene, or dentistry.

C. The applicant must have verified occupational experience and education as described in subitem (1) or (2). The education must be from an accredited postsecondary institution.

(1) A baccalaureate or above degree in health science or health education and 4,000 hours of occupational experience providing direct patient care which must include a minimum of 2,000 hours of four-handed chairside assisting and 1,000 hours of legalized intra-oral dental care;

(2) An associate degree in a health science or health education area or a certificate or diploma in dental assisting and 6,000 hours of occupational experience providing direct patient care and must include a minimum of 2,000 hours of four-handed chairside assisting and a minimum of 1,000 hours of legal intra-oral dental care.

Subp. 4. **Substitution for recent occupational experience.** The applicant may substitute teaching experience in primary program content in an accredited ADA dental hygiene or dental assistant program for up to 1,500 of the 2,000 hours required in part 3700.0400, provided that experience occurred within the last five years. Two hours of teaching equal one hour of occupational experience.

#### 3700.0850 MACHINE TOOL CAREER LICENSE.

Subpart 1. **May teach.** A teacher who has a machine tool career instructor license may teach in the machine tool career programs and may also teach:

A. machine tool core; and

B. any course which is specific to machine tool careers.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100 and the requirements for a teacher in the trade and industrial occupational area under part 3700.0800.

Subp. 3. **Occupational experience requirement.** The applicant must have 8,000 hours of verified occupational experience in blueprint reading, machine set up, machine troubleshooting, and machine operation of both manual and computerized numerical control equipment.

Subp. 4. **Occupational experience substitution.** The applicant may substitute the education described in item A or B for up to 2,000 hours of occupational experience required in subpart 3. The education must be from an accredited postsecondary institution.

A. A bachelor's or higher degree in engineering or a two-year degree, diploma, or certificate in machine tool technology may be substituted for 2,000 hours; or

B. A one-year diploma or certificate in machine tool technology may be substituted for 1,050 hours.

Subp. 5. **Occupational recency substitution.** Teaching experience at an accredited postsecondary institution or industrial or military setting may be substituted for 1,500 of the 2,000 hours required in part 3700.0100 if the teaching is done during the five years just before application for licensure. The teaching must be in primary program content in machine tool technology. Two hours of teaching equal one hour of occupational experience.

## Technical Colleges Board

### Proposed Permanent Rules Relating to Teacher Licenses; New Program Instructional Staff

#### Rules as Proposed (all new material)

#### 3700.1420 NEW PROGRAM INSTRUCTIONAL STAFF.

Subpart 1. **Requirements.** A license may be issued in a specified approved new program area, valid to teach content only within

that program. An individual may teach full time in an authorized new program offering when the individual:

A. is determined to be technically and professionally qualified through:

(1) approval and signature of the approved hiring technical college administrator;

(2) education and/or occupational experience as described in a qualifications description developed by the new program advisory committee; and

(3) approval and signature of the chancellor of the State Board of Technical Colleges;

B. has submitted for record with the licensing unit of the State Board of Technical Colleges the approved qualifications description and credentials to substantiate compliance with item A; and

C. submits evidence of complying with the teacher education course: introduction to vocational teaching.

Subp. 2. **Duration; not renewable.** A license issued under this part is valid for only four years from the date it is issued and is not renewable.

## Office of Waste Management

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

**NOTICE IS HEREBY GIVEN** that the Minnesota Office of Waste Management (Office) intends to adopt the above-entitled rule amendments without a public hearing. The Office is proposing to adopt rules as published in the *State Register* on Monday, August 12, 1991; CITE 16 S.R. 243-246. The adoption of rule amendments follow the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in *Minnesota Statutes* §§ 14.22 to 14.28 (1990). The authority of the Office to adopt the amendments is set forth in *Minnesota Statutes* §§ 115A.06, Subd. 2 and 115D.05, subd. 3(b).

All persons have until 4:30 p.m. on December 30, 1991, to submit comments in support or opposition to the amendments or any part or subpart of the proposed amendments. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the proposed amendments within the comment period. If 25 or more persons submit a written request for a public hearing within the comment period, a public hearing will be held unless a sufficient number withdraw their requests in writing. Any person requesting a public hearing should state his or her name and address and is encouraged to identify the portion of the proposed amendments addressed, the reason for the request, and any change proposed. If a public hearing is required, the Office will proceed pursuant to *Minnesota Statutes* §§ 14.131 to 14.20 (1990).

Comments or written requests for a public hearing must be submitted to:

Julie MacKenzie, Coordinator  
Pollution Prevention Grant Program  
Minnesota Office of Waste Management  
1350 Energy Lane  
Saint Paul, MN 55108  
612-649-5494 or  
1-800-652-9747 (MN Toll-Free)

The proposed amendments may be modified if the modifications are supported by data and views submitted to the Office and do not result in a substantial change in the proposed rules as noticed.

The proposed amendments, if adopted, will establish the criteria and procedures for awarding grants under the Office's Pollution Prevention Grant Program established by *Minnesota Statute* § 115D.05 (1990). One free copy of the proposed rule is available upon request from the address and telephone number stated above.

A **STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed amendments and identifies the data and information relied upon to support the proposed amendments has been prepared and is available from the Office upon request.

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

## Proposed Rules

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You are hereby advised, pursuant to *Minnesota Statute* § 14.115 (1990), "Small business considerations in rulemaking," that the proposed amendments will have no negative effect on small business, as the amendments do not limit the ability of small business to participate in this program.

If no hearing is required, upon adoption of amendments, the amendments and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. Any person may request notification of the date of submission of this material to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wishes to receive a copy of the amendments as adopted, must submit a written request to the name and address stated above.

Dated: 4 November 1991

Dottie Rietow  
Director

## Minnesota Housing Finance Agency

### Proposed Permanent Rule Relating to Mortgage Revenue Bonds for the Purchase of New Housing

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

**NOTICE IS HEREBY GIVEN** that the Minnesota Housing Finance Agency intends to adopt the above rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes* sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* 462A.06, subd. 4 and 11.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20. Comments or written requests for a public hearing must be submitted to:

Susan K. Noren, Legal Division  
Minnesota Housing Finance Agency  
400 Sibley St., Suite 300  
St. Paul, MN 55101-1998  
Telephone: 612/296-9794

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

**A STATEMENT OF NEED AND REASONABLENESS** that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Susan K. Noren upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rule must submit the written request to Susan K. Noren.

Dated: 15 November 1991

James J. Solem  
Commissioner



**Rules as Proposed****4900.3310 DEFINITIONS.**

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

Subp. 5. **Metropolitan area.** "Metropolitan area" means the ~~Minneapolis-St. Paul Metropolitan Statistical Area as defined by the United States Department of Commerce, Bureau of the Census, or other area specified in~~ metropolitan area as defined in Minnesota Statutes, section 474A.048 473.121, subdivision 1.

[For text of subs 6 to 12, see M.R.]

**4900.3320 LIMITATIONS ON NEW CONSTRUCTION; METROPOLITAN AREA.**

During the first ten months of an origination period, the agency may not make mortgage loans for the purchase of new housing in the metropolitan area unless one of the conditions in items A to ~~E~~ D is met.

A. The new housing is located in a redevelopment area ~~and is replacing a structurally substandard structure or structures.~~

B. The new housing is replacing a structurally substandard structure or structures.

~~C.~~ C. The new housing is located on a parcel purchased by a city or conveyed to a city under *Minnesota Statutes, section 282.01, subdivision 1.*

~~C.~~ D. The new housing is part of a housing affordability initiative, other than those financed with the proceeds from the sale of mortgage revenue bonds, in which federal, state, or local assistance is used to substantially improve the terms of financing or to substantially write down the purchase price of the new housing. A housing affordability initiative must meet one or more of the criteria in subitems (1) to (5).

[For text of subitems (1) to (5), see M.R.]

## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

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

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

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Pollution Control Agency

### Adopted Permanent Rules Relating to Closure of Hazardous Waste Facilities

The rules proposed and published at *State Register*, Volume 16, Number 4, pages 129-135, July 22, 1991 (16 SR 129), are adopted as proposed.

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

# Executive Orders

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## Executive Department

### Executive Order 91-22: Creating the Governor's Advisory Committee on Gambling

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, legal gambling benefits the State of Minnesota through employment, economic development, tax revenues, and social activities; and

**WHEREAS**, legal gambling has greatly increased in Minnesota in recent years; and

**WHEREAS**, the current system of governing, regulating, and controlling gambling in Minnesota is fragmented; and

**WHEREAS**, a comprehensive approach to governing, regulating, and controlling gambling is needed in Minnesota; and

**WHEREAS**, a system must be established that balances the integrity of the industry, the needs of each form of gambling, and the limited resources available for regulation and control; and

**WHEREAS**, there is a need for greater inter-agency cooperation and for more information sharing on gambling;

**NOW, THEREFORE**, I hereby order that the Governor's Advisory Committee on Gambling be established:

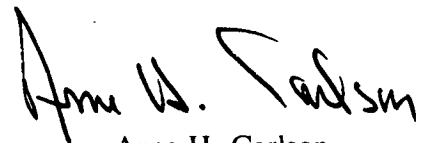
1. The committee shall be comprised of the Governor's designees from the Gambling Control Board, the Lottery Board, and the Racing Commission; the Governor's Indian Gaming Designee; the Attorney General; the Commissioner of Public Safety; the Commissioner of Revenue; and a designee of the United States Attorney.

2. The Executive Director of the Gambling Control Board shall serve as chair of the committee.

3. The committee shall advise the Governor on comprehensive policy development for all gambling, coordinated dissemination of policy and public information relating to legal gambling, improved inter-agency cooperation, enhanced information development, and more effective use of resources. The committee shall recommend to the Governor an improved structure for the regulation and control of gambling.

Pursuant to *Minnesota Statutes* 1990, Section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1990, Section 4.035, subd. 3.

**IN TESTIMONY WHEREOF**, I have set my hand this sixth day of November, 1991.



Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

## Executive Department

### Emergency Executive Order 91-23: Providing for Emergency Assistance to Restore Electrical Service in Freeborn and Mower Counties

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

**WHEREAS**, on November 1 freezing rain downed power lines and left 4,500 customers of Freeborn-Mower Electric Cooperative without electrical service; and

**WHEREAS**, there is an imminent threat to the health and safety of these individuals; and

**WHEREAS**, Freeborn-Mower Electric Cooperative's urgent need for electric utility vehicles to repair power lines cannot be met by other Minnesota utilities; and

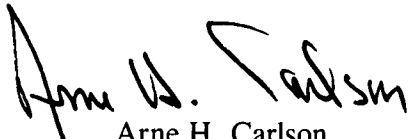
**WHEREAS**, federal rules authorize the waiver of federal motor carrier safety regulations during gubernatorially declared disasters so that motor carriers and drivers can provide emergency relief; and

**WHEREAS**, critically needed electric utility vehicles are available in Wisconsin;

**NOW, THEREFORE**, I hereby declare the situation in Freeborn and Mower counties to be a disaster under federal rules (49 CFR Parts 390 through 399) and hereby order the waiver of federal motor carrier safety regulations in order to transport critically needed electrical utility vehicles from Wisconsin to Freeborn and Mower counties.

Pursuant to *Minnesota Statutes* 1990, Section 4.035, subd. 2, this Order shall be effective November 1, 1991, and shall remain in effect until electric service is restored to Freeborn-Mower Electric Cooperative customers.

**IN TESTIMONY WHEREOF**, I have set my hand this seventh day of November, 1991.



Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

## Executive Department

### Executive Order 91-24: Providing for Restricting State Hiring, Procurement, and Expenditures Rescinding Emergency Executive Order 91-2

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, the State of Minnesota has concluded the 1990-1991 biennium with a balanced budget;

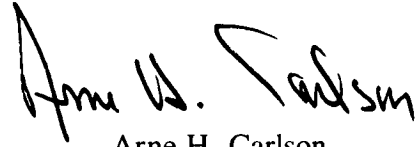
**NOW, THEREFORE**, I hereby order that Emergency Executive Order 91-2 be rescinded and the freeze on state hiring, contracting, purchasing and travel be lifted.

I, however, order all executive branch agencies to continue to exercise restraint and discipline in hiring, contracting, purchasing and travel in order to reduce expenditures, increase the cost-effectiveness of government services and help balance the state's 1992-1993 budget.

## Executive Orders

Pursuant to *Minnesota Statutes* 1990, Section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1990, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this seventh day of November, 1991.



Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

## Revenue Notices

Effective July 1, 1991, the Department of Revenue has authority to issue revenue notices. A revenue notice is a policy statement made by the department that provides interpretation, details, or supplementary information concerning the application of law or rules. This authority was provided by the Legislature in 1991 Session Laws Chapter 291, article 21, section 6 and will be codified at *Minnesota Statutes* section 270.0604.

## Department of Revenue

### Revenue Notice #91-15: Sales and Use Tax—Computer Software Maintenance Agreements

The Minnesota Tax Court, Small Claims Division, issued an order deciding the case of *Liberty Diversified Industries, Inc. v. Commissioner of Revenue*, T.C. #5510-S, on December 27, 1990. The issue in *Liberty* was whether charges for canned computer software maintenance contracts were subject to sales tax. The court found in favor of the taxpayer and reversed the commissioner's tax assessment. The court found that these contracts were not subject to sales tax because they were primarily for services in conjunction with the sale of tapes containing custom software.

This decision is contrary to the long-standing Department position that charges for canned computer software maintenance contracts are subject to sales or use tax. Since this is a small claims judgment, which is only binding on the parties involved in that particular case, the Department will continue to treat these charges as taxable sales. *Minnesota Statute* § 271.21, subd. 8 provides that small claims judgments cannot be considered judicial precedent and have no force or effect in any other case, hearing, or proceeding.

Thus, the Department will not consider *Liberty* as support for the theory that canned software maintenance contracts are exempt from sales tax. The Department will continue to assess tax on sales or use of these maintenance contracts.

Dated: 18 November 1991

## Department of Revenue

### Revenue Notice #91-16: Revised Definition of Contribution for Purposes of Issuing an Official Receipt (Form EP-3) for the Political Contribution Refund

[This subject was originally discussed in Revenue Notice 91-8, *Definition of Contribution for Purposes of Issuing an Official Receipt (Form EP-3) for the Political Contribution Refund* which was published in the *State Register* on August 12, 1991. This Revenue Notice restates the information contained in Revenue Notice 91-8 and adds a de minimis exception to the principle that receipts cannot be issued for the full admission to a fund raiser event if the contributor would receive something of value at the event. Since all information concerning the definition of "contribution" for purposes of the political contribution refund is contained in this Revenue Notice, Revenue Notice 91-8 is revoked.]

*Minnesota Statutes* § 290.06, subd. 23(c) defines "contribution" for purposes of the political contribution refund, as "a gift of money." Eligible candidates and parties should therefore not issue an official receipt Form EP-3 ("receipt") to contributors of goods or services.

**Example 1.** The contributor donates \$50 worth of lumber so that the candidate can build a booth at the county fair. No receipt should be issued.

Furthermore, to the extent that the contributor expects to receive more than nominal value for a contribution, the contribution is not a gift, and therefore is not refundable. The issuer of the receipt must make a good faith, reasonable estimate of each of the benefits available to the contributor in determining the amount of the contribution to include on the receipt. This is true even if the contributor does not attend the event.

**Example 2.** The contributor purchases a gift certificate good for \$100 of office supplies for \$50 at a political fund raiser auction. No receipt should be issued.

**Example 3.** The contributor purchases a gift certificate good for \$100 of office supplies for \$150 at a political fund raiser auction. A receipt should be issued for \$50.

**Example 4.** The contributor purchases a raffle ticket for \$10, which entitles the contributor to a chance to win several prizes worth more than \$250. No receipt should be issued since the \$10 is merely the purchase price for the chance to win a valuable item.

**Example 5.** The contributor purchases a \$50 ticket for admission to a fund raiser dance. Dinner is served, followed by brief comments from the candidate. The band then plays, uninterrupted, for the remainder of the evening. The meal and dance has a fair market value of \$20. A receipt should be issued for \$30.

Admission to a fund raiser event is, however, fully refundable if the benefits the contributor expects to receive have only nominal value. Benefits have nominal value if they are:

1. Worth less than 15 percent of the admission price and
2. Worth less than \$7.50 (\$15 if the admission price admits two).

**Example 6.** The contributor purchases a \$50 ticket for admission to a fund raiser luncheon. The contributor receives a meal worth \$5. A receipt may be issued for the full \$50 since the benefits are worth less than 15 percent of the contribution and are also less than \$7.50.

Dated: 18 November 1991

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## Official Notices

Pursuant to the provisions of *Minnesota Statutes* § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

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## Comprehensive Health Association

### Notice of Minnesota Comprehensive Health Association Enrollee Appeal Committee Meeting

NOTICE IS HEREBY GIVEN that an Enrollee Appeal Committee Meeting of the Minnesota Comprehensive Health Association will be held at 3:00 p.m. on Wednesday, November 20, 1991 at Northwestern National Life Insurance Company, 100 Washington Avenue South, Minneapolis, Minnesota in the St. Anthony Room located on the 4th floor. Portions of this meeting may be closed to the public.

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

## Department of Health

### Health Care Delivery Systems Division

### Notice of Intent to Solicit Outside Opinions

NOTICE IS HEREBY GIVEN that the Department of Health is seeking opinions and comments pertaining to a request by Group

## Official Notices

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Health, Inc. for a waiver of health maintenance organization (HMO) statutes and rules regarding compliance with mandated coverage for outpatient prescription drugs in a Group Health, Inc. Medicare risk product. Such waivers are authorized for demonstration projects by *Minnesota Statutes* Section 62D.30.

The request submitted by Group Health, Inc. is available for inspection during normal business hours at the following location:

Alternative Delivery Systems  
Room 458  
Minnesota Department of Health  
717 S.E. Delaware Street  
Minneapolis, Minnesota 55414

Comments regarding the request must be received by November 25, 1991.

## Department of Health

### Health Resources Division

#### **Notice of Solicitation of Outside Information or Opinions Regarding Proposed Revision of Adopted Rules Governing the Operation of Nursing Homes and Boarding Care Homes and the Physical Plant Requirements of Nursing Homes and Boarding Care Homes as Conditions of Licensure**

**NOTICE IS HEREBY GIVEN** that the State Department of Health is seeking information or opinions from sources outside the agency in preparing to propose the amendment of the rules governing the Operation of Nursing Homes and Boarding Care Homes, parts 4655.0090 to 4655.9900, and to adopted rules governing the Physical Plant of Nursing Homes and Boarding Care Homes, parts 4660.0090 to 4660.9940.

The amendment of the rules is authorized by *Laws of Minnesota 1991*, chapter 292, article 3, section 55, which requires the department to study the regulation of long-term care facilities and report to the legislature with any recommendations for changes in the current regulatory structure. The study must address at least the following issues:

- (1) the possibility of unifying the federal and state enforcement systems;
- (2) the effectiveness of existing enforcement tools;
- (3) the appropriateness of current licensure standards; and
- (4) alternative mechanisms for dispute resolution.

The State Department of Health requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Maggie Friend  
Health Resources Division  
Minnesota Department of Health  
393 North Dunlap Street  
Saint Paul, MN 55164-0900

Oral statements will be received during regular business hours over the telephone at (612) 643-3615 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Health shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rules are revised.

## Department of Human Services

### Hospital Reimbursement Section

#### **Notice of Hospital Cost Index**

*Minnesota Statutes* 256.969, subdivision 1 and *Minnesota Rules*, parts 9500.1120 require the establishment of a Hospital Cost Index

(HCI) for rate setting purposes for inpatient hospital services under the General Assistance Medical Care and Medical Assistance Programs. The inflation forecasts provided below were obtained from the Data Resources, Inc./McGraw-Hill, *Health Care Costs* as published in the third quarter of 1991 using the percent moving average. The cost category weights were provided by the Minnesota Hospital Association. The HCI will be used to adjust the rates of hospitals whose next fiscal year begins during the first quarter of 1992.

*Minnesota Session Laws 1991*, Chapter 292, Article 4, Section 25 amended *Minnesota Statutes* 256.969, subd. 1 to eliminate the HCI under the General Assistance Medical Care program for the biennium ending June 30, 1993.

Comments concerning the HCI may be forwarded to the following address:

Richard Tester  
 Hospital Reimbursement Section  
 Audit Division  
 444 Lafayette Road, Fifth Floor  
 St. Paul, Minnesota 55155-3836

<u>Cost Category</u>	<u>Weight</u>	<u>Percent</u>	<u>Weighted Percent</u>
Salaries	.528	5.1	2.69
Employee Benefits	.096	6.4	.61
Medical Fees (Medical Care Service)	.061	6.8	.41
Raw Food	.012	3.2	.04
Medical Supplies (Medical Commodities)	.114	3.0	.34
Pharmaceuticals	.044	3.0	.13
Utilities	.023	4.0	.09
Repairs/Maintenance	.017	3.7	.06
Insurance*	.011	3.7	.04
Other Operating	<u>.094</u>	3.7	<u>.35</u>
	1.000		4.76
		HCI =	4.8%

\*Excludes Malpractice

## Department of Human Services

### Health Care Administration Division

#### Notice of Extension of Deadline for Request for Proposals for Prepaid Health Plans

The Department of Human Services is extending the deadline for prepaid health plans to respond to 3 Request for Proposals (RFP) to provide health care services to the Medical Assistance and/or General Assistance Medical Care populations in the following counties: Dakota, Hennepin, Itasca, Lake and Ramsey. The original notices appeared in the August 18th and October 14th editions of the *State Register*. The new deadline for submitting a response to these RFPs is 4:30 p.m. on December 20, 1991.

Please direct all inquiries and correspondence to:

Rick Chiat  
 Minnesota Department of Human Services  
 444 Lafayette Road  
 St. Paul, Minnesota 55155-3854  
 Phone: 612/296-1481

## Metropolitan Council

### Public Hearing on Revised Recreation Open Space Capital Improvement Program for Fiscal Years 1992-93, 94-95, 96-97 and 98-99 (Regional Parks)

The Metropolitan Council will hold a public hearing to receive comments on the revised Recreation Open Space Capital Improvement

## Official Notices

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Program (CIP) for Fiscal Years 1992-93, 94-95, 96-97 and 98-99 (the regional parks) on Wednesday, December 18, 1991 at 7:00 p.m. in the Council Chambers, Mears Park Centre, 230 E. Fifth Street, St. Paul. The CIP may affect the standards for determining projects of metropolitan significance in the Metropolitan Significance Rules.

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling Ellie Porter, Metropolitan Systems Committee secretary at 291-6312. Written comments may be addressed to: Arne Stefferud, Metropolitan Council, 230 E. Fifth Street, St. Paul, MN 55101. The hearing record will close Friday, January 3 at 4:30 p.m. Copies of the revised Recreation Open Space CIP for Fiscal Years 1992-93, 94-95, 96-97 and 98-99 are available for review at major public libraries in the seven county Twin Cities Metropolitan Area or by contacting the Council's Data Center at 291-8140.

## Minnesota Pollution Control Agency

### Notice of Intent to Solicit Outside Information Regarding Proposed Rule Amendments Governing Procedural Rules of the Minnesota Pollution Control Agency

**NOTICE IS HEREBY GIVEN** that the Minnesota Pollution Control Agency (Agency) is seeking information or opinions from outside sources in preparing to propose amendments to rules governing Agency operational procedures, *Minnesota Rules* Ch. 7000 (1991). The adoption of amendments to the rules is authorized by *Minnesota Statute* § 116.07, subd. 3 (1990), which allows the Agency to adopt, amend, and rescind rules governing its own administration and procedures.

The Agency requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing or orally. Written or oral statements or comments should be directed to:

Karen O'Connor  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155  
Telephone: (612) 296-7306

Oral statements will be received during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday.

All statements of information and opinion will be accepted until December 31, 1991. Any written materials received by the Agency shall become part of the rulemaking record in the event that the rule is amended.

Charles Williams  
Commissioner

## State Retirement System

### Notice of Regular Meeting of the Board of Directors

A regular meeting of the Board of Directors, Minnesota State Retirement System, will be held on Friday, November 22, 1991 at 8:30 a.m. in the office of the System, 175 W. Lafayette Frontage Rd., St. Paul, Minnesota.

## State Grants

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

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

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## Department of Human Services

### Chemical Dependency Program Division

### Notice of Intent to Identify the Need for a Competitive Process on Existing Grants

The Chemical Dependency Program Division (CDPD) of the Department of Human Services is considering the continuation of two grant awards in the area of prevention, education and early intervention for the rural Hispanic and migrant farmworker communities.



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## Professional, Technical & Consulting Contracts

The CDPD will open these grants to competitive selection if requested to do so by a qualified potential vendor. The potential vendor must demonstrate its capability to deliver an equal or superior service at a comparable cost.

Potential vendors should submit a letter outlining their qualifications to provide the services described to:

Nick Vega Puente  
444 Lafayette Road  
St. Paul, MN 55155-3823

no later than close of business hours (4:20 p.m.) Monday, December 2, 1991.

The CDPD currently has two grants addressing these needs; one with Freeborn County Chemical Dependency Center for approximately \$34,000 and the other with Migrant Health Services for approximately \$32,564. The purpose of these grants is to provide culturally specific prevention, education and early intervention services to the rural Hispanic population and migrant farmworker communities. Activities include: the provision of bilingual and bicultural prevention, education, intervention and assessment for substance abuse/dependency; individual (adolescent and adult) and family counseling; outreach, advocacy and referral; facilitating of culturally specific peer support groups for youth and adults; rule 25 assessments; substance abuse awareness sessions to migrant farmworkers at appropriate sites around the state; prevention education to migrant children in collaboration with the state migrant school system; sponsoring social drug free events; disseminate prevention and educational information and provide cultural awareness sessions to social service providers to help enhance their delivery of services to the Hispanic population in their local communities.

## Department of Public Safety

### Notice of Availability of Funds

The Minnesota Department of Public Safety, Office of Drug Policy, announces the availability of Federal Anti-Drug Abuse Act of 1988 (PL 100-690) funds to develop and demonstrate community policing strategies that focus on drug demand reduction and crime prevention at the neighborhood level. This program involves the co-production of public safety through extensive partnership efforts between law enforcement, other local government agencies, businesses, schools, community/social organizations and citizens.

A total of \$300,000 is available for these initiatives. It is estimated that 6 grants of \$50,000 will be awarded for calendar year 1992. There is no assurance of continued funding.

Local law enforcement agencies may apply. The deadline for grant submission is Friday, January 10, 1992, 4:30 p.m. To receive a request for proposal contact:

Jeri Boisvert  
Minnesota Department of Public Safety  
Office of Drug Policy  
316 Transportation Building  
395 John Ireland Boulevard  
St. Paul, MN 55155  
Telephone: (612) 296-0922

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## Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

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## Arrowhead Transit

### Request for Proposal for Buses With Wheelchair Lift

Two (2) medium duty buses with wheelchair lift, capable of seating sixteen (16) passengers, plus one (1) forward facing tie down.

*Bids Due:* December 11, 1991 by 1:00 p.m.

## Professional, Technical & Consulting Contracts

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*Specifications can be requested by contacting:*

Donald Mohawk, Director  
Arrowhead Transit  
Arrowhead Economic Opportunity Agency  
702 3rd Ave. S.  
Virginia, MN 55792-2797

or by phoning 218/741-0724 or Minnesota WATS, 800-862-0175.

## Historical Society

### Notice of Request for Proposals for Silkscreening Services

The Minnesota Historical Society is seeking proposals from qualified firms and individuals to provide professional silkscreening services. To be qualified, the individual responsible for the work must have at least five years silkscreening experience.

The Request for Proposals is available by calling or writing Gary W. Goldsmith, Contracting Officer, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101. Telephone (612) 296-2155.

Proposals received under this request will be used to award silkscreening projects through December 31, 1992. This is an open request, however, in order to be considered for all projects, proposals must be received not later than December 3, 1991 in order to qualify for all projects which will be awarded under this request.

Details concerning submission requirements are included in the Request for Proposals.

## Department of Natural Resources

### Request for Proposal for Continuing Education for Loggers

#### BACKGROUND

The Minnesota Department of Natural Resources, Division of Forestry (MN DNR-DOF), is requesting proposals to develop a long-term, continuing education program for loggers and to conduct the first workshops of that program during the spring of 1992. This project is being funded by a grant from the U.S. Forest Service, State and Private Forestry program known as Rural Development Through Forestry.

Logging has traditionally been a vital segment of the economy in the forested areas of rural Minnesota. It has always been a volatile business with many factors beyond the control of the individual. The uncertainty and volatility of the business has increased significantly in recent years because timber harvesting has become a controversial environmental issue here and around the world. Regardless of how this controversy is resolved, logging will continue to be an important forest management tool and an essential business in Minnesota. Stabilizing the business climate for logging is necessary to insure that it can efficiently fulfill its role.

Education is one means of accomplishing this goal. A steering committee of loggers, forest industries, educators, environmentalists, foresters, and others, have met several times to outline the direction such a program should take. This RFP is the result of their efforts.

#### SCOPE OF PROJECT

This project has two major components:

- A. Prepare a plan for a long-term logger education program, and
- B. Set up and conduct the first series of workshops under this program in the spring of 1992.

The two will be developed concurrently and be bid as a single project.

#### A. Prepare a Plan for a Long-Term Logger Education Program

This project is not intended to be a simple "quick fix." A long-term, comprehensive education effort that reflects the needs that loggers themselves identify is essential. The detailed plan should include, but not be limited to the following:

1. Outline of the format and structure for a long-term program including the instructional methods and technologies to be used.
2. Detail how logger input will be assured on an ongoing basis and how training needs will be identified.
3. Develop a budget and suggest how the long-term program might be funded.
4. Identify how this program will be coordinated with related training programs such as logger safety to avoid duplication of efforts.

### **B. Set Up and Conduct the First Series of Workshops**

A series of 13 workshops for loggers on Best Management Practices to protect water quality were held in the spring of 1991. A series of logger safety training courses were held at about the same time. The safety training program has now been set up as a permanent program by the Minnesota Department of Labor and Industry. In order to capitalize on these efforts and assure maximum coordination with the safety training program, the first workshops in the logger continuing education program will take place in March and April, 1992. The steering committee spent considerable time evaluating potential topics for these first workshops. Many subjects were discussed. However, communications was identified as having the highest priority, particularly by the loggers on the committee.

Loggers are dispersed throughout many remote locations in Minnesota. Travel time and expenses are significant obstacles to their participation in any education program. Limiting travel to 50 to 75 miles, which would necessitate a minimum of six workshops, will be necessary to assure maximum logger participation. The workshops should be directed toward logging business owners and supervisors. Topics should include, but not be limited to:

1. How to deal with public perception and opinions about logging.
2. Communicating with forest land owners.
3. Communicating with public and industry foresters, financial institutions and other public and private agencies about business needs.

### **SPECIFIC PROJECT TASKS**

#### **A. Develop and Conduct Communications Workshops**

1. Develop a one-way workshop on communications for loggers.
2. Conduct this workshop a minimum of six times throughout the state in dispersed geographic areas.
3. The workshops must be presented during March and April, 1992.
4. Direct subject matter towards logging business owners and supervisors.
5. Workshops must include the subjects of public awareness: how to respond to the public's perceptions and opinions of loggers, communicating with land owners and managers, and other topics deemed appropriate for logging company owners and supervisors.
6. Involve loggers in curriculum development, setup of workshops, and as instructor where feasible in order to make the workshops as credible to the loggers as possible.
7. There must be adequate opportunity for loggers' feedback and discussion.
8. Propose locations for workshops, considering access to the maximum number of loggers.

#### **B. Produce a Plan for a Long-Term Program**

A detailed, comprehensive plan with the following minimum content:

1. Consider various alternatives to classroom/lecture format of teaching as a means to reach remote audiences, including but not limited to: interactive video, fiber optics, satellite link, correspondence course.
2. List cooperators in long-term continuing education and how they will participate in program development.
3. Propose schedule of presentation of other topics of interest to loggers.
4. Propose budget for long-term program and identify sources of funding.
5. Outline logistics of a long-term program: how it can best be made available to loggers, facilities, scheduling, etc.

### **PROPOSAL FORMAT**

The proposal should be organized in the following manner:

Part A. General Information

Part B. Project Objectives

Part C. Project Work Plan

Part D. Budget

Part E. Project Completion Date

#### **Part A. General Information**

1. Identification of the responder, including name, address, firm name (if applicable) and telephone number.
2. Complete applicable résumés of all staff proposed to be committed to this project. List most directly related experience first. Discuss how experience relates to the project.

## Professional, Technical & Consulting Contracts

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3. Description of former projects conducted by the responder or responder's firm that are closely related to this study.
4. List names, addresses and phone numbers of three previous clients as references.
5. The responder shall identify and demonstrate experience and competence sufficient to complete the project tasks listed in Section V above.

### Part B. Project Objectives

An interpretation of the project goals and objectives, which will demonstrate the responder's understanding of the nature of the project.

### Part C. Project Work Plan

The responder will provide a detailed work plan suitable for use as a scheduling and managing tool. Responders are encouraged to modify or expand on project tasks listed in Section IV if they believe that such modifications might better meet the stated objectives of the proposal. The work plan shall include:

1. A description of research methodology.
2. Identification of milestones in terms of dates of completed products or tasks.
3. A description of the finished product.

### Part D. Budget

The responder should provide a combined bid for both the Communications Workshops and the Long-Term Plan. The proposed schedule and method of invoicing MN DNR-DOF for services should also be described. MN DNR-Division of Forestry has estimated a \$48,000.00 budget for this proposal. The project will be awarded based on this estimate.

### Part E. Project Completion Date

It is expected that contracts for this proposal will be awarded early in December 1991. A draft report will be requested for review by February 1, 1992. The entire project should be complete by June 30, 1992.

## OTHER PROJECT INFORMATION

### A. Project Management

The projects will be under the direction of the Minnesota Department of Natural Resources, Division of Forestry. The multi-agency steering committee will assist in proposal evaluation and project management.

### B. Meeting Attendance

The contractor will be required to submit periodic accomplishment reports to and attend two meetings of the steering committee to present evidence of project progress. One meeting will be scheduled in December; the other meeting will be to review the draft report in February. These meetings are considered part of the responder's proposal.

### C. Solicitation of Proposals

MN DNR-DOF shall seek proposals from prospective contractors but shall be held blameless for any failure to solicit a proposal from any potential contractor.

### D. Department Contacts

Prospective responders who have any questions regarding the Request for Proposal may call or write:

Jeff Edmonds  
FPU&M Specialist  
DNR-Forestry  
615 Anne Street NW  
Bemidji, MN 56601  
(218) 755-2891  
(218) 744-4063 FAX

Rick Dahlman  
FPU&M Specialist  
DNR-Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
(612) 296-6502  
(612) 296-5954 FAX

These are the only employees authorized to answer questions regarding this request for proposal.

### E. Submission of Proposals

All proposals must be sent to and received by Jeff Edmonds (address listed above) not later than 4:30 p.m., November 30, 1991.

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

**F. Evaluation of Proposals**

All proposals received by the deadline will be evaluated by representatives of the MN DNR-Division of Forestry. In some instances, an interview may be part of the evaluation process. The proposals will be judged upon factors which include, but are not limited to, the following:

1. Expressed understanding of the project objectives as demonstrated through the quality and comprehensiveness of the proposal.
2. Project work plan.
3. Project budget and amount and kind of services provided.
4. Qualifications of responder and/or firm and associated personnel. Experience of project personnel will be given greater weight than that of the firm.
5. Demonstrable expertise and experience with Minnesota's logging industry.

Evaluation and selection will take place between December 1 and December 10, 1991. Results will be sent immediately by mail to all responders.

**LIMITATIONS**

This Request for Proposal does not commit MN DNR-Division of Forestry to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure a contract for services or supplies. MN DNR-DOF reserves the right to review the performance of any contractor during the March-April 1992 training period and may terminate the contract if performance at that point does not meet the minimum standards of performance specified in the contract. MN DNR-DOF reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in entirety this Request for Proposal, if it is in the best interest of MN DNR-DOF to do so. The project manager may require the proposer selected to participate in negotiations and to submit such price, technical, or other revisions of their proposal as may result from negotiations.

**Department of Natural Resources****Request for Proposal for Survey to be Conducted**

The Department of Natural Resources—Section of Fisheries is requesting proposals from qualified firms and individuals to conduct a survey of local organizations (lake associations, angler organizations, local governmental units, etc.) to determine the level of interest in participating in a cost-sharing program to stock fish and to determine methods for organizations to participate in such a program. The survey must be done in cooperation with the Minnesota Sportfishing Congress and other interested groups.

This request for proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

**A) Scope of Project**

This survey will provide the Section of Fisheries with information on potential interest in participation in cost-sharing stocking programs. The Section can use this information to determine the feasibility of stocking water bodies when the need for stocking is identified and production from state facilities cannot meet the demand.

**B) Goals and Objectives**

Identify and survey organizations to determine their willingness and ability to participate in a cost-sharing stocking program, determine the level of interest in participating in the program, and identify methods for participation of local organizations in the program.

**C) Project Tasks**

- 1) Compile list of affected organizations.
- 2) Develop survey questionnaire and conduct survey.
- 3) Analyze results and determine program scope.
- 4) Identify methods for participation of local organizations in the program.

Responder may propose additional tasks or activities if they will substantially improve the results of the project.

**D) Department Contacts**

Prospective responders who have questions regarding the Request For Proposal may call or write:

Ken Kurzawski  
Department of Natural Resources

## Professional, Technical & Consulting Contracts

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Section of Fisheries—Box 12  
500 Lafayette Road  
St. Paul, Minnesota 55155  
(612) 296-2308

Please note: Mr. Kurzawski will inform prospective contractors about authorized contacts in the DNR; other DNR personnel are not allowed to discuss the project with respondents before the deadline for submitting proposals.

E) All proposals must be received no later than 3:30 p.m., December 16, 1991 by:

Ken Kurzawski  
Department of Natural Resources  
Section of Fisheries—Box 12  
500 Lafayette Road  
St. Paul, Minnesota 55155

Late proposals will not be accepted. Submit three (3) copies of the proposal sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the project.

### F) Project Costs

The Department has estimated the cost of this project should not exceed \$35,000.

### G) Project Completion Date

The project will be completed by December 31, 1992.

### H) Proposal Contents

- 1) Restate the objectives, goals, and tasks to demonstrate the responder's interpretation of the nature of the project.
- 2) Identify and describe what services will be provided by the responder.
- 3) Outline the responder's background and experience with particular emphasis on local, state, and federal government work. Identify personnel to conduct the project and detail their training and work experience. Changes in personnel assigned to the project will not be permitted without the approval of the State project director/manager.
- 4) Responder will prepare a detailed cost and work plan that will identify major tasks and can be used for scheduling, managing, and billing.
- 5) Identify the level of the Department's participation in the project as well as any other services to be provided by the Department.

### I) Evaluation

All proposals received by the deadline will be evaluated by representatives of the Department of Natural Resources. An interview may be part of the evaluation process. Factors upon which proposals will be judged include but are not limited to the following:

- 1) Expressed understanding of project objectives;
- 2) Project work plan;
- 3) Detailed project cost; and
- 4) Qualifications of both the company and its personnel. Experience of project personnel will receive greater consideration than that of the company.

Evaluation and selection will be completed by January 6, 1992. Results will be sent immediately by mail to all responders.

## Supreme Court

### Board of Law Examiners

### Notice of Solicitation for Proposals for Systems Analysis and Design Services for the Office of the Board of Law Examiners

The Office of the Director of the Board of Law Examiners (OBLE), desires to implement a computer data processing system to perform a substantial part of its operations, and is soliciting proposals from parties interested in providing systems analysis and design services to the OBLE.

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## Professional, Technical & Consulting Contracts

Interested parties may obtain a complete price solicitation from the contact persons listed below. The complete price solicitation describes the specific systems analysis and design tasks, lists information that should be included in your proposal, describes the OBLE operations, current hardware and software environments, and automation priorities, and sets forth the systems analysis and design methodology contemplated by the OBLE.

The deadline for submitting proposals is **4:30 p.m. Monday, January 6, 1992**. Late proposals will not be accepted. Your proposal cannot be held in confidence. Once submitted, your proposal will be accessible to the public.

A conference for vendors will be held at 9:30 a.m. on Tuesday, December 3, 1991, in the Information Systems Office (ISO), 145 Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155.

**THIS IS NOT A BID SOLICITATION BUT A SOLICITATION FOR A PROPOSAL THAT COULD BECOME THE BASIS FOR NEGOTIATIONS LEADING TO A FIXED PRICE CONTRACT TO PROVIDE SYSTEMS ANALYSIS AND DESIGN SERVICE.** This solicitation does not obligate the OBLE to complete this systems analysis and design project, and the OBLE reserves the right to cancel the solicitation if it is considered in its best interests. The OBLE also reserves the right to reject any or all price proposals, or parts of price proposals, and to waive informalities therein.

If you have questions about this solicitation, you may call or write:

Dale Good  
Information Systems Office Examiners  
145 Minnesota Judicial Center  
25 Constitution Avenue  
St. Paul, MN 55155  
(612) 297-7650

Margaret Fuller Corneille  
Office of Board of Law  
One West Water Street  
Suite 250  
St. Paul, MN 55107  
(612) 297-1800

Other personnel of the ISO and the OBLE are not allowed to discuss the project with you prior to the deadline for submitting proposals. All proposals received by the deadline will be evaluated by representatives of OBLE and ISO. In some instances, an interview will be part of the evaluation process. It is estimated that evaluation and negotiations with selected vendors will be completed by April 1, 1991.

The successful vendor will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract. Although it is estimated by OBLE that the cost of this project will not exceed \$50,000.00, *Minnesota Statutes*, section 363.073, provides that no contract in excess of \$50,000.00, may be entered into with a vendor having more than 20 full time employees at any time during the previous 12 months unless the vendor has an affirmative action plan approved by the Commissioner of Human Rights.

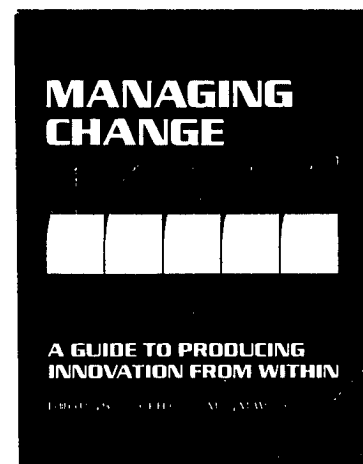
Dated: 8 November 1991  
St. Paul, MN

### Manage Change and Information Plans

**Managing Change.** A guide to managing change from *within* an organization, it combines common sense with solid theory about organizational behavior and change. Based on the premise: for an enterprise to succeed, employees must be involved as active partners. Operating in an environment of change, government adapts to newly elected officials, new political appointees, new economic conditions, new laws and rules, new managers and employees, and new mandates and priorities. Through the STEP plan, government capitalizes on that change by emphasizing closeness to the customer, employee participation, managerial discretion, partnerships, productivity improvement and work measurement. Contains a project directory and glossary. Paper-bound, 181 pages. Stock #19-64, \$19.00.

**Charting Your Course.** Strategic information planning for the 90s, shows how to chart and navigate the changing currents of the Information Age. Bibliography, 54 pages. Stock #10-14, \$5.50.

**TO ORDER:** Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-657-3757. Minnesota residents please include 6½% sales tax. On all orders, add \$2.00 per order for handling. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. FAX: (612) 296-2265. *Prices subject to change.*



Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Materials Management Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Awards of contracts and advertised bids for commodities and printing, as well as awards of professional, technical and consulting contracts, appear in the midweek STATE REGISTER Contracts Supplement, published every Thursday. Call (612) 296-0931 for subscription information.

## Materials Management Division—Department of Administration:

### Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

#### COMMODITY CODE KEY

<b>A = Sealed Bid</b>	<b>F = \$1,500-\$5,000 Estimated Dollar Value</b>	<b>I = \$50,000 and Over Sealed Bid/Human Rights Compliance Required</b>
<b>B = Write for Price</b>	<b>G = \$5,000-\$15,000 Estimated Dollar Value</b>	<b>J = Targeted Vendors Only</b>
<b>C = Request for Proposal</b>	<b>H = \$15,000-\$50,000 Sealed Bid</b>	<b>K = Local Service Needed</b>
<b>D = Request for Information</b>		<b>L = No Substitute</b>
<b>E = \$0-\$1,500 Estimated Dollar Value</b>		<b>M = Installation Needed</b>

**Commodity:** A H-Clarity telephones for TACIP program  
**Contact:** Teresa Manzella 296-7556  
**Bid due date at 2pm:** November 21  
**Agency:** Department of Human Services  
**Deliver to:** St. Paul  
**Requisition #:** B 55000-24116

**Commodity:** B F L-IBM PS/2 model 80  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Intertechnologies Group  
**Deliver to:** St. Paul  
**Requisition #:** B 02410-23334

**Commodity:** B F-Magnaview data projector  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14593

**Commodity:** B F-Calcomp plotter  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14597

**Commodity:** B F-Simms memory  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14600

**Commodity:** B G-Spectrophotometer  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Mankato State University  
**Deliver to:** Mankato  
**Requisition #:** B 26071-76460

**Commodity:** B F-Racal Interlan  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** North Hennepin Community College  
**Deliver to:** Brooklyn Park  
**Requisition #:** B 27153-21370

**Commodity:** B F-HU-Friedy dental instruments  
**Contact:** Teresa Manzella 296-7556  
**Bid due date at 4:30pm:** November 18  
**Agency:** Minnesota Correctional Facility—Faribault  
**Deliver to:** Faribault  
**Requisition #:** B 78790-20385

**Commodity:** B G-Illuminated magnifiers  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Minnesota Department of Jobs & Training  
**Deliver to:** St. Paul  
**Requisition #:** B 21701-41859

**Commodity:** B G-Micom modems  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14595

**Commodity:** B G-Seagate hardrive  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14599

**Commodity:** B E-Express 286/12  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Bemidji State University  
**Deliver to:** Bemidji  
**Requisition #:** B 26070-14602



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## State Contracts and Advertised Bids

**Commodity:** B G-H.P. printers  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Winona State University  
**Deliver to:** Winona  
**Requisition #:** B 26074-14202

**Commodity:** B E-Film evaporator  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Lakewood Community College  
**Deliver to:** White Bear Lake  
**Requisition #:** B 27154-47287

**Commodity:** B E L-Electrostatic lab system  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Rainy River Community College  
**Deliver to:** International Falls  
**Requisition #:** B 27155-55176

**Commodity:** B F-HP printer  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Inver Hills Community College  
**Deliver to:** Inver Grove Heights  
**Requisition #:** B 27157-48656

**Commodity:** A H K-Maintenance agreement for Tartan equipment  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 2pm:** November 18  
**Agency:** Department of Revenue  
**Deliver to:** St. Paul  
**Requisition #:** B 67120-43344

**Commodity:** B G-Concentrated germicidal detergent  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 19  
**Agency:** St. Peter Regional Treatment Center  
**Deliver to:** St. Peter  
**Requisition #:** B 55105-09012

**Commodity:** B F-19" TV  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 19  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Sauk Centre  
**Requisition #:** B 78770-03394

**Commodity:** A I-A.W.O.S. data dissemination  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** November 21  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79000-22291

**Commodity:** A H-Maintenance for AWOS (6)  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** November 21  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79000-22293

**Commodity:** B F-Express 386-33  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Inver Hills Community College  
**Deliver to:** Inver Grove Heights  
**Requisition #:** B 27157-48655

**Commodity:** B F-Portable trakter  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 19  
**Agency:** Department of Human Services  
**Deliver to:** St. Paul  
**Requisition #:** B 55000-24094

**Commodity:** A H-Pedestrian bridge  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** November 21  
**Agency:** Department of Natural Resources—Regional Headquarters  
**Deliver to:** Various places  
**Requisition #:** B 29004-16426

**Commodity:** B E-Seal 2 abandoned wells  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 19  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Sauk Centre  
**Requisition #:** B 78770-03393

**Commodity:** A H-AWOS data dissemination  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** November 21  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79000-22290

**Commodity:** A H-Maintenance for A.W.O.S. (14)  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** November 21  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79000-22292

**Commodity:** B G-Nursery stock for spring 1992  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** December 6  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79700-03759

**Commodity:** B E-Micrographic supplies  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** November 19  
**Agency:** Intertechnologies Group  
**Deliver to:** St. Paul  
**Requisition #:** B 02443-20088

**Commodity:** B F L-Typewriters  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** November 21  
**Agency:** Lakewood Community College  
**Deliver to:** White Bear Lake  
**Requisition #:** B 27154-47285

**Commodity:** B E-Highway broom  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** November 21  
**Agency:** Minnesota Academy for the Blind  
**Deliver to:** Faribault  
**Requisition #:** B 37001-20287

**Commodity:** B F-Open shelf filing system  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** November 21  
**Agency:** Minnesota Department of Jobs and Training  
**Deliver to:** Duluth  
**Requisition #:** B 21200-41867

**Commodity:** B F-Uni-hydro ironworker  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** November 21  
**Agency:** Minnesota Correctional Facility—Faribault  
**Deliver to:** Faribault  
**Requisition #:** B 02310-19837

## State Contracts and Advertised Bids

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**Commodity:** B F-U.P.S.  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Minnesota Department of Human Rights  
**Deliver to:** St. Paul  
**Requisition #:** B 17000-04094

**Commodity:** B G L-IBM model 8570  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03512

**Commodity:** B F-Paintwriter printer  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03515

**Commodity:** B F L-Microtek printer  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 21  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03517

**Commodity:** B F-Electrophoresis system  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 21  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03523

**Commodity:** B F-Windows  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 20  
**Agency:** Facilities Management Office  
**Deliver to:** Little Falls  
**Requisition #:** B 01000-06857

**Commodity:** B F-Lexgard  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 4:30pm:** November 22  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11068

**Commodity:** B F-Oscilloscope  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03510

**Commodity:** B F L-IBM PS/2 model 55SX  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03513

**Commodity:** B F L-Pixelview II monitors  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 21  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03516

**Commodity:** B F L-Gateway 2000 486/33  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 21  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03518

**Commodity:** B E-Wedge reader  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 20  
**Agency:** Board of Vocational-Technical Education  
**Deliver to:** St. Paul  
**Requisition #:** B 36000-23090

**Commodity:** B G-Labor/materials waterwell  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 22  
**Agency:** I R R & R B  
**Deliver to:** Eveleth  
**Requisition #:** B 43000-60375

**Commodity:** B E-Uniform clothing  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 19  
**Agency:** Minnesota Department of Agriculture  
**Deliver to:** St. Paul  
**Requisition #:** B 04631-21571

**Commodity:** B G-Aluminum tags  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 19  
**Agency:** Department of Natural Resources—Bureau of License  
**Deliver to:** St. Paul  
**Requisition #:** B 29000-57496

**Commodity:** B F J-Window shade material  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 20  
**Agency:** Faribault Regional Center  
**Deliver to:** Faribault  
**Requisition #:** B 55303-16309

**Commodity:** B F-Meat and poultry for January, 1992  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** December 9  
**Agency:** Minnesota Correctional Facility—Faribault  
**Deliver to:** Faribault  
**Requisition #:** B 78790-20389

**Commodity:** A E-Poultry for January 1992  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** December 9  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11070

**Commodity:** B F-Metal fleet seals  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 19  
**Agency:** Department of Natural Resources—Bureau of License  
**Deliver to:** St. Paul  
**Requisition #:** B 29000-57497

**Commodity:** B F-Core drill  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 20  
**Agency:** Minnesota Correctional Facility—Faribault  
**Deliver to:** B 78790-20379

**Commodity:** A H-Meat for January 1992  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 2pm:** December 9  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11069

**Commodity:** License plate steel—rebid  
**Contact:** Pat Anderson 296-3770  
**Bid due date at 2pm:** November 26  
**Agency:** Public Safety Department  
**Deliver to:** St. Cloud  
**Requisition #:** Price contract

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## State Contracts and Advertised Bids

**Commodity:** Transportation bus—rebid  
**Contact:** Dale Meyer 296-3773  
**Bid due date at 2pm:** November 25  
**Agency:** St. Cloud State University  
**Deliver to:** St. Cloud  
**Requisition #:** Price contract

**Commodity:** Snow plow dump trucks  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 2pm:** November 26  
**Agency:** Various  
**Deliver to:** Various  
**Requisition #:** Request for proposal

**Commodity:** Winter sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** W S - 79/650

**Commodity:** Bituminous  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** B - 79/650

**Commodity:** Silica sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** S S - 79/650

**Commodity:** Portland cement  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** P C - 79/650

**Commodity:** Ready mix  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** R M - 79/650

**Commodity:** B G-Olympus microscopes  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 22  
**Agency:** Austin Community College  
**Deliver to:** Austin  
**Requisition #:** B 27139-92020

**Commodity:** B G L-Dragon dictate software  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 22  
**Agency:** Normandale Community College  
**Deliver to:** Bloomington  
**Requisition #:** B 27156-10817

**Commodity:** B E-Protection gear for simulation training  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** November 22  
**Agency:** Department of Administration  
**Deliver to:** St. Paul  
**Requisition #:** B 02307-24768

**Commodity:** A H-New or used rotary snow plow attachment  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 2pm:** November 26  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Golden Valley  
**Requisition #:** B 79382-02334

**Commodity:** B G L-IBM PS/2 model 80  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** November 22  
**Agency:** Normandale Community College  
**Deliver to:** Bloomington  
**Requisition #:** B 27156-10816

**Commodity:** B F-LCD projection system—rebid  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 4:30pm:** November 22  
**Agency:** Moorhead State University  
**Deliver to:** Moorhead  
**Requisition #:** B 26072-03504-1

**Commodity:** A H-New or used auto. sand and salt spreader  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 2pm:** November 26  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79382-02332

**Commodity:** Aggregates  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** A-79/350

**Commodity:** 6PS system  
**Contact:** Pam Anderson 296-1053  
**Bid due date at 2pm:** December 18  
**Agency:** Department of Health  
**Deliver to:** Minneapolis  
**Requisition #:** Request for Proposal

**Commodity:** Ready mix  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** R M-79/350

**Commodity:** Silica sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** S S-79/350

**Commodity:** Portland cement  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** P C-79/350

**Commodity:** Winter sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** W S-79/350

**Commodity:** Bituminous  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 4  
**Agency:** Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** B-79/350

**Commodity:** Bituminous  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 6  
**Agency:** Department of Transportation  
**Deliver to:** Detroit Lakes  
**Requisition #:** B-79/400

**Commodity:** Winter sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 6  
**Agency:** Department of Transportation  
**Deliver to:** Detroit Lakes  
**Requisition #:** W S-79/400

## State Contracts and Advertised Bids

**Commodity:** Aggregates  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 6  
**Agency:** Department of Transportation  
**Deliver to:** Detroit Lakes  
**Requisition #:** A-79/400

**Commodity:** Ready mix  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 2  
**Agency:** Department of Transportation  
**Deliver to:** Rochester  
**Requisition #:** R M-79/600

**Commodity:** Bituminous  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 2  
**Agency:** Department of Transportation  
**Deliver to:** Rochester  
**Requisition #:** B-79/600

**Commodity:** Winter sand  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 2  
**Agency:** Department of Transportation  
**Deliver to:** Rochester  
**Requisition #:** W S-79/600

**Commodity:** Aggregates  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** December 2  
**Agency:** Department of Transportation  
**Deliver to:** Rochester  
**Requisition #:** A-79/600

**Commodity:** Aggregates  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 2pm:** November 27  
**Agency:** Department of Transportation  
**Deliver to:** Owatonna  
**Requisition #:** A-79/650

## Department of Administration: Print Communications Division

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

**Printing vendors NOTE: Other printing contracts can be found in the Materials Management Division listing above, and in the Professional, Technical & Consulting Contracts section immediately following this section.**

**Commodity:** Driver license/ID application form no.: PS33100-01, set type, 2-sided, head to foot, 1,400,000 sets (see specs), 8"x6" to 8"x5½", 3 part form, ½" top stub, carbonless black, shrink wrap  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 25  
**Agency:** Department of Public Safety  
**Deliver to:** St. Paul  
**Requisition #:** 19718

**Commodity:** MDA licenses, camera ready copy, 1-sided, 10M sheets, screen, perf, heat resistant ink, shrink wrap, 8½"x11", VENDORS NOTE: REGISTRATION ON THIS JOB IS VERY CRITICAL  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 20  
**Agency:** Department of Agriculture  
**Deliver to:** St. Paul  
**Requisition #:** 19727

**Commodity:** Portfolios, camera ready copy, 1M, 9¼"x11¼", glued pockets & tunnel edge, double score spine, die cut flap for business card  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 20  
**Agency:** Higher Education Coordinating Board  
**Deliver to:** St. Paul  
**Requisition #:** 19754

**Commodity:** Notice of hearing, previous negs avail, set type, 25M sets, 8½"x11", carbonless, 5 parts, perf, pinfeed, shrink wrap, punch/crimp both sides  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 20  
**Agency:** Department of Jobs and Training  
**Deliver to:** St. Paul  
**Requisition #:** 19757

**Commodity:** General Invoice, camera ready copy, negs avail, hand/typewriter use, 1-sided, 10M sets, 60 pgs per book, carbonless, 2 parts, preprinted numbering, shrink wrap  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 22  
**Agency:** Board of Water & Soil Resources  
**Deliver to:** St. Paul  
**Requisition #:** 19787

**Commodity:** Chemical Information Fact Sheets, set type, 2-sided, head to head, 5M sets, 8½" x 11", shrink wrap  
**Contact:** Printing Buyer's Office  
**Bids are due:** November 21  
**Agency:** Department of Health  
**Deliver to:** Minneapolis  
**Requisition #:** 19698

# Announcements

**Environmental Quality Board (EQB):** Comments are due December 11 on the EAWs (environmental assessment workshops) on the following projects at their listed regional governing units: **Itasca County Herbicides Application**, Itasca County Board of Commissioners, Brad S. Jones, Itasca County Land Dept., 123 N.E. 45th Street, Grand Rapids, MN 55744, 218/327-2855; **Halsted Bay Navigation Channel Maintenance Dredging**, City of Minnetrista, Jay Blake, City Planner, 7701 County Rd. 110 West, Minnetrista, MN 55364-9552, 446-1660; **Marsh Creek Flood Detention, Structure No. 6**, Minnesota Department of Natural Resources, Tom Lutgen, 500 Lafayette Rd., St. Paul, MN 55155-4001, 296-0508.

**Early Ice Creates Extreme Danger for Children:** The Minnesota Department of Natural Resources (DNR) is urging parents to warn their children to stay off the ice. Recent unseasonably harsh weather has caused a number of small and medium sized ponds and lakes to freeze over, creating a dangerously thin coating of ice, according to Tim Smalley, DNR boat and water safety specialist. • Ice experts recommend a minimum of 4 inches of clear, solid ice before any kind of ice activities on foot. Five inches are recommended for snowmobile and ATVs, and between 8 to 12 inches of ice for cars and small pickup trucks. These thicknesses are only rough guidelines, as many factors besides thickness can affect the strength of ice, according to Smalley. • According to the DNR, it takes at least two weeks of near zero overnight temperatures to form 4-inch-thick ice. Those kinds of temperatures aren't expected for some time, according to weather forecasters. • Smalley added, "Right now we are warning parents to tell their children in the strongest terms to stay off the ice, and to keep close watch of young children who may not understand the dangers. A moment of carelessness can mean a lifetime of regret, so if your child is near the ice, you should be near your child."

**\$541,500 Awarded in Head Start Innovative Grants:** A total of \$541,500 in innovative grants has been allocated to Head Start Programs throughout the state by the Minnesota Department of Jobs and Training. • The grants are awarded on a competitive basis and come from state funds appropriated during the last session of the State legislature. • These funds are for innovative programs designed to target Head Start resources to particular at-risk groups of children or to provide services in addition to those provided under the federal Head Start Program, according to Janice Heiling, assistant commissioner of the department's Community Based Services Division, where state Head Start funds are administered. • The Head Start Program helps economically disadvantaged children 3, 4 and 5 years old and their families achieve their full potential through the provision of health, education, parent involvement and social services.

## Voices of the Loon

Its voice severs the bonds to the world of cities, traffic, crowds, lights and noise. The lyrical magic of the loon, sometimes hauntingly eerie, makes the skin tingle, and the hair on the back of the neck stand on edge, awakening a primitive response. Its solitary wail turns the shadowy wilderness into a mysterious path into eternity.

**Voices of the Loon**, cassette tape, includes introduction and loon call identification, chorus from a distant lake, tremolo duet, wail duet, border confrontation, wails with morning songbird chorus, tremolos while running, wails during a thunderstorm, and coyotes calling with loons. Code #19-73, \$12.00.

**The Loon: Voice of the Wilderness**, hardbound with color plates and illustrations, 143 pages. Code #19-54, \$17.95.

**Love of Loons.** A Voyageur Wilderness Book, with color photos and lore of this delightful state bird make this a beautiful gift. Stock #9-22, \$12.95 + tax.

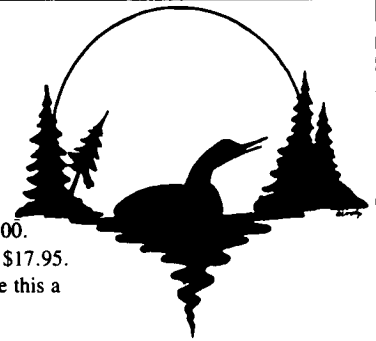
**Loon Lapel Pin.** Code #15-30, \$2.49.

**Loon Windsock**, 56 inches long in full color. Code #15-29, \$19.95.

**Loon Nature Print**, full-color poster 16" x 22", Code #15-18, \$3.00.

**Loon with Baby**—poster, 16" x 20". Code #15-48, \$3.00.

**TO ORDER:** Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-657-3757. Minnesota residents please include 6½% sales tax. On all orders, add \$2.00 per order for handling. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. **Prices are subject to change.** FAX: (612) 296-2265.



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# Minnesota: national leader in education

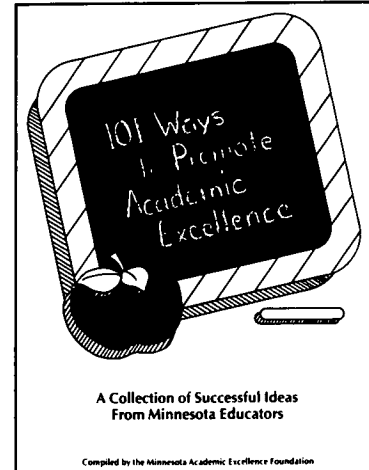
## 101 Ways to Promote Academic Excellence

A collection of nuts-and-bolts methods educators have successfully used to foster academic achievement. These are techniques that directly help students, can be replicated easily, are cost-effective, and that work in meeting the public education's great challenge: helping every single child learn. Code #5-1, \$4.50.

## Education Directory, 1990-91

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers and enrollment. 170 pages, paperbound. Code #1-93, \$9.95.

**TO ORDER:** Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free in Minnesota: 1-800-657-3757. Minnesota residents please include 6½% sales tax. On all orders, add \$2.00 per order for handling. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. **Prices are subject to change.** FAX: (612) 296-2265.



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The Print Communications Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

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Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 296-0930 for more information. Requests can be sent to: Print Communications Division, Mailing List Service, 117 University Avenue, St. Paul, MN 55155. FAX: (612) 296-2265.

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# Minnesota Manufacturer's Directory 1991

**NEW:** In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



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