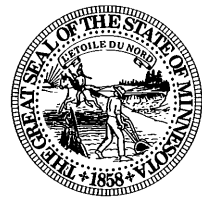


Jan LeSuer

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**Minnesota Guidebook to  
State Agency Services  
1987-1990**

STATE OF MINNESOTA



**Department of  
Administration**

**Robin PanLener, editor  
Kathryn Henderson, assistant editor  
Minnesota Documents Division**

## Split Rock Lighthouse

*The legend lives on from the Chippewa on down,  
Of the big lake they called "Gitche Gumee."  
"Superior," they said, "never gives up her dead  
When the gales of November come early!"*

— "The Wreck of the Edmund Fitzgerald," words & music by Gordon Lightfoot, © 1976  
Moose Music Inc.

The infamous November gale of 1905, that wreaked havoc on the great ships of the booming iron ore industry, gave rise to this isolated landmark along Minnesota's inhospitable coastline on a harsh promontory overlooking Lake Superior. Completed by the United States Lighthouse Service in 1910, Split Rock Lighthouse quickly became one of Minnesota's best known landmarks almost as soon as it was opened. The compact station includes the brick light tower, a fog-signal building, a trio of keepers' dwellings, plus several outbuildings and the ruins of a tramway. From April to December, for nearly sixty years, the beacon of Split Rock Lighthouse flashed unfailingly at ten-second intervals across the busy shipping lanes of western Lake Superior. In fog and storm its fog siren's blasts kept the iron ore boats off the rocky coast of the lake that has been called "the most dangerous piece of water in the world." Retired from active service in 1969, when modern navigational equipment made it obsolete, the lighthouse became part of the Minnesota state park system in 1971. Today, restored to its pre-1924 appearance by the Minnesota Historical Society, it offers visitors a glimpse of lighthouse duty in the years when the isolated station could be reached only by water. A recently opened history center features a film entitled "Split Rock Light: Tribute to the Age of Steel;" interpretive exhibits of the lighthouse, the North Shore, and Lake Superior shipping; and a museum gift shop. Split Rock is Minnesota's newest and one of its most unique state parks. Opened in the fall of 1986, it is the first in the state to offer cart-in campgrounds. Campers cart their gear, rather than drive in, into campgrounds fully equipped with hot showers, restrooms, water and picnic areas. Many consider Split Rock to be the most scenic of Minnesota's 64 state parks with its secluded campgrounds and picnic sites. See pages 282-284, 548, 555 and 563. Cover photographs by Lee Radzak, site manager, Split Rock Lighthouse, Minnesota Historical Society. Front cover: full moonrise, back cover: sunrise.

Copies of the *Minnesota Guidebook to State Agency Services* 1987-1990 may be ordered from the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. Copies cost \$15.00 plus 90¢ tax. Quantity discounts are available. Orders must be prepaid and checks or money orders made payable to the State of Minnesota. For more information, call (612) 297-3000 or toll free in Minnesota 1-800-652-9747 and ask for DOCUMENTS.

**Sixth edition**

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## Introduction

Split Rock Lighthouse, the landmark beacon on Minnesota's North Shore, guides ships through the dangerous rocks and icy waters of our Great Lake Superior. The lighthouse, both a state and national historic site, shares its name with one of Minnesota's most unique state parks and campgrounds. Like Minnesota's motto "L'Etoile du Nord" (the Star of the North), this gem sparkles among the many parks that crown the northernmost, coterminous United States.

There are three reasons we recognize Split Rock Lighthouse and State Park on the cover of the *Guidebook*. First, the lighthouse and accompanying buildings are one of the star attractions of the Minnesota Historical Society which is undertaking one of its greatest adventures. A new Minnesota History Center will be built between the Capitol complex and downtown St. Paul, with completion scheduled in 1990. This new history center will provide sorely needed exhibit space, a Great Hall, research facilities and a central location for historical information about Minnesota. This new cultural landmark will enable Minnesotans and visitors to our state to experience our rich cultural heritage.

Split Rock is also Minnesota's newest state park, opened in the fall of 1986, and the first in the state to offer "cart-in" campgrounds. Rather than drive in, campers cart their gear into campgrounds fully equipped with hot water showers, rest rooms, water and picnic areas. Considered by some to be the most scenic park in the state, it offers secluded campgrounds and picnic sites.

Finally, Split Rock State Park and Minnesota's 63 other state parks played a key role in Minnesota's STEP program (Strive Toward Excellence in Performance). As one of STEP's pilot projects, the Department of Natural Resources established an innovative program to market Minnesota's state parks. Their marketing efforts emphasized better service to park visitors by improving staff training in customer service and offering additional customer services such as accepting credit cards to pay for park permits and selling state park merchandise.

STEP is a program which promotes excellence and innovation by career managers. Their creative ideas are approved with a minimum of red tape, and project teams work with counterparts in the private sector to develop state-of-the-art productivity solutions.

In 1986, the Ford Foundation and Harvard University's Kennedy School of Government honored STEP with its first-time ever "Innovations in State and Local Government" award. STEP has also been selected by Harvard's Kennedy School as a case study in effective government management.

As part of its duties to improve the overall management of state government, the Department of Administration has taken the lead in developing the STEP program. The national recognition of STEP is one more reason Minnesotans can be proud of their reputation as the home of good government.

It is, therefore, a pleasure for me to present this sixth edition of the *Minnesota Guidebook to State Agency Services*, fulfilling *Minnesota Statutes*, section 14.04. The Department of Administration provides leadership, management consultation, and central support services. Our publication of this *Guidebook*, is a continuing effort to be of assistance to both state agencies and state employees, and to all people who work with and use services of Minnesota's state agencies.

With this edition we will be updating the *Guidebook* every four years instead of two to coincide with the governor's term of office. Although this is intended as a cost savings measure, the *Guidebook* will now more directly reflect the missions and priorities of the governor and state agency heads.

We hope you will find this latest edition an even more valuable guide to the rich diversity of services provided by the state of Minnesota.

Sandra J. Hale, commissioner  
Department of Administration

## Features of this 1987-1990 *Guidebook*

The *Minnesota Guidebook to State Agency Services* puts you in direct contact with nearly all of Minnesota's state agencies. The *Guidebook* lists information about state agency services, telling what maps and guides, advisory and financial assistance are available, who to see, what forms are needed to obtain services and the time it takes to process them. It lists the fees charged, the permits and licenses necessary for recreation and the regulated professions, and how agencies are organized to best serve you. Special efforts have been made to remove legal and bureaucratic jargon and write clearly, concisely and simply.

Organizational structure of the larger agencies is shown through a change in type size for the name of the offices. The largest type size lists the name of the agency. As the agency develops into more specific responsibilities the size of the type becomes smaller. Generally, but not in all cases, to find who answers to whom, follow the type size of the office titles up to the next larger size.

The *Guidebook* also serves as a telephone directory to, and for, state agencies. Each office has its telephone number listed in bold type next to its title. And in the table of contents the symbol (I) indicates that an agency is served by the Inter-Office Mail System.

New agency listings in this edition are the Academic Excellence Foundation, the Minnesota School and Resource Center for the Arts, the Council on Asian-Pacific Minnesotans, the Charitable Gambling Control Board, the Children's Trust Fund of Minnesota, the Crime Victim and Witness Advisory Council, the Crime Victims Ombudsman, the Hazardous Substance Injury Compensation Board, the Jobs Policy Coordination Council, the Private Detective and Protective Agent Services Board, Regional Transit Board and the Vocational Technical Education Council.

Renamed agencies since the last edition of the guidebook are: the Council on Disability, formerly known as the Council for the Handicapped; the Department of Jobs and Training is the former Department of Economic Security; the State Vocational-Technical Education System is now called the Technical Institute System; the new Department of Trade and Economic Development is the new name of the Department of Energy and Economic Development whose energy division was transferred to the Department of Public Service.

Combined were the Soil and Water Conservation Board and the Water Resources Board to form the new Water and Soil Resources Board. The Governor's Council on Youth was made part of the Department of Human Services (formerly known as the Department of Welfare). The Minnesota Trade Office was merged with the Department of Trade and Economic Development and an Amateur Sports Commission was created and is part of that department.

Many more of the legislative advisory commissions and special committees are listed to help in understanding and working with the legislative branch's information gathering, research and bill drafting.

During the past couple of years the Supreme Court and its judicial branch agencies have also changed. The number of justices on the state's highest court was lowered from nine to seven and the county, municipal and probate courts have been merged into the state's district court system.

Major changes are occurring in the physical location of state agencies as they are consolidated into single buildings and work sites and if possible grouped by functions. The judicial branch will consolidate many of its offices in the new judicial building and the renovated building currently housing the Minnesota Historical Society. Since the last edition of the guidebook the Department of Natural Resources moved into its new headquarters at 500 Lafayette Road, St. Paul; the Pollution Control Agency moved from Roseville to 520 Lafayette Road; the Corrections Department moved from the Metro Square Building in downtown St. Paul to St. Paul's Midway area in the Bigelow Building; the State Planning Agency moved from Capitol Square to the Centennial Building; the Department of Human Services moved from the Centennial Building to 444 Lafayette Road. Other planned moves are slated for the Departments of Revenue, Public Safety, the Historical Society and the Judicial Branch agencies.

## Acknowledgements

The *Minnesota Guidebook to State Agency Services* is prepared by hundreds of dedicated public service employees across the state from every agency listed in this book. The following contributors have earned special acknowledgement.

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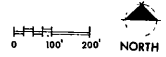
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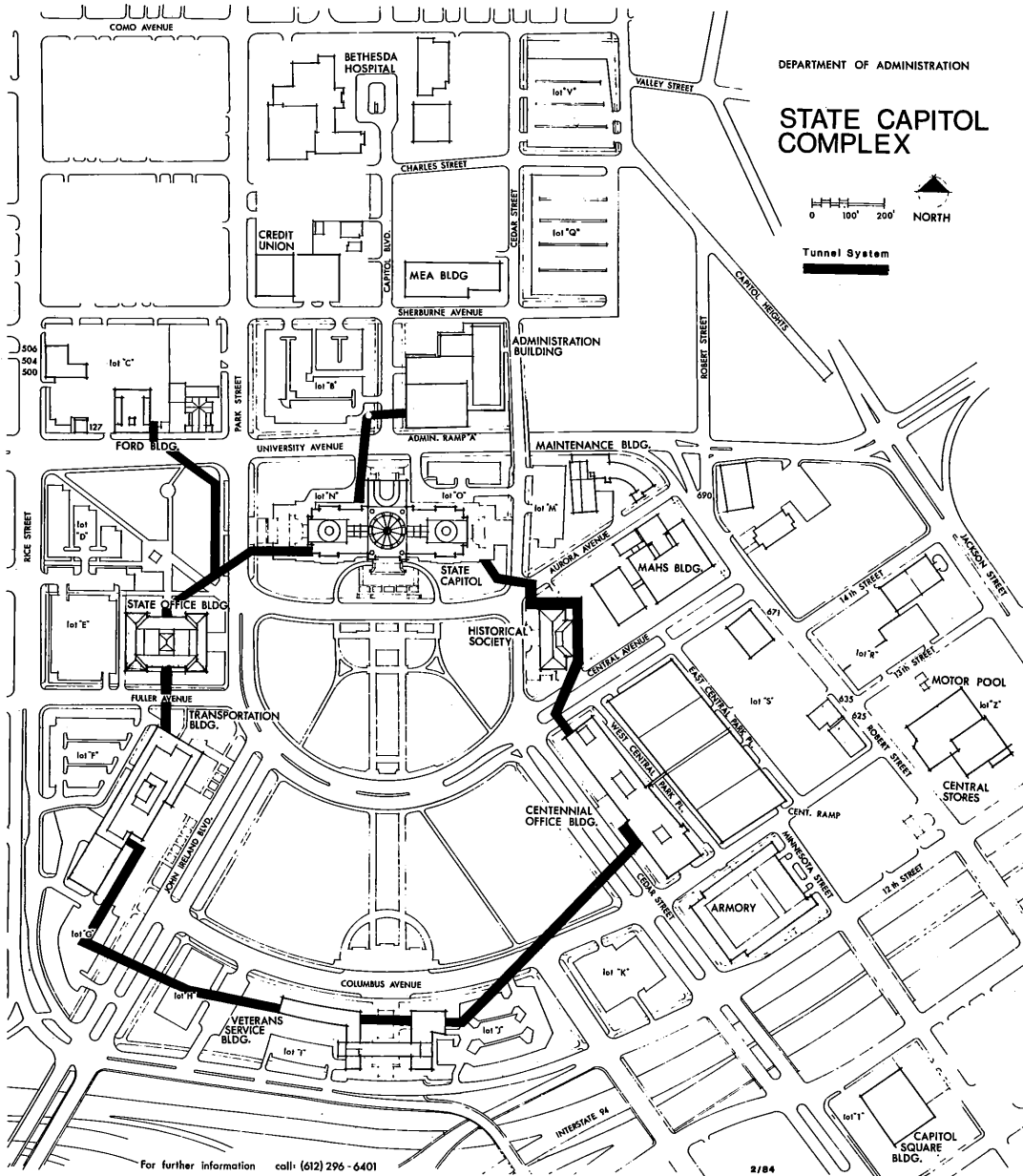
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DEPARTMENT OF ADMINISTRATION

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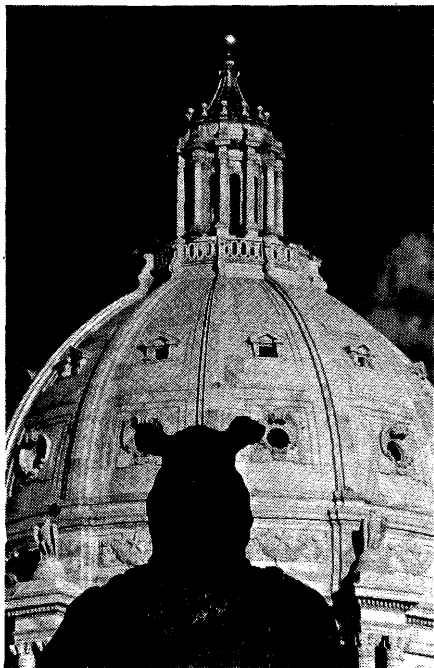
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## Minnesota Executive Branch State Agencies

The executive branch in Minnesota state government is established by Article V of the state constitution. It provides for six executive officers: a governor, lieutenant governor, secretary of state, auditor, treasurer and attorney general. These officers are commonly known as the "constitutional officers" to distinguish them from the administrative department heads who are provided for by the legislative enactments. Each "constitutional officer" is elected by the people and, therefore, is ultimately responsible to the people.

As the state grew, laws were enacted which expanded the role of the state government and increased the duties of the executive branch. To properly execute these duties the legislature has created administrative departments and agencies within the executive branch. The governing bodies and administrative heads of most of these departments are appointed by, and are responsible to the governor for the proper operation of their agencies.

The governor appoints the commissioners of the departments of the executive branch and designates the composition of over a hundred boards, committees, councils and authorities. Some executive agencies are independent in matters of organization, yet all are linked with the legislative and executive branches as they fulfill their constitutional or statutory functions.

### Agencies of the Executive Branch

Three general categories of state agencies make up the executive branch. There are 20 executive *departments*, each headed by a commissioner appointed by the governor and approved by the senate. Separate from departments is another category called *agencies* which have portions of their membership appointed by the governor. A third group of agencies are termed *semi-state agencies* and these are not under direct appointive control of the governor.

Numerous state boards, committees, commissions, councils, task forces, and similar multi-member agencies with statewide jurisdiction are located within the executive branch. The legislature has adopted a system of nomenclature to encourage uniformity in naming agencies and easier identification by the public. *Advisory task forces* are created to study a single topic and have a maximum two-year life or less. *Advisory councils and commit-*

*tees* created by statute will expire on June 30, 1988 unless they are extended by specific laws. *Authorities* are agencies whose primary purpose is to issue bonds for financing, ownership and development. *Boards* have rulemaking, license-granting, adjudicatory, or other administrative powers. *Commissions* are generally agencies composed of legislators, except for certain agencies such as those created by interstate compact. *Committees* are advisory agencies. *Councils* are advisory agencies with at least one-half of their members from specified occupations, political subdivisions, or other affected persons. *Governor's agencies* are created by executive order to advise or assist on matters relating to state laws and they take on the prefix "Governor's Task Force on . . ." "Governor's Council on . . ." or "Governor's Committee on . . ."

### Terms, Salaries, Appointing Authority

For nearly all statewide agencies, terms of office for members other than ex-officio members are now set at four years. Members of agencies having predominately quasi-judicial powers have terms of six years. Terms of one-fourth of the members of each administrative and licensing agency expire each year; terms of one-half of the members of advisory agencies expire in the year a governor takes office; the remaining one-half expire the following year. For agencies having six-year terms, one-third of the members' terms expire every two years.

The salaries of members of some boards and commissions are specified by statute, i.e. the public services commission, tax court of appeals, and workers compensation court of appeals. Members of advisory task forces are eligible only for expenses. For other agencies, compensation is paid at a per diem rate plus expenses.

The appointing authority for multi-member agencies is either the governor or the department head or state agency being advised by the council, committee or task force. The advice and consent of the senate is required for appointments to administrative boards with the exception of examining and licensing boards. Minnesota's Open Appointments Act (*Minnesota Statutes*, section 15.0597) requires the secretary of state to notify the public of vacancies occurring in multi-member state agencies and to accept applications from any member of the public wishing to apply for appointment to the position. One-page application forms are available from the Office of the Secretary of State and will be mailed out upon request. For more information see page 345. The secretary of state submits all applications to the appointing authority charged with filling the vacancy. Minnesota law requires annual publication in the *State Register* of a listing of state agencies, including membership, term expirations, per diem and expense payments and appointment procedures. The listing is published on or before November 15 each year, and notices of vacancies are listed every three weeks in the *State Register*.

### Administrative Powers and Rulemaking Authority

Administrative agencies affect the life of every citizen. Their jurisdiction to act is extensive and their affect on private and corporate life can be substantial. A look at the table of contents of this *Guidebook* shows the wide area of governmental activity given to administrative control. The breadth of legislative authority delegated to state agencies is also significant. More and more the legislature is turning to administrative agencies to provide solutions to complex problems.

Agencies are now concerned with areas such as agriculture, transportation, utility rates, pollution, health, welfare, natural resources, and professional licensing. Administrative decisions determine property rights of substantial value. For example, a state tax determination on the methods of fixing property values may add to the tax burden of every property owner in the state, and lead to the collection of millions of dollars in a single year. A decision by the public utilities commission approving a rate increase for an electric or telephone utility may have more importance in terms of dollars than all the decisions handed down by the state supreme court during the same year.

To a significant extent, agency powers are exercised through "rules," giving rulemaking

(including amending, suspending and repealing) considerable importance. A bill enacted by the legislature begins the process of implementing state law. The laws are then made more specific and implemented through agency rules which have the force and effect of law.

To make the actions of Minnesota administrative agencies conform to formal standards of fairness, due process, and public accountability, the legislature enacted the Administrative Procedure Act (APA) in *Laws of 1945*. (It has often been amended since that time.) The APA is designed to enhance public participation in the rulemaking process, while also requiring agencies to adhere to their statutory authority and to demonstrate the need and reasonableness of the proposed rules. The APA also guards individual rights and ensures due process when agencies attempt to apply laws and rules to regulate private and corporate activities in trial-type or contested case hearing. Minnesota's current Administrative Procedure Act is codified in *Minnesota Statutes*, chapter 14.

## Rulemaking Procedures

An agency may adopt rules only pursuant to authority delegated by law and in full compliance with its duties and obligations. This limits rulemaking authority to those areas where the authority is specifically granted by statute. There is a section (*Minnesota Statutes*, section 14.06) in the APA that requires agencies to adopt certain rules.

In order to adopt a permanent rule an agency must make an affirmative presentation of facts establishing the need for, and reasonableness of the rule. The agency does this to reaffirm the legislative policy that rules should not be adopted at the whim of an agency without demonstrable need for the rule, and to develop a comprehensive record for consideration by the agency, and if necessary, the courts. This procedure also lightens the burden on opponents of a proposed rule who are trying to prove the rule's illegality or undesirability.

Each agency has a duty to respond to a petition from any person requesting the adoption, suspension, amendment or repeal of a rule. The APA requires that within 60 days after an agency receives a petition, the agency must issue a specific and detailed reply in writing about its planned disposition of the petition's request. The attorney general is empowered to prescribe the procedures to be followed by all agencies in the receipt, consideration and disposition of petitions.

Petitions submitted to agencies must be specific about the action requested and the need for the action. This specificity standard permits the agencies to decline consideration of petitions which are vague. The form for the petition is determined by the attorney general by rule.

## Seeking Outside Information and Opinion

An agency may seek information or opinions on contemplated rules from sources outside the agency. An official notice of intent to solicit an outside opinion on a rule must then be published in the *State Register*. The agency must give all interested persons an opportunity to submit data or opinions, and any information received by the agency pursuant to this provision must be made part of the rulemaking record. The purpose of this provision is to allow all persons to have input into the rules if the agency is seeking opinions from outside the agency. When opinions are submitted, the agency writes the rules. The agency may decide not to include suggestions made by the public, but the agency must include all data received by the public in the official record.

Rule drafting may be done by the agency adopting the rules, or the agency may request the revisor of statutes to assist in drafting proposed rules based on the agency's policy decisions. Either way, the revisor of statutes must approve proposed rules as to form before they are published in the *State Register*, and again before they are filed with the secretary of state and published in the *State Register* as adopted rules.

The next step is a notice of intent to adopt a rule published in the *State Register*, along with the text of the proposed rule. This notice will state whether the rule is a permanent or emergency rule, and whether or not a public hearing will be held. The agency must make

one free copy of the proposed rule available to any person requesting it. Interested persons who have submitted their names to the agency to insure receipt of the rulemaking notice will receive a copy of the notice by mail. Each agency must maintain its own list of people interested in receiving notification of its rulemaking proceedings.

Persons interested have 30 days after publication of the proposed rules in the *State Register* to submit comments on them. These rules may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language of the rule.

If 25 or more persons submit written requests for a public hearing on the proposed rules within the 30 day comment period, a public hearing will be held. If a public hearing is requested, the persons making the request are encouraged to identify their particular objections, make suggested modifications to the proposed rule language, and state the reasons in support of their suggested modifications. If no hearing is required, the rules must again be approved as to form by the revisor of statutes and their legality must be approved by the attorney general before they are effective. Permanent rules are effective five days after publication in the *State Register*.

### Noncontroversial Rules

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. (*Minnesota Statute*, section 14.22) 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 of intent to adopt rules without a public hearing must: (1) advise the public 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; (4) and that the rules may be modified if the modifications are supported by that 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 usual provisions of the APA (*Minnesota Statutes*, Section 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*.

### Rule Hearing Procedures

A public hearing will be held if requested by 25 people, or if the agency elects to hold a hearing. During the hearing, the agency must: (1) document its statutory authority to adopt the proposed rule, or to repeal or amend an existing rule; (2) demonstrate that it has fulfilled all relevant substantive and procedural requirements of law or rule; and (3) demonstrate the need for, and reasonableness of each portion of the proposed rule with an affirmative presentation of facts. Following the agency presentation there is an opportunity for the public to ask questions and to make oral statements, as well as a chance to submit written comments or statements.

Hearings are conducted by administrative law judges in a manner which is fair to all persons involved. Administrative law judges are employed by the Office of Administrative Hearings and are not employed by the Office of Administrative Hearings and are not affiliated with the agency proposing the rules.

All persons attending the hearing are requested to sign the hearing register to ensure an accurate record of the number of people attending the hearing. Persons wishing to make a statement must check the speaker's box on the hearing register. All persons who want to speak are given an opportunity to do so. Speakers are asked to state and spell their names, and the interest or group, if any, they represent. Any speaker may be questioned by the agency panel. Speakers may agree to be questioned by other members of the public.

Hearings are recorded either on tape or by a court reporter for possible later transcrip-

tion. Speakers should, therefore, remember that all statements must be clearly verbalized (a nod cannot be recorded); it is important that the person speak loudly, clearly and slowly; all technical terms and proper names must be spelled out the first time they are mentioned, and only one person may speak at a time.

Anyone who wishes to submit written comments may do so at the hearing or within five working days of the close of the hearing. The administrative law judge may, during the hearing, extend the period for receiving comments up to 20 calendar days. Materials must be received before 4:00 P.M. on the date on which the submission period ends in order to be considered. Materials should be submitted to the administrative law judge at the Office of Administrative Hearings, 4th Floor, Summit Bank Building, 310-4th Avenue South, Minneapolis, MN 55415. For three business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed.

### **Administrative Law Judge's Report**

After the close of the record, the administrative law judge prepares a report within 30 days and submits it to the agency. The report states findings of fact, conclusions and recommendations. Notice is taken of the degree to which the agency has: (1) documented its statutory authority to take the proposed action, (2) fulfilled all relevant substantive and procedural requirements of law or rule, and (3) demonstrated the need for and reasonableness of its proposed action giving an affirmative presentation of facts.

After receiving the administrative law judge's report, and if there is an adverse finding, the chief administrative law judge's report, and the entire hearing record, the agency decides whether to adopt, withdraw or modify the proposed rule based upon a consideration of the comments made during the rule hearing proceeding. However the agency must wait at least five days after issuance of the administrative law judge's report, and the chief administrative law judge's report if applicable, before taking any action. The administrative law judge's report is available to the public for the cost of photocopying. Persons wishing to be notified when the report is available may write their name and address on one of the envelopes provided at the hearing registration desk or write to the administrative law judge.

Each agency must submit the rule as proposed for adoption to the chief administrative judge if it makes changes other than those recommended by the administrative law judge. The rule is then submitted to the revisor of statutes who reviews it for form. The adopted rule is then filed with the secretary of state and published in the *State Register*. It is effective in five working days after publication.

An individual who comments on a rule and who falls within the definition of lobbyist must register with the Ethical Practices Board within five days of becoming a lobbyist. A lobbyist is defined in *Minnesota Statutes* section 10A.01, subdivisions 11 as any individual: a) engaged for pay or another consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250.00, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or b) who spends more than \$250.00, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, where lobbyist registration forms may be obtained (see page 125).

### **Emergency Rules**

Excluded from the normal APA procedures are "emergency" rules. If an agency is empowered by other law, or required by court order or federal law or rule, to rapidly adopt rules having the force and effect of law, it may do so by use of a procedure which is different from the normal APA procedures required for permanent rules. Emergency rules are

not subject to a hearing before an administrative law judge, nor is there a requirement to document need and reasonableness of the rule. However, the emergency rules process requires approval for form, legality and publication similar to the normal rules process.

The emergency rules themselves are published in the *State Register* as "proposed emergency rules," along with a request for public comment. The public then has 25 days to comment in writing. Before publication the form of emergency rules must be approved by the revisor of statutes and their legality must be approved by the attorney general. The agency must mail a notice of submission to the attorney general and to all persons who requested to be informed. The emergency rule takes effect five working days after approval by the attorney general. After the adoption, a notice of adoption (including any changes made since it was first proposed) is published in the *State Register* as soon as practicable. The duration of emergency rules is limited to a maximum of 180 days. Emergency rules may be extended an additional 180 days if the agency publishes another notice. If the grant of emergency rulemaking authority is not exercised within 180 days, the rule lapses (*Minnesota Statutes*, section 14.29).

### **State Register, the LCRAR, and Minnesota Rules**

Because of its importance, the effectiveness of the APA is continually monitored. Two important safeguards in the administrative rulemaking process are the legislative Commission to Review Administrative Rules and the *State Register*. Both are means by which the public and their elected representatives can effectively oversee administrative rulemaking.

The *State Register* provides weekly public notice of state agency rulemaking, rule hearings, the text of proposed rules, amendments to existing rules, and many other official announcements. (see page 12 for more information about *State Register*).

The Legislative Commission to Review Administrative Rules (LCRAR) oversees the adequate and proper rulemaking procedures of agencies and the public understanding of agency rules. In order to accomplish that, the LCRAR has the power to investigate complaints and hold hearings and it may, if the situation warrants, suspend an administrative rule until the next legislative session or order an agency to hold an APA-type hearing on a rule. For an explanation of the complaint process and who to contact, see page 480.

Public access to all adopted rules of state agencies is available in the *Minnesota Rules*, previously known as the *MCAR (Minnesota Code of Agency Rules)*. Published by the revisor of statutes and sold through the Minnesota Documents Division, this ten-volume compendium lists the rules in force from the approximately 70 state agencies that have the authority to promulgate rules. Sets of *Minnesota Rules* and copies of the *State Register* can be viewed in designated libraries throughout Minnesota. A list is available from the editor of the *State Register*.

## **Board of Abstracters**

**2150 3rd Avenue North, Suite 10, Anoka, MN 55303**

**Mary Bakken, executive secretary (612) 427-6831**

**Minnesota Statutes, section 386.63; Minnesota Rules 1001-1099**

The board examines and licenses people who make abstracts of title to real estate, issues initial applications, renews licenses, handles complaints against licensed abstractors, and has the power to suspend or revoke a license. The board consists of seven members, made up of four abstractors, one attorney and two public members.

Examinations for licensing are administered each May. The exam fee is \$25.00 and license fees are \$50.00; renewal fees are \$40.00, and there is no fee for filing complaints. Applicants are contacted two or three weeks after applications are received. Three weeks after the examination, results are sent to examinees. Complaints are handled as soon as possible.

## Minnesota Academic Excellence Foundation

751 Capitol Square Building, 550 Cedar Street, Saint Paul, MN 55101

Peggy O'Hare, executive director (612) 297-1875

Minnesota Statute, section 121.612, article 8, section 4

The Academic Excellence Foundation was created by the 1983 Legislature for the purpose of promoting academic excellence in Minnesota's public schools throughout a public/private partnership.

The foundation recognizes performance and achievement of students K-12, and also staff and community members who encourage these achievements.

The foundation has a 22-member board which meets bi-monthly and is composed of the governor or his designee, the commissioner of education, chairpersons of the Education Committee and Education Finance Division in the House of Representatives, chairpersons of the Education Committee and Education Subcommittee on Education Aids in the senate, a minority member from both the house and senate, and fifteen members appointed by the governor—six representing education groups and nine representing business.

The foundation provides funding for programs and activities which meet the following criteria:

- Promote and/or recognize academic excellence;
- Address a documented need;
- Provide direct benefit to educational constituents;
- Provide for state-wide application and impact;
- Contain a public/private partnership component;
- Contain a feasible implementation plan.

Requests for funding of programs/activities for the following school year are accepted in January. Applicants are notified in April. The largest grant awarded has been \$12,000.

A quarterly newsletter concerning the foundation's activities is published and mailed to all schools, educational organizations, and newspapers in Minnesota.

## Board of Accountancy

500 Metro Square Building, 7th & Robert Streets, St. Paul, MN 55101

Pamela K. Smith, executive secretary (612) 296-7937

Minnesota Statutes, section 326.165; Minnesota Rules 1100-1199

The board examines, licenses and regulates Certified Public Accountants (CPAs) and renews licenses for Licensed Public Accountants (LPAs). The board consists of nine members, made up of five CPAs, two LPAs and two public members.

The Uniform Certified Public Accountant Examination, a national exam, is given in May and November. It consists of four parts (auditing, business law, accounting theory and accounting practice) and takes two and a half days to complete. Application deadline for taking the exam is sixty days prior to the date of the exam. The fee for taking all four parts of the exam is \$115.00 and the re-examination fee is \$30.00 per part (accounting practice counts as two parts). A certificate of "Certified Public Accountant" is issued upon passing the CPA examination and an ethics exam. A CPA license is issued upon meeting the experience requirements listed below.

All active licensees are required to meet the continuing professional education requirement of 120 hours over a three-year period.

For information regarding application and requirements contact the board office. Application for initial CPA license is \$50.00. The annual license renewal fee is \$30.00 for active CPAs and LPAs and \$10 for inactive individuals. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee for reciprocal certificates and licenses is \$100.00 and the annual renewal fee is \$20.00. A non-refundable \$50 fee will be charged to proctor out-of-state exam candidates applying

to sit in Minnesota. Annual licensing fee for partnership and corporation is \$35.00.

All complaints received by the board office are handled in compliance with *Minnesota Statutes*.

Requirements for CPA Exam and License			
Education	Experience (to sit for exam)		Experience* (for license)
Masters Degree in Accounting	0	+	1 year
Bachelors Degree in Accounting	0	+	2 years
Bachelors Degree other than Accounting	1 year	+	2 years
**2 or more yrs. of college, but no degree	3 years	+	2 years
High School graduate	5 years	+	1 year

\*Qualifying experience is in the field of public accounting, CPA, PA or accountant and certain government positions, i.e. state auditor, legislative auditor, or revenue agent in the field of examining books and records for income tax purposes.

\*\*This would be 60 semester credits or 90 quarter credits from an accredited college or university or Minnesota area Vo-Tech or Minnesota licensed private technical school.

One semester credit equals 15 CPE hours and one quarter credit equals 10 CPE hours.

## Department of Administration

50 Sherburne Avenue, 200 Administration Bldg., St. Paul, MN 55155

Sandra J. Hale, commissioner (612) 296-3862

Jeff Zlonis, deputy commissioner (612) 296-5743

Minnesota Statutes, chapters 14 and 16B; Minnesota Rules 1200-1399

The Department of Administration (DOA) manages the internal operations of the executive branch of state government. It is a client-oriented organization that also services the operational needs of all of state government, as well as many local units of government in Minnesota. It serves the governor and legislature by providing oversight and review of state agency management and administrative practices. The DOA also administers and enforces the state building code and the department commissioner serves as secretary of the Executive Council.

The DOA provides state agencies and other units of government with quality, cost-effective administrative services and leadership in the areas of management and information systems technology. Its goals are to help reduce the costs of government, improve the quality of services and better meet citizen needs. It offers professional, centralized services, as well as leadership on effective, efficient, and innovative management techniques. The "STEP" (Strive Toward Excellence in Performance) program, led by the DOA, won national recognition in 1986 by the Ford Foundation and Harvard University's JFK School of Government, both of whom jointly sponsored an "Innovations in State and Local Government" program.

### Background

The department was created in 1939 as a result of a reorganization to bring agencies' functions into a more orderly arrangement. As the state grew, the administrative functions of the executive branch became more complex. Specialized agencies were created to take care of new duties, but gradually, as they overlapped, reorganizations took place. Major reorganizations occurred in 1925, 1939, the late 1950s and 1973. The latter reorganization removed the budgetary and personnel responsibilities for all state agencies from the Department of Administration. It created the new departments of finance and personnel, with the Department of Personnel being changed to the Department of Employee Relations in 1980 when the legislature assigned all state employees in the executive branch, except upper level management, to bargaining units.

During fiscal year 1987 the department had about 750 employees and an operating budget



of approximately \$108 million. Many of the department's divisions do not receive annual general fund appropriations from the legislature for their operations, but charge for the services they provide, and run on revolving fund budgets.

#### **Commissioner's Assistant and Communications Director (612) 297-4276**

**Marcus Kessler, assistant to the commissioner.** This office directs department communications both within and outside the department, and handles information requests by the legislature, media and the public. The assistant also participates in department planning and special projects, assists with administrative duties in the commissioner's office and provides customer/client assistance to other units of government using department services.

#### **Management Analysis Division (612) 296-8034**

**Terry L. Bock, director.** The division provides management consultation services to state agencies, the governor, and legislature on ways to improve the productivity, cost effectiveness, and quality of state government services. It pilots innovative productivity techniques and administers the governor's STEP program (Strive Toward Excellence in Performance)—a statewide productivity improvement program.

#### **Information Policy Office (612) 296-5320**

**Lawrence V. Grant, assistant commissioner.** The office coordinates all major information management activities in state government. These include developing a state technology and information architecture; planning for the future growth and information needs of different state agencies; developing standards and guidelines for equipment; and creatively managing the state data base to help the state meet its many objectives. The office is also responsible for review and approval for all information systems hardware and software requests to be included in the Governor's budget; setting priorities for legislative action on all major information systems projects; and ensuring that all state agencies understand, and are in compliance with the State's policies, standards, and guidelines for information management.

#### **Administrative Services Bureau**

**Director.** Administrative Services assists the department's operating units and executive members by providing budget and fiscal services, personnel services, agency relations coordination, systems and automation coordination, and other administrative support services.

#### **Fiscal Services Division (612) 296-6271**

**Donald R. Klein, director.** The division establishes and maintains a centralized and integrated accounting system for both general fund and revolving funds for the Department of Administration. It also provides these services for the Office of the Governor, Office of the Lieutenant Governor, Capitol Area Architectural and Planning Board, Citizens Committee on Voyageurs National Park, Spanish Speaking Affairs Council, Council on Black Minnesotans, and Council on Asian/Pacific Minnesotans. The division prepares budgets and financial statements, establishes fiscal systems, sets rates and processes intergovernmental payment transactions for the department's divisions that provide services to other state departments and agencies. **General Fund Accounting Section (612) 297-3142,** Lawrence R. Dowdle, accounting supervisor. **Revolving Fund Accounting Section (612) 296-4604,** Ralph Fredlund, accounting supervisor. **Governor's Office Support Section (612) 296-6285,** John L. Pemble, accounting supervisor.

#### **Personnel Services Division (612) 296-2885**

**Julie Kruse Angeles, director.** The division provides personnel services to all department employees. The division provides advice and consultation to management on personnel practices, and provides training and information on the state's personnel system. It administers labor agreements and plans covering department employees. It ensures equal employment opportunity and maintains the department's affirmative action plan. The division administers a safety program for department employees and provides services nec-

essary for the recruitment, selection and placement of employees in properly classified positions. It administers payroll, employee benefits services and maintains personnel records.

### **Information Management Bureau (612) 296-8083**

**Assistant commissioner.** The Information Management Bureau (IMB) coordinates the development of a comprehensive, statewide information and technology architecture, and provides services that satisfy information management needs of state government agencies. It provides centralized management of computer applications and facilities, telecommunications and records for state agencies. It also provides assistance in the interpretation of data privacy laws to state and local government agencies.

### **Computer Operations (612) 296-6351**

**Richard Kelly, director.** This division operates the state's centralized computer facilities and data communications networks. The central computer supports a broad range of batch, time-sharing and teleprocessing services. The division provides production control and computer site management and security. It monitors about 2500 terminals, PC's and remote job entry sites, and advises clients on the use of computer output to microfilm services.

### **Data Privacy (612) 296-6733**

**Donald A. Gemberling, director.** This division promotes understanding of and compliance with the Minnesota Government Practices Act, *Minnesota Statutes*, Chapter 13. The division answers questions about state and federal freedom of information and "data privacy" laws; provides educational services; reviews compliance policies and procedures; consults on legal questions; and acts as a resource on legislation in data practices matters.

The above services are offered to the general public and to state and local government agencies and their attorneys. Inquiries should be directed to Victoria Flower (612) 296-6578.

### **Data and Records Management Division (612) 296-6657**

**Lois M. Pollari, director.** This division services state and local government by designing and implementing effective records and data resource management systems that collect, store, retrieve and use information. The division coordinates the forms management system and the state records system, and provides state central micrographics services.

Micrographic services include the analysis and design of micrographic file management systems for state and local governmental units to preserve documents, reduce space and personnel costs associated with maintaining and retrieving information. To receive a fee schedule or to request a free analysis, contact Mike Bodem, manager, at (612) 296-9704.

Records management services fall into three categories:

- **General Records Retention Schedules**—Establish minimum retention periods for city, county, school district and township records based on their administrative, fiscal, legal and historical value.
- **Information Pursuit**—This comprehensive 90-page handbook covers records scheduling and disposition, filing, forms management, vital records, micrographics and other records and information management functions.
- **On-Site Consultations**—Trained staff can provide assistance in a vast number of records concerns, ranging from inventorying records to questions about microfilm applications. You may request a day-long workshop, a half-day presentation, or a staff training session on any type of records management problem.

For further information, call this toll-free number: 1-800-652-9747, Department of Administration, extension 296-0257.

### **Resources Management Division (612) 296-0314**

**W. D. Chris Donaldson, director.** This division provides financial, clerical, inventory, contract management, and personnel services for the bureau and coordinates bureau publications, policies and procedures. It operates a Help Desk that provides bureau clients with a single point of contact for computer related problems. It also administers central computer systems' data security procedures and software.

## Services Management Division (612) 297-4071

**Mary Lou Wehling, director.** This division ensures the effective development and implementation of new information management services and the periodic review and evaluation of the bureau's current products and services. It also operates a Training and Information Center, manages the bureau's office technology functions and provides data entry services.

The **Training and Information Center** offers practical education to state and local government clients on mainframe computers, micro computers and connectivity. For class schedules, call Ed Thom, 297-1501.

The **Office Technology Unit** offers data entry services and office automation consulting assistance to state and local government clients. Electronic mail services are available through the state's central computer. For information about electronic mail, contact Beverly Schuft, 296-5080.

**Data entry services** are provided on mainframe computer terminals, micro-computers or on key to tape equipment. Work can be done either at IMB or at the client's workplace. Jobs of all sizes can be processed and rush jobs are welcomed. For further information about data entry services, contact Elaine Kohoutek, 296-6303.

## Information Systems Development (612) 296-6391

**Susan Rose, director.** This division offers application system development resources for new systems and modification of existing systems such as computer programs handling sales and income taxes, child support payments, criminal justice information and drivers' licensing. It also performs feasibility studies, systems analysis, design, programming, documentation and implementation of systems for state agencies. Through its **Consulting Services Unit**, this division serves as the initial point of contact with client agency management for needs assessment and problem identification, and provides general business consulting services to clients. Key among its services is the division's support and management of the **data dictionary** for clients' use in managing their information resources.

## Intergovernmental Information Systems Advisory Council (612) 297-2172

**Roger Sell, director.** The Intergovernmental Information System Advisory Council (IISAC) consists of 25 members appointed by the commissioner, representing a wide spectrum of local and state governmental units. The council promotes resource sharing and standardization, and awards supportive grants for the development and implementation of automated information systems within local government.

## Telecommunications and Technology Management (612) 296-6428

**Willis Miller, director.** This division plans, designs, coordinates and approves telecommunications systems and services for state agencies to meet their present and future needs. It evaluates new technology offerings, monitors how well current technology meets state agency needs, recommends the technology direction in both data and voice networks, mainframe hardware and software, minis, micros and PBS's. It provides support for the data communications network's hardware, software and operations, and supports interactive system software.

It coordinates the state 9-1-1 Emergency Telephone Service Program, provides consultation services to agencies, and furnishes telephone operator services to state agencies and the public. It also monitors telecommunications regulatory activities at the state and federal levels, assesses the impact upon state government and formally intervenes as necessary.

A teletypewriter terminal is connected to the Western Union TWX/TELEX network permitting exchanging messages with all national and international subscribers to this service at no charge to agencies. Call (612) 296-2300 for additional information.

The division also has a facsimile machine available for sending and receiving copies of pictures, letters, graphs, signatures and other printed material. To send or receive facsimile

transmissions, call (612) 296-7654. There is no charge to agencies for this service.

A portable teletypewriter for the deaf is available to permit communicating with anyone having a compatible machine. To send or receive messages, call (612) 296-7654. There is no charge for this service.

The **State Telephone Directory** is compiled by the division and is distributed to all state agencies for their official use. The directory is also available to the public and can be purchased for approximately \$10.00 plus tax through the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

The division is responsible for listings of state agencies in telephone company directories statewide. For information or assistance, call (612) 296-2300.

The 9-1-1 Emergency Telephone Service program provides access to all emergency services in Minnesota by dialing the three-digit number 9-1-1. The division assists counties in planning, ordering, implementing and enhancing 9-1-1 systems.

## **Operations Management Bureau (612) 297-4261**

**Dick Diercks, assistant commissioner.** The mission of the Operations Management Bureau (OMB) is to provide support to the operating agencies of state government by helping them get more from their budget dollars. OMB is considered efficient when quality services are provided at costs which are less than the private sector. It is regarded effective when agencies are satisfied with its services and standards.

Through its seven divisions the bureau helps state agencies obtain supplies and maintain inventories, publish and distribute materials within state government and for public information, and arrange for business travel. The bureau develops and manages a statewide materials management program, provides statewide personal property inventory management programs, and manages the central stores section and printing and central mail services. Other statewide activities include the State Employee Assistance Program, Volunteer Services, and the Risk Management Program.

## **Minnesota Documents Division (612) 297-3000**

**Toll-Free 1-800-652-9747**

**Stephen A. Ordahl, director.** Minnesota Statutes section 16B.51 delegates the responsibility of selling official reports, documents and other publications to the commissioner of administration. The Department of Administration's Documents Division provides these services through its book and map store on the first floor of the Ford Bldg., 117 University Avenue, St. Paul, MN 55155. The division operates on a revolving fund, receiving no legislative appropriation, and is completely self-supporting.

The division also publishes the weekly *State Register* magazine and the quadrennial *Minnesota Guidebook to State Agency Services*. It maintains a publishing and editorial office for these and other publishing and marketing activities at 504 Rice Street, St. Paul, MN 55155.

Through its book and map store the division sells, laws, rules, decisions, studies, reports, forms, guides, directories, mailing lists, lake depth and other maps, state flags and decals, posters, prints, calendars, and other items and publications with a Minnesota theme. The center also administers the "Slip Service" law by providing photocopies of legislative acts, at cost, as soon as they become available. Also sold are documents and publications from the federal government, from "semi-state agencies" such as the Minnesota Historical Society and the University of Minnesota Press, other government agencies, and some non-government publications.

The following catalogs are available free of charge: the *Publications Catalog* features books, mailing lists, directories, posters, prints and specialty items; the *Outdoors Catalog* lists maps for lake depth, bikeways, canoeing, BWCA, counties, highways and outdoors-related publications; and a mailing list catalog. Subscription and "notice of publication" services are offered upon request.

All orders must be prepaid and the center accepts MasterCard and VISA credit cards.

There are no forms necessary for the public to obtain services. Orders can be made by phone, letter or in person. Money orders and checks should be made payable to the State of Minnesota for the amount of purchase, plus the current sales tax (6% as of September 1987), plus \$1.50 postage and handling per order. State agencies may order using Adm. Form 502SA, pay no tax, and if using the inter-office mail pay no postage and handling. To order, list the publication's exact title and enclose your name, address, zip code and phone number. Orders by letter take approximately two to four weeks for delivery. Orders made in person, as well as credit card phone orders, are filled immediately. Special customer deposit accounts are available upon request.

Reproductions of architectural and survey tracings can be made at cost. All drawings submitted for reproduction must be on tracing paper or vellum, any reasonable length, but not exceeding 42 inches in width. The finished reproduction is the same size as the original. No reductions or enlargements can be made by this method. NOTE: There must be no paste-overs, mends, or glued images on tracings. This service may be ordered on Adm. Form 619 only.

The center handles distribution of state agency publications to depository libraries pursuant to Minnesota Statutes Section 15.18. Thirty-eight depositories are sent monthly copies of microfiche of all printed materials emanating from state agencies for public distribution. The depository libraries are located at all 18 state community college and 7 state university libraries, at the University of Minnesota Library in St. Paul, the university's Law Library in Minneapolis, and the university's branches in Crookston, Duluth, and Morris, and the State Law Library in St. Paul, the main branch Public Libraries in Duluth, Minneapolis and St. Paul, the Hill Reference Library in St. Paul, the Minnesota Historical Society Serials Library, the Office of Public Libraries affiliated with the Department of Education, and Western Plains Library System in Montevideo.

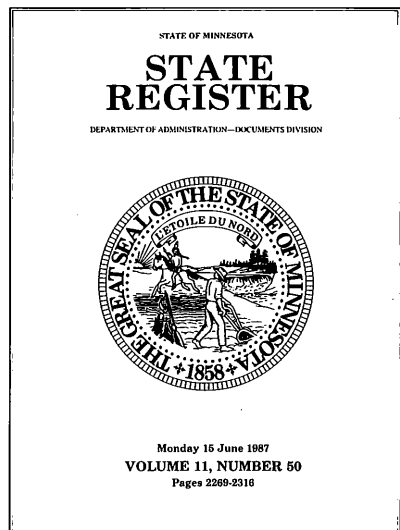
### **State Register (612) 296-4273**

**Robin PanLener, editor.** Established by the legislature in 1976 through the Administrative Procedure Act (APA), (Minn. Stat., chap. 14), the *State Register* was created to enhance public participation in the rulemaking process and assure that agencies adhere to their statutory responsibility to demonstrate the need and reasonableness of their proposed rules. The APA and the *State Register* guard individual rights and ensure due process when agencies attempt to apply laws and rules to regulate private and corporate activities. The *State Register* also helps make the actions of Minnesota's administrative agencies conform to formal standards of fairness, due process, and public accountability. It is the source for tracking state agency rulemaking in its various stages: proposed, adopted, withdrawn, emergency and amended.

Over \$1 billion per year in state contracts and advertised bids also appear in the *State Register*, averaging to over \$20 million per issue. It is the most complete listing available of state and local government requests for business, professional and consulting services.

Also published in the *State Register* are official notices, executive orders of the governor, supreme court decisions and a monthly calendar of cases to be heard before the supreme court, selected tax court decisions and announcements of state agencies.

Annual subscriptions to the *State Register* cost \$130.00 and trial subscriptions for 13



weeks cost \$40.00. Binders for each volume's 52 issues, plus the annual index, are available for \$6.50 plus tax.

Material for publication in the *State Register* must be submitted in duplicate and accompanied by Form SR-0000-04, or earlier forms. Proposed, adopted or temporary rules, with notice of hearing, or intent to adopt without a hearing, must be submitted two weeks prior to publication date. All other material must be submitted one week prior to publication. Charges for publishing in the *State Register* are based on a rate of \$79 per *State Register* page. A procedures manual is available to help in preparing submissions. For information and assistance, call the editor.

### **Minnesota Guidebook to State Agency Services (612) 296-4273**

**Robin PanLener, editor.** The *Minnesota Guidebook to State Agency Services* contains descriptions of all state agencies in the executive, judicial and legislative branches of government. The book tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. The guidebook is an easy-to-use desk encyclopedia about state government and provides vital information on obtaining state grants, licenses, publications, guides, maps, permits, information and services. It lists names, addresses, and phone numbers of people to contact and also contains information about the state of Minnesota, its formation and historical development. The guidebook offers useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Copies may be purchased at the Minnesota Documents Division. For more information contact the editor.

### **Employee Assistance Program (612) 296-0765**

**Keith Tvedten, director.** The Employee Assistance Program (EAP) provides help to any state employee whose job performance is or may later be affected by personal problems. The focus of the program is primarily on the assessment of troubled employees, short-term counseling and referral to cost-effective community resources. This professional counseling service is offered cost-free and confidentially to all employees of the State of Minnesota and their dependents. The EAP contracts for services at 16 locations through Minnesota, which provides for easy accessibility to those using the Program.

The Employee Health Unit, an arm of the Employee Assistance Program, provides emergency medical treatment, health maintenance and education services, and safety administration for employees in the Capitol area.

The EAP works with a wide range of concerns: family, financial, alcohol and other drug abuse, marital/relationship, emotional/psychological, vocational, and work environment concerns. The EAP is also a resource for supervisors and union leaders to rely on when addressing an employee's pattern of deteriorating performance, attendance or behavior.

The program assures that all counseling services are provided on a private and confidential basis. Program records do not become part of the employee's personnel records.

The Employee Assistance Program offers a one-day course for supervisors and bargaining unit representatives on the proper utilization of the EAP, entitled "Dealing With Troubled Employees." For more information about the Employee Assistance Program, contact the division at 205 Aurora Avenue, St. Paul, MN 55103.

### **Materials Management Division (612) 296-1442**

**John Haggerty, director.** Materials Management Division is composed of the former Procurement, Central Stores, Federal Surplus Property, and Inventory Management Divisions including public auctions. The five new activities are: Customer and Vendor Services, Materials Services and Distribution, Operations Services, Purchasing, and Contracts and Technical Services.

One of the main goals of the new division is to improve service to all its customers. All members of this division are interested in rendering the best service possible. If you are not satisfied with our services, please call our help line at 296-2600, or 296-2601. The

division is located in Room 112 Administration Bldg., 50 Sherburne Avenue, St. Paul, MN 55155.

### **Contracts/Technical Services (612) 296-3776**

**Donnalee Kutchera, acting manager.** The Contract/Technical Services Activity is responsible for bidding and managing all state contracts for purchase of supplies, equipment and services, e.g., food, fuel, computers, and establishing volume purchase plans for state agencies and medical assistant clients, e.g., prescription eye glasses. It serves as a standards and specification unit to insure quality and cost effective product availability. It also oversees bid procedures on all **construction projects** over \$10,000.00. Contracts are reviewed in cooperation with the Building Construction Division of the Department of Administration. For information regarding construction projects, call (612) 297-3830.

The activity supervises the **Cooperative Purchasing Venture (CPV)** a members-only purchasing program that enables participants to buy goods and services at reduced cost under the terms of contracts already negotiated by the State of Minnesota. Political subdivisions such as municipalities, school districts, airports, or federal agencies, can become a member of the CPV program. For information and assistance call the CPV program administrator at (612) 296-3779.

This activity is also responsible for the Documents Unit which manages the professional/technical service contracts for non-biddable service, grants, income or receivable agreements, interagency agreements or loan agreements, (612) 296-9080; for bonds and insurance agreements (612) 296-2602; for contract releases for state agencies and political sub-division, (612) 296-3724. The form generally used for Professional/Technical Service is 'Contractual (Non-State employee) Services (ADM Form 1051).

### **Customer and Vendor Services Activity, (612) 296-2600 or 2601**

**Dorothy Lovejoy, acting manager (612) 296-8489.** This activity serves as a communications center for all services provided by the Materials Management Division and endeavors to provide the state with quality vendors of supplies and services. The following sections are a part of this activity:

**Telephone Hot Line (612) 296-2600.** The telephone hot line exists to provide information regarding all activities of the division. Call this number for answers to questions regarding division services and for help in resolving difficulties with services. This number should also be called for vendor information and to resolve problems with vendors. The goal of the telephone hot line is to provide a fast response to inquiries or to refer questions to the proper activity for quick resolution.

**Marketing (612) 296-6950.** This section prepares the manual of division services and publishes bulletins and newsletters regarding the division's activities. Promotional visits to state agencies and other clients are also part of the section's responsibilities.

**Vendor Relations (612) 296-2600.** This activity recruits, qualifies and monitors vendors for the state of Minnesota. The emphasis of this activity is to attract quality vendors who will provide the state with improved goods and services.

**Small Business Procurement Program (612) 296-6949.** This section recruits and certifies socially or economically disadvantaged (SED) and other small businesses who are eligible for this program. In conjunction with the purchasing and operations activities, it monitors SED and small business performance and the achievement of purchasing goals. Information from this section is furnished to the legislature and to the Small Business Procurement Advisory Council.

### **Materials Services and Distribution Activities (612) 296-6131**

**Paul R. Stembler, acting manager (612) 296-0726.** These activities provide for the centralized disposal of state personal property (other than real estate and buildings) and the sale of office supplies and other commonly used items.

**Surplus Operations Section (612) 296-6131.** This section provides for the acquisition, distribution, sale and disposal of surplus property other than real estate and buildings. Service is currently provided from two locations, Room 112, Administration Bldg., 50 Sherburne Street, St. Paul and the Distribution Center, 5450 Highway 8, Arden Hills. Services are provided in the following areas:

**State surplus property.** The section assists the owning agency in determining the most expeditious and effective way of disposing of their surplus property, provides advice on setting a value on the property and assistance in its disposal. Methods of disposal include recycling, recovery, transfer to other state agencies, sale to local units of government or other organizations eligible to participate in the federal surplus property program, and public sale through negotiated sales, sealed bids or auctions. Fees are charged for some services, e.g., where the Surplus Operations Section actually moves, stores or displays the property or where the disposal process includes fees charged by outside contractors. Agencies know beforehand what these fees are. Certain items of state surplus property are on display and available for sale at the Distribution Center in Arden Hills.

**Federal surplus property.** Working with eligible participants to define needs or identify regularly needed items, the section can obtain federal surplus property such as maintenance, repair, operating equipment and supplies, from property identified as surplus to federal needs by the U.S. General Services Administration. The property is available for sale for a percentage of its original purchase price plus a handling fee. The property is on display and available for sale at the Distribution Center in Arden Hills.

For more information about the services which can be provided, please contact:

- **State Surplus Property**—inter-agency transfers: Armstead Smith, (612) 296-1048
- **State Surplus Property**—sale to local units of government or eligible non-profit agencies: Distribution Center, (612) 633-1644
- **Federal Surplus Property**—sale to all eligible participants and information on eligibility: Distribution Center, (612) 631-1644
- **State Surplus Property**—sale to the public: Auction Hot Line (612) 296-1056 (24 hours a day) or Larry Reil (612) 296-5177

**Central Stores Section, (612) 296-2111. Walter Sepolski, Manager.** Central Stores is a warehouse and distribution center that sells paper, office and stationery supplies, standard forms and other commonly used items to state agencies. A catalog and price list is available. To order, agencies submit their requirements on a Central Stores Supply Requisition. The store is located at 139 E. 12th Street, St. Paul, MN 55101.

**Operations Services (612) 296-5704. Sidney Zochert, acting manager.** Operations Services, in addition to providing internal clerical and administrative support to the Materials Management Division, also provides services in three areas to other State Agencies:

**Fixed Asset Inventory Management Unit (612) 296-8095. Edward Johnson, supervisor.** This unit develops and maintains the Fixed Asset Record Management System (FARMS) for the control and management of all state-owned fixed asset personal property. This property includes motor vehicles, furniture, machines of all types, and other equipment with a cost greater than \$300. The FARMS includes not only a computerized system for records control, but policies and procedures to direct the processes, for accurate and timely accounting of the State's fixed asset inventory. Program guidance and assistance are provided to agency personnel via training sessions and user manuals.

**Consumable Inventory Management Unit (612) 296-5704.** This unit develops and maintains an inventory management program for all state-owned consumable personal property such as fuel, food, maintenance parts, and office supplies. It evaluates existing inventory conditions, conducts studies, and develops and monitors systems at all agencies including inventory planning capabilities, perpetual inventory records, stock controls, reporting procedures and warehousing techniques.

**Systems Unit (612) 296-7098. Ray Sullivan, supervisor.** This unit provides systems analysis



for the ongoing maintenance and development of the Purchasing Automated Logistic System (PALS), Fixed Asset Records Management System (FARMS), and all other systems established within the Materials Management Division.

**Resource Conservation & Recovery Unit (612) 296-2397. Norma Cameron, supervisor.** This unit provides guidance, consultation and training assistance to state agencies and local units of government in the areas of: solid waste management, recycling, resource conservation, and the recovery of resources. Programs have been created to recover waste paper, oil, scrap film, film processing solution, and scrap metals for recycling. This includes working with agencies to create local recycling and recovery programs, identifying potential sources of recycled or recovered materials and developing long-range solid waste management plans. This unit operates as part of a revolving fund that charges a fee for some of its services.

**Item Number Control Unit (612) 296-5942. Randy Gough, supervisor.** This unit issues and controls the item numbers utilized by PALS, including issuing, cataloging, cross-referencing and researching all item numbers and their associated specifications to ensure maximum utilization and efficiency of PALS and effective support to its users. Agencies needing assistance or item number definition should contact this unit.

**Purchasing Activity (612) 296-6152. James Kinzie, acting manager.** This unit purchases supplies, equipment and services for state agencies. Agencies initiate their request through the use of a Requisition for Purchase (Material Request). These requests from the agencies are filled through the competitive bid process by sending request for bid to vendors who are registered with the purchasing section. Vendors wishing to participate should contact Vendor Services at (612) 296-2600. This unit may delegate to state agencies the authority to make direct purchases under a certain dollar amount. Assistance and training on direct local purchasing are also provided by this unit.

## **Printing and Mailing Services Division (612) 296-3277**

**Berry J. Conway, director.** This division provides quality in-house copy preparation, design, typesetting, duplicating, printing, finishing, distribution of completed work, mailing, and office equipment rental services to agencies in all three branches of State government. It also assists clients in planning printing jobs and decides whether to produce jobs in-house or to purchase graphic arts services from private vendors.

The "Procedures Manual to Obtain Services from Printing and Mailing Services Division" gives users help in obtaining information, assistance, and available services. This publication is currently out-of-print and only a limited number are available. To obtain a copy of the procedures manual, call or write to the division at 117 University Ave., St. Paul, MN. 55155. A new version will be available in early FY 1988.

The division, in cooperation with the Department of Employee Relations, also sponsors a one-day seminar twice a year called "Printing Policies and Procedures". This seminar is available to all state employees, but is especially helpful to printing liaison officers.

Also available is a publication, "Standards and Guidelines", which lists publication standards that apply to all state publications including newsletters, magazines, pamphlets, and brochures (excluding forms and interoffice memos) and any printed matter paid for by monies deposited in the state treasury. These standards were developed in 1977 by the Publications Review and Standardization Committee. Copies of these guidelines listing publication freedoms vital to the continuing operation of state government are available from this office free-of-charge. Call or write for a copy.

Each agency appoints one or more Printing Liaison Officers (PLO's) who act as a liaison between this division and their agency to explain printing procedures, policies, and current service rates. These PLO's also approve printing and duplicating orders and ensure that the job forms are properly prepared. To appoint a PLO for your agency, contact this office.

### **Planning and Estimating Unit (612) 296-9886**

**Hy Cohen, manager.** This unit makes the decisions to purchase graphics arts services from private vendors, prepares in-house production arts services from private vendors, prepares in-house production job tickets, writes specifications for purchases from private vendors, advises agencies on selection of stock, ink, and production methodology, and prepares estimates or quotations for budget control services to agencies. Because of the complexity and time-consuming nature of the budget control services, the service cannot be provided for all of the 17,000 orders each year. For more information on budget control services, please contact this office.

Specifications and Estimating Coordinators have been renamed "Account Representatives" and have been assigned to specific agencies to handle their consultation, estimating and job-planning needs. Job-planning is a review of specifications to ensure low-cost production methods and materials used to produce a specific job and recommendation of specification revisions to reduce costs for agencies. The account representatives are: Karen Oslund (296-8013), Jane Rosso (296-9883), Janell Ramsey-Schmidt (297-4851), and Jane Schmidley (296-4267).

This unit also handles the bidding to private industry and makes the awards to low bidders as prescribed by law. The bidding and awarding is handled by Printing Buyer, Art Cooper (296-3742) and assistant, Bisa Burch (296-9086).

### **Scheduling (612) 296-8234**

To request production scheduling or a completion date for a job, call Joan Peterson, production controller.

### **Printing Plant Operations (612) 296-8700**

**Victoria Sifferle, manager.** The printing plant operations include the Copy Preparation Unit, Printing and Bindery Units, Copy Centers and the Shipping/Receiving Unit.

#### **Copy Preparation Unit (612) 296-9891**

This unit provides typesetting services utilizing computerized phototypesetting equipment. The phototypesetter can accept typesetting from compatible word processors via telecommunications or by utilizing disk conversion. Other services available include key-lining, paste-up, ruling, design, film production on camera, and both paper and metal platemaking. Many type styles are available, and a free catalog is available upon request. Call for more information.

#### **Printing and Bindery Units (612) 296-9890**

Offset duplicating and printing is provided to agencies through this unit. Orders can be printed on sheets up to a maximum of 17" × 22" image area, using one or more colors. To obtain printing and/or bindery service it is necessary to use either the 619 or 523 forms. The unit also provides bindery services which include cutting, folding, collating, stitching, drilling, cerlox binding, perfect binding, and shrink wrapping.

#### **Copy Centers (612) 296-9890**

These units provide quick, economical printing to agencies through four satellite locations within the Capitol Complex. These units utilize the copy center requisition form, PU-00078. A detailed brochure called "A Copy Center Users Guide" is available free-of-charge from each of these units and our main office. The copy centers work with electrostatic (paper) plates only—no negatives or metal plates. Limited reductions of 4%, 25%, and 35% are available, but no enlargements or photos. Line drawings can be used and copy must be camera-ready. No press adjustments can be made for positioning copy. The copy centers print on 8½" × 11" twenty-pound sulfite paper with black ink. The paper may be white or colored, punched or unpunched.

Same day service is guaranteed on jobs received at the copy center before 9:00 A.M. Next day service on all other jobs. If you have questions or concerns, call 296-8700.

#### **Copy Center locations are:**

- Capitol Square Building, Room B-15, 296-6793

- Centennial Office Building, Room B-13, 296-3363
- DNR Building, Basement Level, 297-1986
- Transportation Building, Room B-26B, 296-2745

Self-service xerographic copying equipment is available at the Capitol Square Building and DNR Building locations. Additionally, self-service folding is available at the DNR Building location.

### **Central Mail Unit (612) 296-6802**

**Mike Perry, manager.** The mail unit is located in G-19 of the Transportation Building and has a substation in B-20 of the Centennial Office Building. This unit provides mailing, interoffice and postage services to all state agencies. The unit provides information and assistance on preparing mail and cost-effective programs such as first-class, presorting and bulk mailing procedures. Postage stamps and post cards are available for purchase by agencies. Stamps can only be used when metering is not possible. Agencies are billed for postage expenses and must fill out Form PU-00036. There are no charges for interoffice mail services. For more information, call Mike Proulx at 296-6801.

The **Addressing Section** provides addressing services to State agencies using the following methods:

- Computer labels generated at the agency or by Information Management Bureau.
- A Cheshire card system.
- Word processor.

This unit's charges are based on the first one thousand addressed pieces and each additional one hundred. A department purchase order is necessary for using this unit's services. For more information, call Bill Petsch, addressing supervisor at 296-9912.

The **Inserting Section** provides for the insertion of up to six inserts in a standard sized No. 10 envelope. The envelope is stuffed, sealed and postage is applied. For more information regarding this service, call Bob Stoehr, inserting supervisor at 296-9913.

### **Office Equipment Rental Unit (612) 296-6410**

**Eugene D. Kilmer, manager.** This section provides office equipment rental services to all State agencies. Currently available are a wide variety of electronic typewriter models, personal computers, and portable computers, etc. Since the equipment inventories vary on a daily basis based on the volume of user demand, it is advisable to directly contact this unit prior to placing an order. It is also advisable to contact us prior to contracting with a private vendor for a piece of equipment because in many cases our products will be substantially lower in cost than commercial rates for comparable equipment.

Reconditioned, used and new machines are available for sale through this section to all state of Minnesota agencies and departments. Various models of electronic typewriters are on display at the office, located at 127 University Ave. Any agency interested in rental or purchase of office equipment should contact this unit for current equipment availability and specific rate information.

Upon request this section is also available on a fee basis to provide consultation to help and assist department managers in analyzing and modernizing their specific office equipment needs.

### **Risk Management Division (612) 296-1001**

**Frederick R. Johnson Jr., director.** This division is responsible for the development and operation of the state risk management program to minimize the exposure to financial loss and to provide the most economical funding alternatives. The division operates the state automobile liability self-insurance program and manages the state risk management information system. The division administers property-casualty insurance programs for the state and works closely with all units of state government as consultants to their risk management needs.

## **Travel Management Division (612) 296-2163**

**Karen Carpenter, director.** The Travel Management Division rents motor vehicles to state agencies for state business on a daily, weekly and monthly basis, administers the state commuter van program, and contracts for other travel services on behalf of all state agencies. The division acquires, operates, regulates, maintains and disposes of the vehicles owned by the division. Used vehicles are disposed by public auction. The auctions are held by the Materials Management Division of the Department of Administration. The services provided by the Travel Management Division to the **public** are the disposition of used vehicles and processing complaints of possible misuse of state vehicles.

## **Travel Coordination Center (612) 296-5658**

The Travel Coordination Center coordinates all official vehicle travel for state employees and reserves vehicles for trips. The center handles complaints from the public regarding state-owned vehicles. It takes all the pertinent information and contacts the head of the department to which the vehicles are assigned to insure that an investigation will be made and a report filed. Complaints should be sent to the center at 610 N. Robert St., St. Paul, MN 55101. No forms are needed.

**To Request an Automobile**—Employees requesting an automobile for daily or weekly use must first contact their agency's travel coordinator who will call Travel Management to reserve the car. Form MP-00006-03, available from Central Stores, should then be completed by the person or agency requesting the vehicle and presented to the dispatcher when the car is picked up. To request a vehicle on a monthly basis, a memo must be sent to the Fleet Manager at the Travel Management Division stating the size vehicle needed, approximate monthly miles, and the area where the vehicle will be driven.

**Billing for all rental vehicles** is sent to agencies on a monthly basis.

**Accidents**—Employees involved in a traffic accident should make no statements except to law officers, representatives of the state's insurance company, or the Travel Management Division. They should give their names, addresses, and the name and address of the state's insurance company. This information is on a card in the keyholder along with the credit card. A full report on each accident must be made to the Travel Management Division as soon as possible. If there is an injury or property damage over \$500 in value, the "Minnesota Motor Vehicle Accident Report" (DPS 3200) must be completed and sent to the Travel Management Division. All accidents must be reported. If the accident is serious, call collect (612) 296-6781.

**Travel Management Shop**—The shop is responsible for routine maintenance of division vehicles in the Minneapolis-St. Paul Metropolitan area.

**Servicing**—Gasoline and oil should be obtained from the service center at 610 N. Robert St., St. Paul, whenever possible. A state credit card is included with the keys in each vehicle and should be used at the division pumps. When fuel is purchased from outside vendors, drivers should use self service. If it is impossible to buy fuel from an authorized source using the state credit card, a field purchase order (ADM Form 559-SA) for gasoline, oil and repairs is in each car and should be used. Any purchase over \$35.00 must be approved by the Travel Management Division prior to purchase by calling (612) 296-8318. Collect calls to the division will be accepted. The purchase of tires or batteries is not done except in cases of emergency. For such items to be shipped to addresses outside the metropolitan area, call (612) 296-8317.

**Routine Maintenance**—Oil changes and lubrication, minor tune-ups, and check-ups will be routinely performed by the Travel Management Division. However, if drivers keep their cars over long periods of time, it is their responsibility to see that necessary maintenance is scheduled and performed. Drivers should check the slips on the left door jamb to see if maintenance is required. Oil changes are performed every 5,000 miles or three months and minor tune-ups every 20,000 miles. To obtain servicing and routine maintenance con-

tact the Travel Management Division, 610 North Robert St., St. Paul, MN 55101, (612) 296-8318.

**Training**—The Travel Management Division also provides an accident reduction program to drivers of state vehicles. The program deals with problems encountered while driving in the city, highway, and rural areas, and the importance of driver attitude for driver safety. Training is given through lectures, films, and booklets. The course is approximately three hours and a maximum of 24 people per session is recommended. For information, contact the Travel Management Division at (612) 296-6781.

**Commuter Van Program**—The Travel Management Division administers a van pool program for state employees interested in commuting to work with a group. Interested individuals should call the program administrator at (612) 296-6781.

**Travel Management Services**—The Travel Management Division contracts with a corporate credit card provider and a preferred travel agency on behalf of all state travelers in order to save money, generate revenue, and simplify travel arrangements. The division also monitors statewide travel patterns and expenditures for purposes of negotiating rates with vendors, e.g., hotels and rental car firms.

### **Minnesota Office on Volunteer Services (612) 296-4731**

**Laura Lee M. Geraghty, director.** (M.O.V.S.) provides statewide leadership and supportive services to volunteer leaders to initiate, expand, and improve the contributions of volunteers. It works with public and private organizations and with individuals interested in developing or expanding volunteer programs, citizens participation efforts, or public/private partnerships. A growing audience for M.O.V.S. services are state agencies looking for new and innovative ways to expand services. (In 1984 M.O.V.S. received the President of the United States Volunteer Action Award for Volunteer for Minnesota: A Project for Developing Private/Public Partnerships in Communities). See page 454.

### **Property Management Bureau (612) 296-6852**

**James L. Pederson, assistant commissioner.** The Property Management Bureau (PMB) provides for the management of the state's real property including land and physical plant. It provides services related to construction, maintenance and repair of approximately 30,000,000 square feet of state-owned building space. The bureau also coordinates statewide energy conservation efforts and administers the State Building Code.

### **Building Codes and Standards Division (612) 296-4627**

**Richard A. Brooks, director.** The division administers the state building code which sets construction standards to assure the health, safety, comfort and security of building occupants. The division interprets the building code, gives information regarding building materials and consults with architects and engineers of manufactured buildings. It evaluates construction documents and plans for municipalities, public schools, manufactured buildings, hospitals and all buildings owned or financed in whole or part by the state. It also provides energy conservation information and regulates manufactured housing mobile home manufacturers and installers.

### **Code Consultant Section (612) 296-9991**

**Elroy Berdahl, section chief.** This section assists the public in interpreting and applying the state building code. It advises Minnesota building officials whether alternate materials and methods meet the building code requirements and provides information to the public on energy standards for new buildings and access standards for the handicapped. It also provides for certification, training and educational seminars for building officials, the design profession and the construction industry.

### **Plan Review Section (612) 296-4630**

**Wayne Stevens, section chief.** This section reviews and evaluates construction documents for conformance with requirements of the state building code for the state-owned buildings, buildings financed in whole or part by the state, buildings owned or financed by political subdivision of the state (municipalities), and buildings which are licensed or approved by other state agencies such as schools, nursing homes and other health related buildings.

### **Manufactured Housing/Manufactured Building Section (612) 296-4628**

**Richard Hauck, section chief.** This section regulates manufactured housing (mobile homes) and prefabricated buildings and answers consumer inquiries and complaints regarding manufactured housing. The following licenses are available from this section. All registration forms are available by mail or in person from the section at 408 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101.

- Dealers and manufacturers licenses for manufacturing housing—A biennial licensing fee of \$202.00 and a bond must be submitted with "Dealer/Manufacturer" application form. The application usually takes a minimum of two weeks to process. A \$50.50 fee is required for each additional subagency location.
- Manufactured housing installers registration—A yearly registration fee of \$20.00 must accompany the "Manufactured Housing Installer Registration" form, which usually takes one to two weeks.
- Manufactured housing installation seals—This is required for the installation of the support and anchoring systems of manufactured housing. The form needed is the "Seal Order." A fee must accompany the order. Mail orders usually take three days. Orders handled in person are done immediately. Support/utility seals are \$6.00 each. Anchoring seals are \$4.00 each.
- Prefabricated Building Seals—Seals must be purchased for each prefabricated building sold, offered for sale or installed in Minnesota. The seals certify that the prefabricated buildings comply with the State Building Code. They are available to approved manufacturers only. The form needed is the "Seal Order" form. A \$30.00 fee must be submitted for each seal with each order. Mail orders usually take three days. Orders done in person are completed immediately.

### **Division of State Building Construction (612) 296-4645**

**Bruce E. Taber, director.** The division carries out the remodeling, rehabilitation and construction of state-owned buildings. The division's activities and services include programming, design, construction supervision, consultant project management and consultation with agencies regarding building problems. It also acts as the owners' agent on all projects.

### **State Designer Selection Board (612) 296-4656**

**George Iwan, executive secretary.** The State Designer Selection Board publicizes proposed projects, establishes selection criteria and selects the primary designer on building construction or remodeling projects with estimated costs greater than \$400,000.00 and on architectural or engineering planning projects with estimated fees greater than \$35,000.00. The board has five members appointed by the governor for four year terms, three of whom are nominated by the Consulting Engineers Council, the State Arts Board, and the Minnesota Society of Architects. To obtain information concerning the board, the projects under review and the methods of selection, call 612-296-4656.

After the selection of a consultant has been made by the Designer Selection Board or the commissioner of administration, the division reviews the agency's building requirements for the project. After the legislature has approved the preliminary plans, the division or the consultant prepares final plans and bidding specifications and publishes them. The advertisement for bids contains information about the nature and extent of the project, information about the bids themselves and the locations where necessary forms may be

obtained. All bids are then handled by the Materials Management Division.

On large scale projects ten to eighteen months are required from the initial conference with the project consultant to the time that bids for construction are received.

### **Energy Conservation Division (612) 649-5409**

**Donald T. Johnson, director.** The division's objective is to reduce the cost of energy used in state-owned buildings. Measures employed to accomplish this objective include:

- **Energy audits** to determine conservation measures with payback of less than five years which can be presented to the legislature for funding; this includes calculating heating and cooling loads through walls, windows and roofs and determining the economic feasibility of new windows, roof and wall insulation and ventilation systems.
- **Energy projects** funded by the use of third party financing. The companies will realize a return on their investment through a percentage of the state's energy savings.
- **A computerized preventive maintenance program** to be used by the physical plant departments at each institution so as to improve maintenance and scheduling efficiency in state buildings.
- **Alternative energy projects** to give multi-fuel capability to state facilities permitting a choice between electricity, wood, peat, oil or gas depending on current economic conditions.
- **An energy monitoring program** that maintains a computerized energy data base to generate energy usage history reports and graphs and to calculate cost avoidance due to energy conservation measures.
- **Review of energy usage reports** of state buildings and to survey the facilities to see where energy can be reduced by eliminating wasteful energy practices.
- **Reviewing current fuel prices** and making suggestions to the institution as to which type of fuel should be used to further reduce operating costs.
- **Set up informational programs** for state operating personnel on the operation and maintenance of energy management systems, steam traps, temperature control systems, lighting systems, and heating and ventilation systems.
- **A system to determine moisture content** in built-up roofs, the location of the leaks and the area of the roof to be repaired, by use of a computer program. This office provides no services directly to the public.

### **Plant Management Division (612) 297-3993**

**James L. Ware, director.** The division maintains all state buildings in the Capitol Complex, the Health Building on the university campus, 1246 University Avenue, and the governor's residence. The division also maintains the grounds and parking facilities of these buildings. It has a variety of additional duties which include disposing of lost and found property, supervising cafeterias in state buildings, providing flag protocol information to the public and providing permits for special use of state buildings.

**Central Delivery and Moving**—This section operates the Interoffice Mail System in the Capitol Complex and St. Paul area and a Moving Service among all state buildings in the metropolitan area. The Interoffice Mail Systems pick up and deliver interoffice and federal mail (no personal federal mail is handled) in all state offices in the Capitol Complex and other state offices in the St. Paul area between 8:00 a.m. and 4:00 p.m. Monday through Friday. To request this service, contact the division at 296-1810 or 297-3993. A list of state offices on the interoffice mail route is available in the table of contents of this book, in the department/agency index in the state telephone directory or by calling Central Mail at 612-296-6801.

The Moving Service moves office furniture and supplies between and within any state buildings in the metropolitan area. To request this service, use form PM-00084 available through Central Stores. Include all pertinent details such as dates, places, materials to be moved and the name and extension number of the person responsible for the move. If an estimate of time or cost is desired, it should be stated in the request. The charge for this

service is the established hourly rate. After regular working hours or on weekends or holidays, the established overtime rate is charged. Submit moving requests to the division, 625 North Robert Street, St. Paul, MN 55155. In some cases, it may be determined that a private mover be required. In those cases, the requesting agency will be referred to the Materials Management Division so the move can be placed under contract.

**Building Maintenance**—Offers routine janitorial care of buildings in the Capitol Complex and other state buildings in the metropolitan area. For emergency cleaning needs in any state buildings (including the filling of towel or tissue dispensers), contact the division at 296-9903 or 297-3993.

**Grounds Maintenance**—Maintains the lawns, sidewalks, ramps and parking lots year round. When emergency ground services are required, such as the sanding of sidewalks or snow removal, contact the division at 296-2659 or 297-3993.

**Repair and Maintenance Services**—Operates, maintains and repairs building systems (such as heating and cooling) for buildings in the Capitol Complex and other state buildings in the metropolitan area. The buildings are inspected regularly. Anyone wishing to report such things as a light out, a room too hot or cold, a broken window, a broken key in a lock, etc., should call the Building Operations Scheduler at 296-6800 during normal working hours (between 7:00 a.m. and 4:00 p.m. Monday through Friday, excluding holidays). If an emergency exists after these hours, call 296-2100 for assistance.

**Central Shop Services**—Requests for shop services may be made to Plant Management by submitting form PM-00084. These requests should be addressed to Plant Management, 625 North Robert Street, St. Paul, MN 55155. An estimate of the cost of the service will be furnished upon request. Estimates are valid for 30 days. For additional information, call 296-9900.

**Special Use Permits and Conference Room Scheduling**—Plant Management issues permits for public use (such as a rally or a march) of the buildings it operates in the Capitol Complex. To apply for a public use permit, call 612-296-9904.

A schedule for the use of conference rooms in the Capitol Complex is also maintained. Rooms are reserved on a first come, first serve basis. The following conference rooms are available:

- Capitol Room B-22 (30 seats)
- Veterans Building, Room A first floor (40 seats), Room D 5th floor (79 seats)
- 500 Rice Street (54 seats)

Those who wish to reserve a conference room should call 297-3388. When scheduling conference room(s) for more than three days, submit a written request to Plant Management, 625 North Robert Street, St. Paul, MN 55105. Include in the request the agency's name, the room, the dates, the times; also include the name and the telephone number of the contact person.

To schedule meeting rooms in other state buildings or privately owned buildings that house state agencies, call the following numbers:

- American Center Building, 7th floor: 296-7526; 8th floor: 221-0931
- Capitol, 296-2343, 296-4247 and 296-7435
- Capitol Square Building, Room A south half (seats 35); 297-2868
- Centennial Office Building, Cafeteria meeting rooms: 291-8608; 2nd floor: 297-2083; 3rd floor: 296-6157; 4th floor: 296-6117
- Employment Service Building (390 North Robert Street): 296-6640
- Space Center Building: 296-2380
- State Office Building: 296-4289
- Transportation Building: 296-7835

**Cafeterias**—There are six cafeterias operated by a private vendor in the Capitol Complex which the public may use. Prices are moderate.

- Capitol Square, 550 Cedar Street, lower level: 228-9757



- Centennial Building, 658 Cedar Street, ground floor: 228-1274
- State Office Building, 435 Park Street, basement: 228-0137
- State Capitol, Aurora Avenue, basement: 228-9369
- Transportation Building, John Ireland Boulevard, ground floor: 228-0897

There are also four food service units operated by the Services for the Blind, Department of Jobs and Training. Three of these are located in the Capitol Complex. Their locations are as follows:

- Veterans Service Building, 20 W. 12th Street, 5th floor: 225-2731
- Administration Building, 50 Sherburne Avenue, 1st floor: no phone
- State Capitol (during legislative session), Aurora Avenue, 2nd floor: no phone
- Health Building, 717 Delaware Street SE (Minneapolis), 3rd floor: 331-1195

Suggestions or complaints regarding these food services should be addressed to the Plant Management Division, 625 North Robert Street, St. Paul, MN 55155, 297-3993.

**Keys: Issue and Replacement**—The exterior doors to all major buildings in the Capitol Complex are controlled by an electronic security system. Card reading machines are installed at the main entrance to each building. Authorized persons will be admitted after regular business hours by inserting a card into the reader which operates the door. Keys for interior doors will be issued when requested by a department head and where a need is clearly shown. There is a charge for each key issued. For security reasons, Plant Management screens all requests for keys for state owned buildings.

**Parking**—Plant Management operates parking facilities at the health building near the U of M campus and at the Capitol Complex. The division also administers parking space leased by the state in the seven county metro area. All parking (except meters) is by contract. The payment is made through payroll deduction.

Application for contract parking must be made in writing to the division, 625 North Robert Street, St. Paul, MN 55155. The memo should contain the applicant's name, employing agency, telephone extension at work, type of vehicle (compact or regular) and the license plate number. If the applicant is in a car pool, the memo should include the name of each passenger, their employer, their work location if other than the Capitol Complex, their work telephone number and indicate the desired parking location.

When demand for parking is greater than the space available, assignments will be made on these priorities: 1) handicapped 2) car poolers 3) employees who require special parking because of conditions of employment 4) date of application. When agencies have individuals or groups coming to the Capitol Complex for meetings, hearings, etc., special meter parking can be obtained (if available) on request. There is a flat charge of \$2.00 per day per car. Daily parking permits should be requested several days in advance at 297-3993.

Certain areas in the Capitol Complex have been designated for motorcycle parking. Requests for motorcycle parking are handled in the same manner as automobiles. The same regulations apply. Bicycle racks are available near the buildings of the Capitol Complex to park bicycles and mopeds.

If a personal vehicle of a state employee is stolen or vandalized, the owner should immediately notify the St. Paul Police (291-1234) and the Department of Public Safety, Capitol Security Division (296-6741). The state assumes no liability for vehicles or their contents while entering, leaving or parking in a state facility.

**Lost and Found or Abandoned Property** Personal articles found on state property should be sent to Plant Management, 625 North Robert Street. Attach a note indicating the date and place where the item was found and the name of the person who found it.

A person who has lost an article should contact the division at 297-3388 with a description of the article and when and where it may have been lost. Articles turned into the Lost and Found will be held for 30 days and then disposed of.

Missing state property should be reported immediately to the Legislative Auditor and

the Capitol Security Division at 296-6741. Public Safety Form 7015 must be submitted to the Capitol Security Office, B-4 State Capitol, St. Paul, MN 55155.

### **Real Estate Management Division (612) 296-6674**

**Beverly H. Kroiss, director.** The division plans, allocates, leases and inventories office and storage space in state owned buildings under the custodial control of the Department of Administration. The need for space in addition to that which the state owns also requires the division to lease space in non-state owned buildings. The division further provides for the short term leasing of state owned real property which is not needed for state use.

The division also acquires and disposes of real property. Acquisitions are made by direct purchase or condemnation. Dispositions are made by sale to other governmental bodies or on a bid basis to the general public. Services include recommending priorities for acquisition and disposition, obtaining and certifying real property appraisals and coordinating purchases.

The division is responsible for issuing permits to search upon state lands for lost or abandoned property, granting easements and transferring custodial control of real property between state agencies.

Information is available from the division, G-22 Administration Building, St. Paul, MN 55155.

## **Office of Administrative Hearings**

**310-4th Avenue South, 400 Summit Bank Building, Minneapolis, MN 55415**

**Administrative Offices—4th Floor; Hearing Rooms—3rd Floor**

**Duane R. Harves, chief administrative law judge, (612) 341-7600**

**Minnesota Statutes, Chapters 14 and 176; Minnesota Rules, Chapter 1400**

The Office is an independent state agency which conducts both rulemaking hearings (a legislative-type hearing where an agency seeks to adopt a rule which will apply to many people) and contested case hearings (a trial-type hearing where an agency seeks to take an action in regard to specific persons) under the Minnesota Administrative Procedure Act (APA). The office also conducts all hearings for other state agencies with the exception of the Minnesota Municipal Board, the Corrections Board, the Unemployment Insurance Program in the Department of Jobs & Training, the Bureau of Mediation Services, the Workers' Compensation Court of Appeals, the Minnesota Tax Court, the Board of Pardons, and the Public Employees Relations Board. The office is also authorized to contract with cities, counties or other political subdivisions to conduct hearings.

The office employs 10 full-time administrative law judges and 19 full-time workers' compensation judges who conduct hearings, ensure that all parties to a case are treated fairly, and issue administrative law judge reports or workers' compensation judge orders.

The chief administrative law judge is the administrative head of the office. Persons wishing to request a hearing must first make the request to the affected agency when the hearing is conducted under the Administrative Procedure Act and to the commissioner of the Department of Labor and Industry when the hearing is conducted under the Minnesota workers' compensation law. The cases are then referred to the Office of Administrative Hearings.

All hearings are open to the public. Each agency of state government maintains a mailing list of persons who wish to be notified of upcoming rulemaking hearings. Notice of rulemaking hearings must also be published in the *State Register* at least 30 days prior to the hearing. Any person attending a rulemaking hearing may offer oral or written testimony that may influence the recommendation of the administrative law judge and the final decision by the agency. Inquiries about procedure can be directed to the administrative law judge assigned to the hearing. Following Administrative Procedure Act hearings, administrative law judges prepare reports consisting of findings of fact, conclusions and a

recommendation which is filed with the agency. The agency then makes a final decision after reviewing the record. Administrative law judge reports may be reviewed at the Office of Administrative Hearings or at the Legislative Reference Library. Following workers' compensation hearings, the compensation judge issues a final order which is appealable to the Workers' Compensation Court of Appeals. Copies of reports or orders may be obtained from the office for the cost of reproduction. Inquiries about the date of hearings or their current status may be directed to the office. See pages 2-6 for a description of the administrative rules process.

The office is also responsible for the preparation of the verbatim transcript of all hearings conducted. These transcripts are prepared by court reporters from the private sector who serve the office under a contract. Transcripts are also prepared from audio magnetic recording devices. Transcripts of all hearings conducted may be obtained through the office for a fee which is established on an annual basis by the office or can be purchased directly from the court reporter.

The office also has two hearing rooms on the 1st floor of 520 Lafayette Road, St. Paul, and an office in Duluth on the 7th floor of the new Government Services Center with a full-time compensation judge and a secretary.

## Minnesota Board on Aging

204 Metro Square  
7th and Robert  
St. Paul, Minnesota 55101  
612/296-2770



Elva D. Walker, chair  
Gerald A. Bloedow,  
executive secretary

**Minnesota Statutes, section 256.975; Minnesota Rules 9555.0100-9555.1600**

The Minnesota Board on Aging was established in 1956 to meet the special needs of the 650,000 older persons in the state. The governor appoints the 25 members of the board from throughout Minnesota.

Professional staff assist the board in development of new service programs and stimulation of public interest in aging. Local, regional, and state advisory committees help the board with plans and decisions that insure the design of responsive, representative programs. However, this office provides no services directly to the public, except information and referral and help with nursing home complaints. The toll-free statewide **AGING INFO-LINE** is 1-800-652-9747.

The Board on Aging administers over \$15 million in federal and state grants yearly and has started more than 500 programs for older persons in Minnesota.

To initiate these services the board, through Area Agencies on Aging, makes grants to local community service agencies throughout the state. Grants are aimed at developing or expanding programs designed especially for the elderly, and many are geared to eventual local support with federal financing decreasing each year.

Fourteen Area Agencies on Aging are located throughout Minnesota, most are located within regional development commissions to maximize their planning capabilities. These agencies, listed on page 187, offer technical assistance to aging programs in their respective regions, promote the development of new aging services, coordinate existing services, engage in an on-going planning effort on behalf of older persons and have direct responsibility for the funding and review of a number of Older Americans Act programs in their regions such as transportation, homemaker care, and legal aid.

Through Area Agencies on Aging, the board administers a statewide Nutrition Program for the Elderly that provides over 3,500,000 meals a year to about 100,000 people at 333 congregate dining facilities throughout the state. The program offers older persons, particularly those with low-incomes, low-cost, nutritionally sound meals served in strategically located centers such as schools, churches, community centers and senior citizen centers where they can also receive other social and rehabilitative services. Besides promoting better health through improved nutrition, the program is aimed at reducing the isolation of

older age. The program encourages congregate dining to facilitate social interaction, but may also provide home delivered meals to those older persons unable to partake in group meals.

The board has established Long Term Care Ombudsman Programs in the state designed to help nursing and board and care home residents, as well as their families and friends, protect residents' rights and resolve residents' concerns. MBA ombudsman staff provide coordination, back-up, technical assistance, and training to the regional programs. MBA staff also respond to complaints and concerns about long term care over the AGING INFO-LINE.

The board also administers Senior Companion and Foster Grandparent Programs. The Senior Companion Program employs over 100 low-income older persons as friends for elderly and handicapped adults living in their own homes or in institutions. The Foster Grandparent Program employs more than 170 low-income persons, age 60 or older, to serve retarded persons lacking close personal relationships with adults. Both programs are conducted by the Minnesota Association for Retarded Citizens at locations throughout the state.

The board publishes the *Senior Spotlight*, (circulation: 8,000) an 8-page, bimonthly newsletter, containing information about board programs and activities and developments in aging programs at the local, state, and national levels. Copies and subscriptions are free. To be placed on the mailing list, contact the Board on Aging. Other publications include: *Annual Report*, *Audio-Visual Resources on Aging in Minnesota* and *Quick Look Senior Service Book*, all free by contacting the board.

Other activities of the board include the development of legal services for older persons; state fair senior citizens day; funding for Retired Senior Volunteer Programs and for senior citizen center repair, renovation, or alteration; gerontological conferences, seminars, and workshops. For more information call or write the Board on Aging or your local Area Agency on Aging.

## Minnesota State Agricultural Society

Minnesota State Fairgrounds,  
Como Station, Minnesota 55108

Mike Heffron, secretary-general manager

Minnesota Statutes, chapter 37; *Minnesota State Fair rules*



The Minnesota State Agricultural Society conducts the annual Minnesota State Fair and administers the maintenance, control and improvement of the State Fairgrounds. The 310-acre fairgrounds on the northwest edge of St. Paul is also used on a year-around basis for special events and shows and for storage purposes on a rental basis. During 1986, fairgrounds facilities were used by a record 2.5 million people.

The society came into being as a territorial organization in 1955. It was legally organized as a public corporation in 1860 and became an arm of state government in 1903. In 1885, the Ramsey County Board of Commissioners donated the old Ramsey County Poor Farm to the society. That same year, the legislature appropriated \$100,000 for buildings at the new permanent fair site. The first buildings erected were a two-decked wooden Grandstand, a horse race track, a great wooden-domed Main Building (later the Agriculture Building) and several smaller buildings. The Great Northern Railway built a spur track into the center of the grounds and wells were drilled. Additional buildings were added each year as well as new events.

Today, the Minnesota State Fair is the largest 12-day fair in the country and the exposition serves as a model for fairs throughout North America. Record attendance was set in 1986 when 1,565,349 people visited the fair, which ends on Labor Day each year. The fair is primarily agricultural in nature and features big-name entertainment, livestock judging,

horse shows and rodeos, auto races, tractor pulls, fine arts and home craft competitions, an 80-acre farm equipment display, commercial and ethnic exhibit complexes and a carnival. To enter any of the fair's competitive events, contact the State Fair for entry forms and other instructions.

The society is a semi-state agency, autonomous and self-governing. The society is not involved in the state departmental process of budgeting, dedicated funding or appropriations. State Fair-generated financial reserves are used for operations, maintenance and for capital improvements to the physical plant. Annually, the fair alone pays about \$325,000 into the state treasury through sales tax. Annual reports are submitted to the governor, the legislature and the media, and its books are examined annually by the state auditor.

The Minnesota State Fair is financially self-sufficient. Not a single dollar of public subsidy, either state appropriated or other government funds, have been used by the fair since 1949. In its entire lifetime, nearly 130 years, the fair has received only \$3.5 million in appropriated funds. The bulk of those monies were used between 1885 and 1920 to provide partial capital funding for the permanent site of the fairgrounds in Ramsey County. Appropriations have never been used by the fair for operations.

The board of the Minnesota State Agricultural Society is made up of one representative from each of the society's nine regional districts and a president. Included on the board are two vice presidents, representing Ramsey County and most of Hennepin County. Board terms are staggered and members are elected on a two- or a three-year basis. Traditionally, the president serves a maximum of two years, then leaves the board, assuring at least one new member every other year.

Formal business of the society is conducted during a three-day annual meeting held each January. Three delegates representing each county or county fair in the state, along with about 100 delegates representing state-wide associations such as implement dealers, forestry associations, livestock breed associations and the like, meet on a district basis and nominate individuals to serve on the State Fair board. Elections are then conducted on the floor by the convention as a whole.

Upon completion of the elective process, the newly-organized board meets and elects a secretary for a one-year term. The secretary is chief operating officer of the fair and is responsible for the day-to-day business of the exposition. The society retains a full-time staff of 40 employees who work under the supervision of the secretary.

Facilities for the handicapped on the fairgrounds include accessible restrooms, low-mount telephones, paved streets and sidewalks, curb cuts, accessible seating in the Grandstand and Coliseum, reserved parking areas, a drop-off point and wheelchair rental service.

Employment opportunities at the State Fair are handled by a special office of the Minnesota Department of Jobs and Training, located on the north side of the 4-H Building on the fairgrounds. The office opens in mid-June and begins accepting applications for fair-period employment at that time. Many State Fair departments rehire employees each year. The service department hires summer help to prepare the grounds for the annual exposition. Exhibitors arrive in early August and the hiring pace picks up at that time. Ultimately, about 2,400 jobs are filled during the State Fair season. For more information, call (612) 642-2200.

#### **Outside Gate Admission**

Adults .....	\$3.50
5 through 15 .....	\$2.00
Under 5 .....	Free
Parking on all	
State Fair lots .....	Free
Senior Citizens Days	
(over 64) .....	Free
Youth Day (under 18) .....	Free

#### **Campgrounds charges**

(per night) .....	\$8.00
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#### **Grandstand stage shows**

<b>and track events</b> .....	Prices vary
For information, call (612) 642-2262	

#### **Coliseum events**

Box seats .....	\$4.50
General admission seats .....	\$3.00

**(All ticket prices subject to change)**

## **Operations Division (612) 642-2206**

**Ken Wenzel, assistant manager.** The operations division includes management of the fair's physical plant, rental services, special services and administrative functions including purchasing and off-season rentals. Also included in the group are two finance functions: receipts management and banking.

## **Plant Management Group 642-2210**

**Joe Fischler, supervisor.** The plant management group administers the overall services necessary to maintain and operate the physical plant and buildings on the fairgrounds including mechanical repair, construction work and upkeep of facilities to prepare for the annual State Fair. The group also includes a greenhouse facility and supervises a year-round watchman and security service.

## **Rental Services Group (612) 642-2256**

**V. James Sinclair, supervisor.** The rental services group administers all concessions and commercial exhibits, except agricultural and livestock exhibits, including the operation of farm machinery exhibits, themed concession areas and the supervision of midway ticket takers. Space rental contracts are issued in the following classifications:

**Concessionaire:** Any person or firm that sells, makes deliveries and/or accepts deposits for future delivery on or from an assigned fairgrounds location during the period of the State Fair.

**Commercial Exhibitor:** Any person or firm that shows goods, machinery or services for advertising purposes from an assigned fairgrounds location during the period of the State Fair. Individuals or institutions operating under Commercial Exhibit contracts are permitted to take orders, but may not accept payment for future delivery or make deliveries from their assigned premises.

**"Gratis" space use:** Institutions or organizations whose exhibits qualify as educational or perform a service to the State Fair or its patrons. Space, as available, will be designated "gratis" upon confirmation that each exhibit meets the above qualifications. No sales, deliveries or advance orders are permitted from spaces designated "gratis."

For information and applications on space rental, contact the department.

Fees for rental sites generally are based on front footage. Fees vary with the type of contract requested and the location on the grounds. Applications are reviewed and space is leased on the basis of size requirements and the product involved. Exhibitors and concessionaires are asked to indicate their interest in reapplying for space between Nov. 1 and Dec. 1. After Jan. 1, space rental applications are available to new applicants.

## **Special Events Group (612) 642-2214 and 642-2204**

**Barbara Wente, special events supintendent and Gene Nardini, Coliseum operations superintendent.** From Sept. 15 through July 15, fairgrounds facilities are used for special events and storage purposes. The Coliseum, speedway, livestock barns, various exhibit buildings and outdoor exhibit areas are available for both public and private events. Individuals, businesses and organizations may contract for use of these facilities as well as for a wide range of services including security, maintenance and engineering. All lessees are subject to the published rules of the society, available upon request. During 1986, a record 1 million patrons attended events during the non-fair season.

Rental fees vary with the size and type of facility needed, the number of added services provided by society personnel and the nature of the event to be presented. Several buildings, not used for special off-season events, are available for rent based on the following conditions:

**Monthly storage** involves using a large area for warehousing purposes and is rented on a monthly basis from Sept. 15 through July 15.

**Individual storage** for automobiles and recreational vehicles (boats, trailers, campers, motor and mobile homes, etc.) is available based on footage. Vehicle storage is available from mid-October through early May.

### **Special Services Group (612) 642-2200**

The special services group operates outside gate admissions, distributes animal forage and feed for livestock, supervises parking facilities, operates sanitation and clean-up equipment and supervises the restroom and sanitation facilities on the fairgrounds. They also administer the campgrounds located on the north end of the grounds. In addition, the group includes the public safety department, which administers the St. Paul Pioneer Press Dispatch care and Assistance Center, medical aid and fire marshall services. The Care and Assistance Center, in the St. Paul Pioneer Press Dispatch exhibit beneath the Grandstand ramp on Commonwealth, provides a meeting place for lost persons as well as infant care facilities and stroller and wheelchair rental services.

### **Public Affairs Division (612) 642-2223**

**Jim Frost, assistant manager.** The public affairs division is responsible for the overall activities of the competitive exhibitions, public relations services and general entertainment features of the State Fair. Also included in the division are payroll, payables and accounting functions.

### **Competitive Exhibits Group (612) 642-2217**

**Steve Pooch, supervisor.** The competitive exhibits group manages displays and competitive exhibits open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy products, education, 4-H, Future Farmers of America, fine arts, flowers, fruits, goats, horses, meats, poultry, rodeo, sheep, swine and vegetables.

For information, details and individual premium books for each department, contact the group. Premium lists showing categories of competition and prizes available, judging schedules, rules, entry fees and entry deadlines vary with each department.

### **Communications Group (612) 642-2251**

**Jerry Hammer, supervisor.** The group manages the State Fair advertising and public relations programs, providing information on fair events and activities through news releases, paid advertising and direct mail. The group also supervises the operation of information booths, manages the fair's sponsorship program, publishes State Fair reports and manuals, and maintains State Fair archives.

### **Amusements Group (612) 642-2218**

**Karen Leach, supervisor.** The group administers certain general entertainment features and services that are regularly-scheduled entertainment at each fair. Among these annual feature attractions are various professional and amateur musical and variety shows held in the Bandshell, Bazaar, Heritage Square, Baldwin Park, the Children's Theater and other locations throughout the fairgrounds.

The State Fair also features an amateur talent contest, open to all amateur entertainers, and high school band contests. Contact the group for more information and entry details.

### **Grandstand Group (612) 642-2223**

The Grandstand group manages affairs relating to presentation of events in the Grandstand including concert, motorsport and special attraction scheduling, show production services, box office functions and advance ticket sales.

## Department of Agriculture

90 West Plato Blvd., St. Paul, MN 55107

Jim Nichols, commissioner (612) 297-2200

Rollin M. Dennistoun, deputy commissioner

Minnesota Statutes, chapters 17-34, 40-42, 500; *Minnesota Rules* 1500-1699



The Minnesota Department of Agriculture enforces laws designed to protect the public health and enhance the environment for all of society. It adopts and enforces rules to clarify laws and to prevent fraud and deception in the manufacture and distribution of foods, animal feeds, fertilizers, pesticides and seeds.

The department is the only state agency that speaks for and promotes the development of agriculture and agriculturally related industries in the state. It is the lead state agency in the promotion of soil and water conservation programs and other programs designed to protect agricultural land.

### Background

The Minnesota State Dairy Commission, a forerunner of the Department of Agriculture, was created in 1885 for the limited purpose of prohibiting the sale of oleomargine and adulterated milk. It began with one department head, one assistant, and a clerk who doubled as a chemist. It had a budget of just \$6,000.

In 1889, the commission's name was changed to State Dairy and Food Commission and was given authority to regulate all food products. This was the first attempt at more general food regulation. In 1896, the name was again changed to the Minnesota Dairy and Food Department. Food standards and labeling rules were adopted in 1907 and the department began its first educational program with the theme, "National Decay Begins in the Individual's Stomach."

In 1919, the Minnesota Department of Agriculture was created. The department's main concern was to promote all Minnesota agriculture, including dairy products. However, during this time, the Dairy and Food Department also continued to exist and promote the dairy industry. In 1923, the Department of Agriculture and the Dairy and Food Department were merged to become the Department of Agriculture, Dairy and Food. The Legislature permitted the governor to appoint one commissioner over the two departments. However, consolidation was not complete until 1929. Two commissioners served until that time.

It was not until 1961 that the name of the consolidated department was changed to the Department of Agriculture. Today with an annual budget of \$30 million and approximately 350 employees, the department works to promote Minnesota food products, protect consumers, provide information and assistance to the state's farmers and protect our natural environment.

### Office of the Commissioner (612) 296-2857

The department is organized into several program areas. The Agricultural Protection Program area assures that foodstuffs are free from adulteration, properly labeled, and handled in a way which protects their edible quality and also provides protection to producers and consumers against unfair economic practices. The Agricultural Services and Promotion Councils Program promotes Minnesota agricultural products and assists in the development of agricultural markets through various cooperative efforts. This program also works to secure the stability of the family farm system in Minnesota through administration of the Family Farm Security Program. The protection of Minnesota's agricultural land base through soil and water conservation programs is also a part of this program. The Administration and Financial Aids Program provides services and assistance to the entire department in the areas of accounting and licensing, personnel and office management, planning, laboratory support for inspection programs, and development of statistics about Minnesota agriculture.



**New in 1987**

The Minnesota Legislature expanded the responsibilities of the department by enacting several new programs during the 1987 legislative session. As this *Guidebook* goes to publication, detailed information for these new programs is not available. They are, however, listed below, and more information is available by calling the department at (612) 297-2200.

- **Agriculture Diversification Program.**  
Purpose: To help producers diversify farming operations and coordinate state agency agricultural diversification efforts.
- **Agricultural Promotion.**  
Purpose: To promote the agricultural interests of producers, state agricultural markets and the agricultural interests of Minnesota in cooperative production and marketing efforts with other states and the U.S. Department of Agriculture.
- **Elk Crop Damage.**  
Purpose: To compensate farmers for agricultural crops damaged by elk.
- **Reinvest in Minnesota Conservation Reserve.**  
Purpose: To remove wetlands and marginal farm land from agricultural production.
- **Commercial Fish Farms.**  
Purpose: to establish and promote a program of commercial fish farms.

**Agricultural Services and Promotion Councils (612) 296-2880**

**Rollin M. Dennistoun, deputy commissioner.** The goals of this program are to protect Minnesota's agricultural land base through soil and water conservation programs, assist with the promotion and development of national and international markets for Minnesota agricultural products through cooperation with commodity research and promotion councils.

The program also provides services in maintaining the stability of the family farm system in Minnesota. The Family Farm Security Program assists eligible applicants to purchase farm real estate through loan guarantees and interest adjustments with deferred reimbursement.

**Agricultural Commodity Research and Promotion Councils Section (612) 297-3760**

**Dan Sauro, administrator.** The section assists in research and promotion council activity and advises agricultural commodity groups on procedures to establish new councils. The section conducts and supervises council elections, processes refunds to producers who choose not to participate in the programs, and monitors the activities of councils to assure that each conducts business in conformity with the laws and rules governing their operations.

Research and promotion orders, through which the producers of specific commodities may organize to obtain funding through a check-off system to maintain and develop utilization of their commodity, presently exist for nine commodities: beef, dairy, area one potato, dry edible beans, soybeans, paddy wild rice, wheat, turkey (200 or more birds) and egg (flocks of 3,000 or more hens). For more information, contact the Agricultural Commodity Research and Promotion Councils Section, 90 West Plato Blvd., St. Paul, Minnesota 55107.

**Farm Security Program (612) 296-8435**

**Wayne W. Marzolf, administrator.** The Farm Security Program administers two activities designed to protect or promote the family farm system in Minnesota. The **Farm Security Program** is designed to provide financial assistance to beginning farmers who meet certain eligibility requirements. The **Alien and Corporate Farm Acts** are intended to restrict farm ownership or leasing by non-farm corporations as well as non-resident aliens.

**Farm Security Program**

The **Farm Security Program**, created by the Minnesota Legislature (*Minnesota Statutes, sections 41.51-41.61*) in 1976, aids qualified individuals in obtaining credit to pur-

chase real estate through loan guarantees and payment adjustments on approved farm security loans. The program provides a 90 percent state guaranty on loans and may provide a four percent payment adjustment on the outstanding principal balance of the loan.

An advisory council, appointed by the commissioner, reviews all applications and recommends which ones should be accepted. The council is comprised of seven members with agricultural backgrounds. Membership must include two officers from commercial lending institutions, one dairy farmer, one livestock farmer, one cash-grain farmer, one officer from a farm credit association and one agricultural economist. The council meets monthly or as needed to review applications and provide advice and counsel to the commissioner.

An applicant must be credit worthy, demonstrate a need, intend to have farming as his or her principal occupation, agree to participate in an approved continuing education program and have a current net worth of less than \$75,000. No fees are required to file an application. For further instructions, requirements, procedures and forms, contact the Farm Security Program, 90 West Plato Blvd., St. Paul, Minnesota 55107.

#### **Alien and Corporate Farm Acts**

Two additional responsibilities of the division are the enforcement of the Corporate and Alien Farm Acts. The **Corporate Farm Registration Act** (*Minnesota Statutes*, chapter 500.24) was enacted in 1973 to restrict corporations from purchasing or leasing farms or farmland. Corporations meeting certain legal requirements may be certified as an authorized farm corporation or a family farm corporation entitled to farm, own or lease farmland. All corporations involved in farming, owning and leasing agricultural land must register with the division. An annual report form is sent to each registered corporation. Corporation filings and annual reports must be made on department forms. No fee is charged for this certification or report. Corporations are certified as the applications are received.

The **Alien Farm Registration Act** (*Minnesota Statutes*, chapter 500.221) restricts all non-U.S. citizens, except permanent aliens, from owning Minnesota agricultural land. This law, passed in 1977, requires all aliens owning land prior to June 1, 1981, to file a report with the commissioner annually before January 31. The filing fee for the annual report is \$50.00. If the person or entity filing owns more than one quarter section of land, the fee is increased \$10.00 for each additional quarter section of land owned. For more information, contact Farm Security Program staff.

#### **Soil and Water Conservation Board (612) 296-3767**

NOTE: October 1, 1987 this board became the Board of Water and Soil Resources when it merged with the Water Resources Board. See page 459.

#### **Agricultural Protection Service (612) 296-8170**

**Anne Kanten, assistant commissioner.** The Agricultural Protection Service provides the following: Regulation of the sale, storage, use and disposal of pesticides; enforcement of seed, weed and animal feed laws; inspection, sampling and certification of Grade A and Grade B dairies; inspection of food, meats, beverages, poultry and poultry products and enforcement of standards relating to quality, condition, labeling, advertising and sanitation; grain sampling, grading, weighing and protein analysis; livestock licensing, weighing, bonding and fair trade practice regulations; grading of fresh fruits and vegetables; survey, detection and control of certain agronomic and municipal economic pests; nursery inspection, phytosanitary certification and laboratory testing of seeds for export; certification of seed potatoes; tree inspector certification and public information programs relating to urban tree care.

#### **Agronomy Services Division (612) 296-6121**

**William O. Bulger, director; Thomas A. McConnell, assistant director.** The Agronomy Services Division enforces several laws intended to prevent loss of agricultural production, protect the environment and protect the public or specific clientele. The division

is responsible for regulatory and service functions in five areas: pesticide, fertilizer, feed, seed and noxious weed control. Various permits and individual, facility or product licensing, registration and certification are involved. Refer to the following individual sections for information on each of these.

The division conducts statewide inspection programs. Inspectors and county agricultural inspectors provide the public with assistance and information regarding these programs. Program supervisors and the technical specialists identified below are also available for assistance. For more information on any of the programs, contact the Agronomy Services Division, Room 119, 90 West Plato Blvd., St. Paul, MN 55107.

### **Feed Control Section (612) 296-5657**

**Milan Reed, feed program administrator.** The Feed Control Section enforces the Minnesota Commercial Feed Law which prohibits the adulteration and misbranding of commercial feed. In cooperation with the Food and Drug Administration, the division enforces the Federal Food, Drug and Cosmetic Act as it relates to medicated feed.

All distributors of commercial feed in Minnesota must register the label of each product which must first comply with requirements. For those products sold only in packages of 10 pounds net weight or less, the **Form AG-00121-02 "Application for Registration of Commercial Feeds"** is used. Registration must be renewed annually in July. The fee is \$50 per product per year plus a 1 percent business license tax. Renewal application forms are available from the section at the above address.

For products sold in packages over 10 pounds net weight, **"Application for Permanent Registration of Commercial Feeds," Form #AG 00120-02** is used. No registration fee is charged for these, and the registration is permanent. However, a tonnage fee of 16¢ per ton of product distributed in the state is charged. All registrants must report tonnage for periods ending June 30 and December 31 of each year. Forms are provided by the section. Tonnage fees, for the permanently registered products, are paid on the basis of these reports and are due 30 days after the close of each reporting period.

Customer formula feeds, which are manufactured according to the specific instructions of the final purchaser, are not required to be registered. Tonnage fees are charged only for the amount of registered commercial feeds used in the custom mix.

Manufacturing establishment inspections and product sampling are routine enforcement activities of this section. Only enforcement samples are analyzed. No service samples are accepted. To receive information, to request application forms or to file complaints, contact this section.

### **Weed and Seed Control Section (612) 296-6123**

**Charles Dale, supervisor.** This section administers and enforces the State Agricultural Weed Law, Seed Law and Screenings Act. District inspectors provide training, technical support and direction to municipal and township weed inspectors and to county agricultural inspectors in their noxious weed law and seed law enforcement responsibilities.

Local units of government may obtain information and assistance regarding the state noxious weed control program by contacting this section or the county agricultural inspector. There is no fee for this service.

Enforcement of the state Seed Law requires certain permits and registrations. An initial labeler of seed sold in Minnesota must have a seed permit which requires payment of fees through a reporting system. The permit may be obtained by application to the section supervisor. The fees are based on the kind of seed and amount sold. All labelers of seed with permits must report sales semi-annually on forms provided by this section.

All hybrid seed corn varieties sold in Minnesota must be registered to ensure compliance with the law requiring correct labeling of the maturity dating. The form used, **"Originator's and Owner's Registration of Hybrid Seed Corn Variety,"** may be obtained from this section. All varieties must be registered by February 1 of each year. The current fee is \$27.50 per variety. Maturity testing is conducted by the Minnesota Agricultural

Experiment Station. Contact the section supervisor regarding this requirement.

Complaints concerning seed and complaints involving potential violations of the Federal Seed Act are investigated through this office. Surveillance inspections and sampling are routine enforcement activities.

In the enforcement of the state Screenings Act, this section issues permits to buyers of weed seed-infested grain screenings. No grain screenings intended for livestock feeding may be sold to animal producers if they contain weed seeds in excess of legal limits. When a seller is not equipped to devitalize or remove the weed seeds, he may sell only to a person or firm with the necessary facilities to devitalize. An animal producer who wishes to purchase these screenings must obtain a permit and must be able to devitalize or remove the weed seeds contained in the screenings. There is no fee for this permit. The permit must be renewed annually before December 31.

### **Seed Laboratory (612) 296-2310**

**Cecil Dunn, supervisor.** The Seed Laboratory performs tests, including purity, germination and identification of seeds and plants. The laboratory furnishes analytical services for seed samples submitted by regulatory personnel in the enforcement of the state Seed Law, and for seed samples submitted by producers and seedmen as a service to agriculture in Minnesota.

Fees for tests vary depending upon type of analysis and sample. The fee schedule is available from the Seed Laboratory or from county agricultural inspectors. These inspectors are also available to assist in proper sampling, packaging and shipping of samples. Any agricultural vegetable, flower, tree, shrub or lawn seed may be tested for the truthfulness of the labeling and compliance to legal requirements for label information on the lot of seeds.

### **Pesticide Chemical Section (612) 296-8578**

**Michael K. Fresvik, supervisor.** The Pesticide Section includes several activities relating to pesticide registration, dealer licensing, pesticide misuse investigations, incidents and emergencies, facility inspections, and applicator licensing. These activities are described in the following pages.

#### **Pesticide Registration (612) 297-2530**

**Larry Palmer, pesticide regulatory specialist.** Pesticide Registration is designed to regulate the sale and use of pesticides by registering all pesticides offered for sale in the state of Minnesota. To receive information or to obtain application forms, contact the above. The registration form used is, "Application for the Registration of Pesticide Products—No. AG 147-05." The fee is \$25 per product registered. Registration must be renewed before January 1 each year. Registrations are completed after filing the application, a copy of the product label, and remitting the fee. Information for pesticide producers concerning the Federal Environmental Protection Agency registration requirements is also available.

#### **Pesticide Applicator and Restricted Use Dealer Licensing (612) 297-2746**

**Wayne Dally, pesticide regulatory specialist.** Licenses are issued upon successful completion of appropriate, category-specific examinations on pesticides and their proper use. Information and study materials are available from this section. The licenses required and their corresponding application forms are:

- **Restricted use pesticide dealer license**—Any person who offers for sale or has in his possession with the intent to distribute to the ultimate user a "restricted use pesticide" must first obtain a license from the department. Application for a license must be made on the following form: "Application for License to Sell Restricted Use Pesticides—No. AG 00153-3." Dealer license \$50.00; late renewal fee \$13.00.
- **Structural pest control operator license**—Any person who applies pesticides for control of commensal rodents and domestic pests must be licensed. Application for a license must be made on the following form: "Application for Pest Control Operator

**License—No. AG 00141-05.”** Company license \$100.00; individual operator license \$20.00; late renewal fee 50% of license fee.

- **Commercial pesticide applicator license**—Any person who applies or supervises the application of any pesticide for hire other than structural pest control operators must be licensed. Application for a license must be made on the following form: **“Application for Pesticide Applicator License/Certification—No. AG 00132-06.”** Applicator license \$50; additional operator cards \$10.00; late renewal fee \$5.00.
- **Non-commercial pesticide applicator license**—Any person other than a commercial applicator or structural pest control operator or private applicator who uses or supervises the use of a restricted use pesticide must be licensed. This includes government employees, food and feed sanitation personnel, and extension or academic personnel involved with experimental pesticides. Application for a license should be made on the following form: **“Application for Pesticide Applicator License/Certification—No. AG 00132-06.”** Applicator license \$50.00; additional operator cards \$10.00; late renewal fee \$5.00.

One or more examinations are required for any of these licenses. The applicant will be contacted to arrange a time and location for taking the required examination. Renewal applications are sent 30 to 60 days prior to renewal date. Structural Pest Control and Restricted Use Pesticide Dealer Licenses must be renewed before January 1 of each year. Commercial and Non-Commercial Pesticide Applicator License renewal date is March 1 of each year.

#### **Pesticide Use/Misuse Investigations (612) 297-4872**

**Paul Liemandt, pesticide regulatory specialist.** The department of agriculture is charged with investigating pesticide use concerns that may be in violation of state or federal law. Any person who believes that human health or environment may have been damaged resulting from the application of a pesticide may file a written request for inspection with the department. Investigations are conducted by department staff and enforcement actions taken where appropriate.

#### **Emergencies; Use, Storage and Disposal of Pesticides (612) 297-2528**

**David Dally, pesticide regulatory specialist.** The Minnesota Department of Agriculture is also charged with responding to emergencies involving pesticides (spills, leaks, fires, transportation accidents, poisonings). All emergencies should be reported immediately to the emergency response team at the phone number listed above. The location, type of emergency, pesticides involved, circumstances of the emergency and other pertinent information should be made available. Instructions will be given to the caller regarding the proper procedures to follow to minimize effects to human health and the environment. For emergencies after normal work hours, call (612) 778-0800.

#### **Fertilizer Control Section (612) 296-3016**

**Gary Graun, fertilizer program administrator.** The Fertilizer Control Section licenses individuals or firms manufacturing, blending, mixing or otherwise manipulating commercial fertilizer and also persons who store or distribute bulk fertilizer for resale. All fixed locations, mobile mechanical units and locations of a firm in the state, as well as all locations outside the state, and shipments into the state for sale, must be licensed. This section also registers fertilizer labeled as specialty fertilizer and soil and plant amendments with recommendations for commercial agricultural use. The installation of anhydrous ammonia, dry fertilizer and liquid fertilizer storage facilities must be approved by this section.

Contact this section for information or application forms. The form used to obtain the fertilizer license is, **“Application for Fertilizer License—No. AG 128-07.”** Fees are \$50 for each fixed location within the state, \$50 for the first mobile unit, \$25 for each additional mobile unit and \$50 for all out-of-state locations of one firm.

The form used for registering small package and specialty fertilizers is, **“Application for Registration of Small Package and Specialty Fertilizers—No. AG 129-06.”** There is a \$50 fee for each product registered.

The form used for registering soil and plant amendments is, "**Application for Registration of Soil and Plant Amendments—No. AG 890-01.**" There is a \$100 fee for each product registered.

The forms used for obtaining approval of storage facilities are: "**Application for Installation of Storage Facility for Anhydrous Ammonia in Minnesota—No. AG 130-03,**" "**Application for Liquid Commercial Fertilizer Facility—No. AG 945-01,** and "**Application for Dry Commercial Fertilizer Facility—AG 946-01.** No fees are charged for these approvals.

All registration, certifications, or licenses are issued following the submission of a completed application form and the remittance of the corresponding fee. Renewal applications are sent 30 to 60 days prior to the renewal date. All renewals must be made annually, prior to January 1.

### **Plant Industry Division (612) 296-8328**

Art Mason, director. The division serves industries, municipalities, and the general public and is responsible for a broad range of inspection, certification and control programs. The division certifies grain shipments to foreign countries and other states as being pest free, certifies seed potatoes, inspects and certifies nurseries and nursery stock, honey bee colonies, and provides inspection service for fresh fruit and vegetables. The division also approves municipal mosquito control programs, certifies tree inspectors, monitors shade tree and other urban pests and promotes good community tree care practices.

#### **Apiary Inspection Activity (612) 296-8387**

**Richard A. Hyser.** The section works with apiarists to detect brood diseases and the adult bee disease Nosema, works with pesticide sprayers to reduce bee losses and provides interstate inspection services. The section registers and inspects honey bee colonies to prevent serious losses due to bee diseases and inspects honeyhouses for sanitary conditions. Technical assistance is available to beekeepers upon request. For information or to register a bee colony, contact this office, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

Application forms are available from the section. Fees are \$7.50 plus an additional 17¢ for each colony for persons operating 11 or more colonies. The fee is based on colony count taken June 5 of each year. Certification and inspection is provided to those moving bees and equipment intra and interstate for a fee of 40¢ per colony. Registration takes 30 days. Applications must be made within 30 days of establishment of a new apiary. Renewals must be made prior to August 1 of each year.

### **Plant Pest Control Services Program (612) 296-3349**

**Dwight Robinson, supervisor.** This program area is responsible for overseeing the control of insect pests, plant diseases and destructive or nuisance animals by the governing body of any county or city in Minnesota. Included in these pests are mosquitoes and recently introduced pests such as Gypsy moth. Strong emphasis is placed on helping others help themselves in protecting and promoting shade trees. Control of Dutch elm disease and oak wilt, replanting and the protection of trees in general particularly in urban environments are major activities in this area. Community tree inspectors are certified and trained by program staff who work with local communities and the general public to promote good tree care and planting and disease control practices. This is accomplished through public information programs, technical assistance and in-person consultations. Arbor Day and Arbor Month serve as major vehicles for awareness and education.

All Gypsy moth infestations to date have been eradicated through cooperative federal/state and municipal spray projects. Surveillance is ongoing through year-round, move-in surveys and inspections and trapping programs during summer. Program personnel review applications from municipalities for authority to engage in municipal mosquito control programs, provide technical guidance and approve municipal mosquito control efforts statewide. They also coordinate surveillance of disease-transmitting mosquitoes throughout the state. Request for approval of a municipal mosquito control program should be

made on forms available from the section. Authorization to qualifying programs is normally granted within one week in the form of a "letter of program approval." No fee is charged for this approval. Technical assistance is available from our staff on mosquito control, shade tree problems, or any municipal pest control program. For information or requests to engage in mosquito control programs, contact this program area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

### **Fruit and Vegetable Inspection Program (612) 296-8557**

**Alan Peterson, supervisor, and Dan Nichols, supervisor (northwest Minnesota) (218) 773-0711 or (218) 773-0903.** This program provides voluntary shipping point and terminal inspection and grading in established inspection areas to assure proper grade and condition of fresh fruit and vegetables. For example, shipping point inspections of potatoes are conducted primarily in the Red River Valley. Program personnel will conduct inspections on a fee basis for anyone in the state, as time and personnel allow. For information or to request an inspection, contact this program area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

No forms are necessary. Shipping point inspection fees are 7¢-10¢ per hundredweight with a minimum of \$10 per inspection. An additional \$1.00 is charged for every type of inspection necessary in any one shipment. There is a charge of \$5 to \$25 per hour for inspection by hourly contract. If an inspection is requested for anytime other than regular office hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.), there is an additional overtime fee of \$7.50 per hour. The section usually will answer a request within 24 hours.

Terminal market inspections of fresh produce received from other states and foreign countries are made throughout the year, upon request. The federal fresh fruit and vegetable grades and fee schedules are used. The standards and fee schedules are available to interested persons.

### **Wholesale Produce Dealers Activity (612) 296-8620**

**John Malmberg.** The Wholesale Produce Dealers Act helps give protection to farmers and dealers by requiring the licensing of wholesale produce dealers who purchase fresh fruits and vegetables, fresh poultry, nest run eggs, or raw milk for sale or use in a processing plant. The licensing procedure includes the completion of the appropriate application form, and then the execution of the requested surety bond. The license fee ranges from \$30 to \$120 depending on the volume of produce purchased, and are annually renewed during the month of June.

Producers and dealers may contact this area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107, regarding possible claims against a Wholesale Produce Dealer Bond. Claims must be filed within 50 days of the date of the earliest transaction due.

### **Plant Pest Regulatory Services Program (612) 296-8507**

**Mark Schreiber, supervisor.** This program area provides inspection and certification services to clientele thereby allowing the introduction and establishment of new plant material into the state; the growth, movement and sale of nursery stock, and the export of unprocessed agricultural products worldwide. In addition, this program is responsible in part for monitoring incoming ships, planes, soil, plant pests and pathogens to prevent introduction of unwanted organisms into the state. The Regulatory Services Program is divided into four main activities: Nursery Inspection, Phytosanitary Certification, Port of Duluth, and Technical Support.

### **Nursery Inspection Activity (612) 296-8619**

**John Berends.** The activity inspects, registers and certifies all nurseries, wholesalers and retailers of nursery stock and certifies the stock provided it is found to be disease and insect free. It inspects and certifies all plants destined for foreign countries. Greenhouses not handling nursery stock may voluntarily request inspection and certification for freedom from injurious plant pests. Nurseries and buyers must be certified to do business. Inspections for plants going to foreign countries are accomplished to meet regulations of the

importing country. Both commercial and privately owned plants need certification. The activity offers assistance and advice on the proper care of nursery stock.

For information or to request an inspection, contact this area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107. Applications are available from the activity. The inspection for plants going to foreign countries does not require an application form.

The fee for nursery grower certification ranges from \$30 for ½ acre or less to \$600 for over 50 acres of growing stock. The fee for nursery dealer certification ranges from \$30 to \$330 per location, depending on the volume of business handled. The voluntary greenhouse fee is \$30. Renewals must be received by January 1, of the year following certificate expiration. The fee for inspection of plants or plant parts going to foreign countries is \$10 plus expenses. If the plant shipment is brought to the Plato Blvd. office, there is no charge. A phytosanitary certificate must accompany all foreign plant shipments.

Inspection requests are handled within two weeks. Nurseries are inspected a minimum of once every summer. Storage facilities are inspected in the winter. Plant shipments to foreign countries usually are inspected within two days to two weeks.

The activity issues permits for the harvesting, collecting, selling or distributing of the state flower or any lady slipper species, gentian, arbutus or any lily species. For information or to request a permit, contact the activity. No forms or fees are necessary to request this permit. Permission is issued after review of the request. A nursery or dealer certificate fee is required if the plants are to be sold.

#### **Phytosanitary Certification (612) 296-8558**

**Gary Miller.** This activity certifies agricultural commodities for foreign and interstate shipments. Foreign shipments are certified according to the particular state's or country's plant health regulations, including licensing, certification and plant quarantines. The activity inspects and certifies corn and small grain shipments as being free of insect pests. Upon completion of a signed compliance agreement and an inspection of screening facilities, shippers may be issued phytosanitary certificates for western state product entry. For foreign markets, certificates are issued after inspection of shipments. Both state and federal foreign phytosanitary certificates are available depending on shippers' needs, certifying that the shipment is healthy and pest free.

For information, or to request an inspection or phytosanitary certificate, contact this area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107. Forms are required for each certification except the certification of grain for absence of cereal leaf beetles. The activity issues certificates in pads of 25, because each shipment must have a certificate accompanying it. Fees are \$25 per pad and \$30 for the inspection and certification of corn shipments. The corn shipment elevator inspection fee is paid annually. There is no charge for a phytosanitary certificate. Depending upon location and time of year, most inspections and certifications take two to five days. Small lot inspections cost \$10 per site plus expenses. Field inspections of various crops, often required by foreign countries, cost \$20 per site plus \$3 per acre and expenses.

#### **Duluth Port Inspection (218) 723-4691**

**Gary Kuyara.** Inspection of foreign ships arriving in Duluth is a cooperative program with the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA, APHIS, PPQ). The purpose is to prevent the introduction of unwanted plant pests into this country from ship refuse, dunnage and cargo. Aircraft (charter) arriving directly from foreign countries, exclusive of Canada, are also inspected and cleared in Duluth. Phytosanitary certificates are also issued from this office.

For information or to request inspection and certification, contact the Duluth Office, Government Service Center, 320 West Second Street, Room 603, Duluth, MN 55802.

#### **Technical Support (612) 296-8505**

**Milton Marinos.** The activity provides laboratory diagnostic services for municipalities, industries and the general public; laboratory tests of tree samples for Dutch elm and oak wilt disease; nosema and tracheal mite tests for beekeepers; seed wash tests for export;



and barley loose smut tests for farmers and the seed industry. Dutch elm disease and oak wilt diagnostic services and the nosema tests are free. The barley loose smut test cost is \$15 per sample. The export seed wash test cost is \$10 per sample. Tree samples may be submitted during the growing season. Sampling procedure information for all tests can be obtained from this area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

### **Plant Pest Survey and Detection Program (612) 296-8387**

**Dharma Sreenivasam, supervisor.** This activity provides the state with a plant pest detection and monitoring system for agriculture and its support industries. Minnesota is part of a national/international system to detect new pests preventing their introduction and/or establishment in this country. Survey information is used as a basis for satisfying other states' and foreign countries' plant pest concerns to allow commodity movement into outside markets. During the summer months a bi-weekly pest report provides current information on the status of new and endemic plant pests.

There are no fees for this service. For more information, contact this program area, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

### **Seed Potato Certification Program (218) 281-6976**

**Richard Zink, supervisor (Crookston).** The program certifies seed potatoes as meeting prescribed standards relating to disease and variety characteristics. Each growing season, every acre of seed is inspected for disease, varietal purity and chemical and insect damage. Applicants must enter their entire potato acreage into the program. It is advisable to contact this office prior to planting if the applicant is unfamiliar with the program requirements. The certification program is voluntary. For information or assistance in joining the program, contact this area: Minnesota Department of Agriculture, U of M Crookston, Hill Hall, Crookston, MN 56716. The necessary application forms will be provided. There is an inspection/certification fee of \$11 per acre. The section must receive all applications by June 15.

### **Grain Inspection Division (612) 341-7190**

**Edward G. Moline, director.** The Grain Inspection Division provides grain sampling, grading, weighing and protein analysis upon request to producers, shippers, grain firms, elevators and processors. State inspection personnel are licensed by the U.S.D.A., Federal Grain Inspection Service. Official grain weighing is performed for all outbound shipments of grain at the export terminals in Duluth, Minnesota. The division provides official weighing of grain that is loaded from inland or country elevators when the containers being loaded are going directly into the export markets. Official weighing services are also provided to any interested person upon request when an official weight certificate is required on specified lots or containers of grain.

The division inspects and grades grain samples according to federal standards or standards established by the Minnesota Board of Grain Standards. The division obtains official samples for the inspections. An official sample represents the entire lot from which it was taken. The sample may represent cargo, barge, hopper car, box car, truck lots or bins. The division performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified cereal chemists. The samples usually are graded the same day as they are received, and official certificates are then issued.

For information or to request an inspection or test, contact the Grain Inspection Division, 316 Grain Exchange, Minneapolis, Minnesota 55415.

- **Inspection, sampling and weighing: (612) 341-7197**
- **Protein analysis: (612) 341-7188**

The division supplies the necessary forms and issues certificates for protein analysis, grain weighing and grading. Fees are charged to the person or firm requesting the services according to the division's fee schedule. Services and fee schedules are available upon re-

quest. Same day service will usually be provided if the call is received in the morning. The weighing offices operate between the hours of 7:00 a.m. and 4:00 p.m.

### Warehouse Section (612) 341-7537

The Warehouse Section licenses grain warehouse operators, grain buyers and general storage warehouses. There are five specific licenses for:

- **Public Local Grain Warehouse Operators** store grain for others and receive compensation for this service. Operators must submit to the division a tariff (list of charges), a copy of legal warehouse receipts and the scale ticket to be issued. License fees are \$35. Two bonds are applicable, one for grain storage is set at a minimum of \$20,000, and one for grain buying is \$10,000.
- **Private Local Grain Warehouse Operators** are licensed to buy grain, but not to store it. Operators must submit a sample of the legal scale ticket to be issued. The license fee per location is \$100 and the bond is \$10,000.
- **Grain Banks** are feed processing plants, receiving grain and returning it to the owner as livestock feed. Operators must submit a tariff and a sample of the legal grain bank warehouse receipt to be issued. An applicant must be licensed as a public or private local grain warehouse operator. Grain bank license fees are \$25 and the bond is set at a minimum of \$5,000.
- **Grain Buyers** are any person(s), forms or corporations other than a licensed warehouse operator who buy grain from a producer. Grain buyers must obtain a license for each vehicle or facility used in their operation, and must submit an application form. License fees per location or vehicle are \$100 and the bond is set at a minimum of \$10,000.
- **General Storage Warehouses** are buildings or parts of a building used for storing goods, wares or other merchandise (except grain or cold storage) for compensation. License applications must be accompanied by a tariff and a copy of legal warehouse receipts. The license fee for 5,000 square feet or less is \$80; over 5,100 square feet to and including 10,000 square feet is \$155; over 10,100 square feet to and including 20,000 square feet is \$250; over 20,100 square feet to and including 100,000 square feet is \$315; over 100,100 square feet to and including 200,000 square feet is \$410; and over 200,100 square feet is \$470.
- **Public Terminal Warehouse Operators** must submit tariffs for approval and issue warehouse receipts as provided in title 7 of the Uniform Commercial Code, chapter 336. Operators must publish their tariffs in the local newspaper and submit a copy of the tariff to the section. These are usually licensed as a buy and store facility. Such facilities are required to take a state exam, pay an examining fee, and are licensed by the federal government through the USDA.

All warehouse facilities are inspected annually to determine whether the receipted articles are being stored in a proper manner and all goods covered by warehouse receipts are actually in store on the premises. The commissioner has the power to suspend the license if the warehouse fails the inspection.

To receive an application form or file for a license, contact the Warehouse Section. All necessary forms are available and all requirements must be met before a license is issued.

Without requiring additional bond or license, the section may issue to any general storage warehouse operator already licensed permits to operate additional warehouses to the same city or town where his or her original authority was issued. A license may be refused for good cause or revoked for violation of the law upon notice and hearing.

There is a minimum bond of \$10,000. The bond must be provided by a surety acceptable to the section and in an amount prescribed by the section. Legal actions against the bond may be brought only with the consent of the Commissioner and the Attorney General, and brought in the name of the state.

All licenses require a license fee and a bond. If there is more than one elevator or location, then each must be licensed. If the grain storage bond is set as a minimum, then the bond must be maintained at all times in an amount equal to 50 percent of the local market

value of all grain outstanding on warehouse receipts up to the maximum amount set by the section. Additional information may be obtained from the Warehouse Section, Room 316, Minneapolis Grain Exchange, Minneapolis, Minnesota 55415.

License terms are from July 1 to June 30 of each year. Additional information is available from the section at their address above.

## **Food Inspection Division (612) 296-2627**

**Thomas W. Masso, director.** The Food Inspection Division is responsible for administering state laws and rules regarding standards for wholesomeness, quality and proper representation of meat, poultry, beverages and other food sold in Minnesota. The division licenses and inspects wholesale and retail food handlers, food processors, vending machines, food vehicles, food storage warehouses, bottlers, canners and retail and wholesale meat outlets. Voluntary permits to operate fur farms are issued by the division.

The division also inspects poultry products and eggs marketed and sold in the state for quality, wholesomeness, condition and labeling. The inspections are conducted in processing plants and wholesale and retail markets. Inspections of producer-packer grading stations are done quarterly.

Food handlers may obtain license application forms from the division, a field inspector or the department's license section. Each establishment must be inspected prior to the issuance of the license. Unannounced inspections are made periodically after licensure. The division inspects facilities and equipment used in each establishment, checks wholesomeness of food, meat and poultry, conformity of products to their labels and freshness of products requiring "open dating."

For information or to request an application form, contact the Food Inspection Division, Room 211, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **License fees are:**

- **Retail Food Handler License or State/County Fair Food Concession**

Fee is based on gross sales of food items for the immediate previous license or fiscal year. For less than \$50,000 the fee is \$25.00. From \$50,000-\$250,000 the fee is \$50.00, and this fee also applies to new licenses unless expected gross sales of food items is less than \$50,000. From \$250,000-\$1,000,00 the fee is \$100. Over \$1,000,00 the fee is \$200.

- **Wholesale Food Handlers License** fee is \$100.

- **Food Broker** fee is \$50.

- **Wholesale Food Processor or Manufacturer.** This fee is based on gross sales of food items for the immediate previous license or fiscal year. For less than \$250,000 the fee is \$150. For \$250,000-\$1,000,000 the fee is \$200. Over \$1,000,000 the fee is \$250.

- **Wholesale Food Processor or Manufacturer of Meat or Poultry Products Under Supervision of USDA.** This fee is based on gross sales of food items for the immediate previous license or fiscal year. For less than \$250,000 the fee is \$75. From \$250,000-\$1,000,000 the fee is \$90. Over \$1,000,000 the fee is \$105.

Renewal applications are mailed approximately one month prior to the renewal date. The renewal date for wholesalers and retailers is July 1, and the renewal date for manufacturers/processors and food brokers is January 1.

The division answers all complaints or questions regarding food, meat, or poultry products and/or standards of quality or wholesomeness. Complaints will be investigated by a local field inspector and, if necessary, corrective action will be taken. For information or to register a complaint, contact the division. There are no forms or fees. Complaints require varying amounts of time to investigate. The division will respond to the complaint as soon as possible.

## **Dairy and Livestock Division (612) 296-3647**

**William W. Coleman, director.** The Dairy and Livestock Division is responsible for the enforcement of dairy laws and rules designed to protect public health and serve the dairy community. The division licenses individuals who grade and inspect milk and cream to determine the amount of payment to be made to the producer. Division personnel also administer the Dairy Industry Unfair Trade Practices Act and audit dairy plant records to ascertain if discriminatory pricing practices have occurred. Livestock licensing and weighing are also part of the division. All livestock packing companies and their buyers and livestock dealers and their agents are bonded and licensed to buy and sell livestock. Official state weighers are stationed at the South St. Paul Public Stockyards and four packing companies to certify livestock weights.

### **Licenses for Receiving Stations and Processors**

All milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, cream stations, marketing organizations not operating dairy plants and frozen dairy food plants are also licensed by the division. Such establishments should file a food manufacturer/processor license application with the division.

For information or application forms, contact the Dairy and Livestock Division, Room 205, 90 West Plato Blvd., St. Paul, Minnesota 55107.

#### **Fees are:**

- **Milk and Cream Grading and Testing License.** Initial fee is \$25, renewal fee is \$10, and the penalty fee is \$10.
- **Farmstead Cheese License.** The fee is \$30. The penalty fee is \$10.
- **Food Manufacturers/Processor License.** Based on gross sales of less than \$250,000 the fee is \$150, and the penalty fee is \$38; between \$250,000 to \$1,000,000 the fee is \$200, and the penalty fee is \$50; and over \$1,000,00 the fee is \$250, with a penalty fee of \$63.

Renewal applications are mailed to the license holders approximately six weeks before the renewal date.

### **Grade A and Manufactured Milk Inspection**

The division also inspects all grade "A" milk plants, dairy farms and bulk milk haulers. The division analyzes raw and finished milk products for composition, bacterial content, adulterants and labeling. Grade "A" dairy farms are inspected at least once every six months; grade "A" dairy plants are inspected at least once every three months. For information or to request an inspection, contact the Dairy and Livestock Division.

The division also inspects all farms producing manufacturing grade milk in accordance with the Milk Quality Standards Act of 1983. After initial certification all manufacturing farms must be inspected and recertified on an annual basis. For information on requirements or to request certification, contact the Dairy and Livestock Division.

#### **Fees are:**

**Grade "A" Inspection Service** per plant per year is \$400; **Grade "A" Dairy Farm** per year is \$50; and **Manufacturing Grade Dairy Farm** per year is \$25.

Billing forms for the annual inspection are sent to grade "A" processors and to manufacturing processors prior to the renewal date.

### **Certification of Interstate Milk Shippers**

The division participates in the national interstate milk shippers certification program. Under this agreement, all milk producers, processors or manufacturers who ship their products interstate may voluntarily have them certified by the division as meeting federal grade "A" milk standards. Without this certification, additional inspections may be required by the state receiving the products, or the products may be prohibited from sale. All certified shippers must obtain single service milk containers for shipment by fabrica-

tors or companies who are certified by the division as meeting F.D.A. standards. The companies who make such single service milk containers are also certified by the division.

For information or application for certification, contact the Dairy and Livestock Division listed above. There are no fees. The division will issue certification based on an application and completion of the required survey. Certification renewals are required at least every two years from the original application date. Qualified shippers, certified by the department, are identified in *Sanitation Compliance and Enforcement Ratings of Interstate Milk Shippers*, a publication of the federal Food and Drug Administration.

### **Manufacturing and Labeling Standards**

The division enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. It will investigate complaints concerning discrimination in the price paid for dairy products for manufacture or sale. The division has 26 area dairy sanitarians and three regional supervisors. For information or the name, address and telephone of your area dairy sanitarian or regional supervisor, contact the Dairy and Livestock Division at the above address. No forms or fees are necessary to make a complaint.

### **Dairy Industry Unfair Trade and Pricing Practices**

The division also administers the Dairy Industry Unfair Trade Practices Act and audits dairy plant records for discriminatory pricing practices and excessive milk fat gains.

Enforcing the Dairy Industry Unfair Trade Practices Act includes work to prevent below cost sales, unlawful price discounts, discriminatory pricing policies, kickbacks, rebates or other hidden favors to retailers. The division is supported by fees from dairy processors. The fees are paid monthly to the department and are based on the volume of milk, ice cream, ice milk, cottage cheese and other selected dairy products processed and sold by the manufacturers.

Retailers, wholesalers or consumers may file complaints of unfair practices with the division. The commissioner has the authority to fine or issue cease and desist orders to firms found to be in violation of the Dairy Industry Unfair Trade Practices Act.

For information or to file a complaint, contact the Dairy and Livestock Division. No forms or fees are necessary to register a complaint. Written complaints are given priority over oral complaints and are investigated as soon as they are received.

Dairy plants may not discriminate in the prices paid to producers for dairy products. Dairy plants must submit monthly and annual dairy plant reports to the division. The division conducts audits of the dairy plants when requested by producers and dairy plant operators. No forms or fees are necessary to request an audit. Audits require varying lengths of time depending on the size of the organizations being audited.

### **Livestock Licensing Section**

The Livestock Licensing Section issues licenses to the operators of livestock market agencies (auction markets and sale barns), to packing companies and their buyers and to livestock dealers and their agents. For information, application forms, bond forms, financial statements, and annual report forms, contact the Dairy and Livestock Division, Room 205, 90 West Plato Blvd., St. Paul, MN 55107.

Firms or individuals engaging in business as a livestock market agency or dealer must show proof of financial responsibility and conduct fair trade practices. Surety bonds, financial statements and annual reports must be filed with the division prior to issuance of a license. Bond amounts are based on the annual volume of business. All market agencies, packing companies and dealers, when dealing in interstate commerce, are required to register with the Packers and Stockyards, U.S.D.A., and file a federal-type bond. Minnesota accepts such bonds in lieu of a state bond when the department is named trustee.

For information and forms concerning federal registration and bonding requirements, contact the U.S. Department of Agriculture, Packers and Stockyards Administration, 208

Post Office Bldg., South St. Paul, Minnesota 55075, (612) 725-7876.

**License fees are:**

**Livestock Market Agency \$150; Livestock Dealer \$50; Packing Company \$50; Livestock Dealer and Packing Company Agent \$30.**

Livestock fees are not prorated and licenses are not transferrable. Livestock market agency licenses are granted for one calendar year. All other licenses expire on June 30 of each year. One week is usually required to process a license request.

**State Weighing Section**

The division also administers a state weighing program. **Official Certificates of State Weight** are issued by division personnel on state-tested livestock scales where state weighing is authorized. State weighing is required at any location where the average daily number of livestock weighed for the purpose of establishing a basis for sale is 500 head or more. Marketing facility locations averaging less than 500 head per day may apply for State Weighing Service in accordance with the rules governing the program. An established tariff or weighing fee is uniformly applied at all locations approved for state weighing. The fees are collected from the owner or seller of livestock by the selling agency, packing company or stockyard owner and remitted to the division semi-monthly. Currently, state weighing is being provided at the South St. Paul Public Stockyards and at four packing companies located in Albert Lea, Austin, Luverne, and Worthington.

For information, application and agreement forms or specific fee information, contact the division at Room 205, 90 W. Plato Blvd., St. Paul, MN 55107.

**Administration and Financial Aids Service (612) 296-2857**

**Jim Nichols, commissioner.** This program area provides administrative support through the divisions of Accounting and Licensing, Planning, Personnel and Office Management, Laboratory Services and the Agricultural Statistics Service.

The divisions included in this program area assist with the preparation of rules, legislation, and budgets; provide support for hiring, union negotiations, affirmative action, and other personnel functions; offer office management and word processing services; conduct financial activities such as payroll accounting, travel reimbursement, licensing and expenditure review; analyze and research management and policy issues; offer laboratory services to support and augment the inspection and regulatory activities of divisions in other program areas; and compile agricultural production and marketing statistics.

**Agricultural Planning and Development (612) 296-7686**

**Gerald F. Heil, director.** The Planning Division provides planning, analysis and administrative support services to the department. It assists other divisions with long-range planning, program development, adoption of administrative rules and the development of work programs, budgets and legislation. The division acts as a resource regarding agricultural policy development and participates in related natural resource planning efforts. Division personnel provide administrative staff support in areas such as water resources, agricultural land preservation, and energy use. Other responsibilities include representing the department on task forces and committees, such as the Environmental Quality Board Technical Committee; assisting other divisions with data gathering and statistical compilation; and performing other administrative tasks, such as editing the department's biennial report, monitoring agriculturally relevant legislation and preparing department testimony for public hearings. Special projects are also addressed by the division, including agricultural issue identification and analyses.

With the passage of the Agricultural Land Preservation and Conservation Policy Act of 1982, the division assumed responsibility for reviewing proposed state agency actions or administrative rules which would adversely impact agricultural land parcels larger than 10 acres. This function is performed in close coordination with the general environmental review activities of the division. The 1984 Agricultural Land Preservation Policy Act,

also administered by this division, gave the department the responsibility to provide financial and technical assistance to counties for the preparation of plans and ordinances to protect agricultural land from being converted to other uses.

The Minnesota Farm Advocate Program is also administered by the Planning Division. The Advocates are a statewide network of farmers who help financially troubled farmers obtain credit, develop long-term financial plans, and learn about their legal rights and borrowing options.

The division is also responsible for licensing weather modification activities conducted within Minnesota. All individuals or firms interested in conducting weather modification activities must apply annually for a license from the commissioner. A permit must also be obtained for each project, such as cloud seeding, before the activity can begin. Permits are effective for the length of the project or one year, whichever is less. Application forms for licenses and permits are available from the division. A \$100 fee must accompany each application for a license or permit.

For more information, contact the Planning Division, Room 322, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **Personnel and Office Management Division (612) 296-2323**

**Harold Frank, director.** The Personnel and Office Management Division provides supportive personnel and office management services for the department. Personnel services provided by the division include: labor relations, employee performance appraisal, affirmative action, employee training, recruitment and placement, and the maintenance of personnel records. The division informs employees of various changes in policy and law which may affect them individually and provides assistance to employees on problems or questions pertaining to fringe benefits. Division personnel also answers inquiries from the general public about job opportunities in the department.

### **Office Management Services (612) 296-2636**

**Claudia Furlong, office manager.** Office management works closely with division directors in helping to resolve clerical or office management problems. The division provides services in word processing, mail distribution, central supplies, messenger services, department receptionist, clerical overload, space allocation and utilization, inventory control, O.S.H.A. reporting, and records retention.

### **Word Processing Center 9612) 296-3479**

**Carol Berthiaume, supervisor.** The division's Word Processing Center provides services to the entire department, including typing, copying, binding, laminating, stencil cutting, and folding. Telephone dictation service is available 24 hours a day from any location. Material is transcribed daily. For further information, contact the Personnel and Office Management Division, Room 326, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Accounting Division (612) 296-6187**

**Joseph G. Komro, Jr., director.** The Accounting Division is responsible for the budgeting, accounting, payments, and licensing functions for the department. The division provides financial and accounting data which is used to control revenues and expenditures, presents recommendations on financial activities, provides cash flow and revenue projections for fee supported activities and assists other divisions in preparing budgets and annual spending plans.

The division also administers the Livestock Compensation Program (M.S. Sec. 3.737). Under this program, livestock owners may be compensated for livestock destroyed or crippled by an endangered species. Upon determination by a Department of Natural Resources (DNR) conservation officer and the county extension agent that the livestock was destroyed by an endangered species, the owner can be compensated by the department for the fair market value of the livestock up to \$400 for each animal. Any insurance collected

on the loss is deducted from that amount. For further information or submission of a claim, contact the area DNR conservation officer or the county extension agent. No claim requests are accepted directly by the Accounting Division.

### **Accounting and Budgeting Section (612) 296-6187**

**Orrin J. Bakke, assistant director.** This section provides necessary budgeting and accounting support to activity managers, program directors and the commissioner. The section also provides the budget and accounting information necessary to enable activity managers to meet their objectives within their existing budgets. Accounting officers are assigned to work in each of the department's program areas in order to assist the individual divisions with budget planning. The section also assists in the preparation of federal grant agreements. Cash flow and revenue projection changes are made to reflect alterations in fee supported activities.

### **Licensing Section (612) 296-6470**

**Debbie Whitney, licensing supervisor.** The Licensing Section processes licenses and maintains files for food handlers, livestock dealers, fur farms, grade "A" milk laboratories, nursery growers and dealers, apiaries and others. Approximately 25,000 licenses are processed annually through an automated statewide licensing computer system.

The initial license is issued after being approved by the division having regulatory responsibility. Renewals are issued upon the receipt and/or approval of renewal applications. In both instances, the payment of all license fees must be made before the license is issued. This section will answer all questions concerning licenses, fees and renewals. For information or to request an application form, contact the Licensing Section, Room 335, 90 West Plato Boulevard, St. Paul, MN 55107.

### **External Audits (612) 296-1686**

**Alan Dupay, chief external auditor.** The External Audit Section performs accounting work for various agricultural organizations receiving assistance from the department. Services include financial audits of agricultural commodity research and promotion councils, livestock breeder associations, county and district agricultural societies and associations, and assisting these organizations in developing and improving their financial accounting system. Audits are also completed to determine compliance with statutes, laws, rule and regulations under the department's jurisdiction.

The Accounting Division is located in Room 335, 90 West Plato Boulevard, St. Paul, Minnesota 55107.

### **Laboratory Services Division (612) 296-3273**

**Richard Schifsky, director.** The Division of Laboratory Services supports the inspection and regulatory activities of the other divisions by providing comprehensive laboratory services. The division is separated into four sections: Microbiology, Agronomy, Food Chemistry, and Specialty.

#### **Microbiology Section (612) 296-1574**

**Roger Reuter.** The microbiology section tests food, beverages and water for presence of numerous types of bacteria, including coliforms, *Listeria monocytogenes*, molds, *Staphylococcus aureus*, *Salmonella*, yeasts, and thermophilic bacteria. Dairy products are also tested for antibiotic residue. In cooperation with the United States Department of Agriculture, liquid and powdered egg samples are tested for compliance to USDA bacterial specifications. This laboratory also certifies all laboratories that analyze dairy products for grade "A" labeling. Any laboratory that makes analyses of dairy products for grade "A" labeling must meet departmental requirements and conform to procedures established in *Standard Methods for the Examination of Dairy Products*, 15th edition. The division certifies a laboratory after certification is requested and departmental standards are met. The initial certification fee is \$300. Each year, every certified laboratory is required to analyze



a set of split samples of milk sent by the division to confirm the certified laboratory's procedures. The fee for split samples is \$60 per set. This section also monitors Minnesota's canning industries, such as peas, corn, asparagus, and beans.

### **Agronomy Section (612) 296-1575**

**Darwin W. Swenson.** The agronomy section analyses feeds and fertilizers to assure truth in labeling. Feed samples are analyzed to determine nutritive content and fertilizer samples are checked to verify amounts of ingredients present.

### **Food Chemistry Section (612) 296-1576**

**Herbert E. Strauss, Ph.D.** The food chemistry section is primarily involved with analytical analyses of samples provided by consumers and departmental inspectors as well as providing expert technical information for the people of Minnesota. The functions are to see that foods are healthful and that there are no economic violations.

All types of foods are checked for consumer protection; meat, milk, dairy items, poultry, eggs and all varieties of foods and beverages. The samples collected by departmental inspectors are from stores, warehouses, and processors, and are foods that would be sold in stores or used for further processing.

### **Specialty Section**

The specialty section is divided into four areas of analysis: the **drug laboratory** analyzes food samples for drug residues and tests animal feeds for the presence of antibiotics and other drugs, Gary Blanck (612) 296-1535; the **pesticide residue laboratory** tests for the presence of pesticide residues in foods, feed and environmental samples, Wallace Zick (612) 296-1535; the **formulations laboratory** tests pesticide formulations to assure they meet the label claim, Wallace Zick (612) 296-1535; and the **vitamin laboratory** analyzes animal feed samples for the presence of vitamin "A," Gary Blanck (612) 296-1535.

All samples submitted to the agronomy, food chemistry and specialty sections for analysis must be taken by an official division inspector. For the name, address and telephone number of your area inspector for general information or to request certification, contact the Laboratory Services Division, Room 241, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **Minnesota Agricultural Statistics Service (612) 296-2230**

**Carroll Rock, state agricultural statistician.** The Minnesota Agricultural Statistics service is a cooperative effort of the United States Department of Agriculture and the Minnesota Department of Agriculture. The division's primary responsibility is to provide timely and accurate statistics on Minnesota agriculture. As such, it acts as the department's main information gathering service.

A number of useful reports are available to the public on current and projected supplies of Minnesota crops and livestock. Information is also available regarding farm prices, income, labor and other farm-related items. This information is based on surveys of farmers and agricultural industries through Minnesota.

Call the number listed above to receive a subscription form listing the reports available or to obtain the information you need by telephone. Correspondence may be addressed to the Minnesota Agricultural Statistics Service, P. O. Box 7068, St. Paul, Minnesota 55107.

## **Board of Animal Health**

90 W. Plato Blvd., Room 160, St. Paul, MN 55107

Dr. T. J. Hagerty, executive secretary (612) 296-2942

Minnesota Statutes, Chapter 35; Minnesota Rules 1700-1799

The board protects the health of the domestic animals of the state and regulates and

inspects many aspects of the livestock and poultry industries. The board provides services for animal brands, animal and poultry disease control and eradication, licensing of dog kennels and research establishments using unclaimed animals, permits to operate dry feedlots and to feed collected garbage to livestock or poultry, and permits to operate pet food processing plants and to operate rendering plants.

In addition, the board regulates animal importations, supervises livestock consignment sales and livestock exhibitions and provides diagnostic services on veterinary specimens submitted to the laboratory. Most disease control and eradication programs are cooperative with personnel and funds furnished by Veterinary Services, Animal and Plant Inspection Service, USDA, and the Board of Animal Health. Many services involve testing throughout the state. State and federal field veterinarians can be contacted for information and assistance.

#### **State Pseudorabies Coordinator:**

Dr. J. C. Landman (507) 893-3775, Rt. 1, Winnebago, MN 56098

#### **State Field Veterinarians and Counties Served:**

Dr. G. H. Adkins (218) 587-4196, Rt. 77, Pine River, MN 56474. (Becker, Beltrami, Cass, Clearwater, Hubbard, Lake of the Woods, Wadena)

Dr. M. J. Fa (612) 632-6933, 1702 Riverwood, Box 182, Little Falls, MN 56345. (Benton, Kanabec, Mille Lacs, Morrison, Todd)

Dr. D. B. Hicks (507) 629-3022, 472 Park Street, Tracy, MN 56175. (Lac Qui Parle, Lincoln, Lyon, Pipestone, Rock, Yellow Medicine)

Dr. D. P. Jacobs (612) 454-3193, 4576 Maple Leaf Circle, Eagan, MN 55123. (Dakota, Goodhue, Le Sueur, Rice, Scott, Sibley, Wabasha)

Dr. J. F. Larson (218) 534-3569, Box 58, Deerwood, MN 56444. (Aitkin, Carlton, Cook, Crow Wing, Itasca, Koochiching, Lake, Pine, St. Louis)

Dr. H. J. Ruebke (218) 784-4203, Ada, MN 56510. (Clay, Kittson, Marshall, Mahnomen, Norman, Pennington, Polk, Red Lake, Roseau, Wilkin)

Dr. L. K. Schwartz, (507) 376-6675, 715 W Shore Drive, Worthington, MN 56187 (Brown, Cottonwood, Jackson, Murray, Nicollet, Nobles, Redwood)

Dr. L. A. Zehrer (612) 346-2380, P. O. Box 326, Brooten, MN 56316. (Chippewa, Kandiyohi, Meeker, Renville, Stearns, Swift)

#### **Federal Field Veterinarians and Counties Served:**

(Employees of Veterinary Services, Animal and Plant Health Inspection Service, USDA, the cooperating federal agency involved in most of the disease control programs.)

Presently not filled. (Dodge, Fillmore, Houston, Mower, Olmsted, Winona)

Dr. W. L. Hartmann, (612) 731-5434, 2444 Leyland Trail, Woodbury, MN 55125. (Ramsey, Washington)

Dr. D. W. Maas, (612) 473-7905, 148 Glendale Drive, Long Lake, MN 55356. (Anoka, Carver, Chisago, Hennepin, Isanti, McLeod, Sherburne, Wright)

Dr. R. W. Page (612) 846-5044, Box 245, Alexandria, MN 56308. (Big Stone, Douglas, Grant, Pope, Ottertail, Stevens, Traverse)

Dr. L. A. Payne, (507) 526-2588, 528 North Main, Blue Earth, MN 56013. (Blue Earth, Faribault, Freeborn, Martin, Steele, Waseca, Watonwan)

#### **Brucellosis and Tuberculosis Division (612) 296-4138**

**Geo. E. Keller, D.V.M., division head.** The division administers the bovine brucellosis eradication program, the bovine paratuberculosis control program, the bovine tuberculosis eradication program, the swine brucellosis eradication program, the goat brucellosis control program, the goat tuberculosis control program, the public exhibition of livestock and poultry state rule, and the slaughter cattle and slaughter swine identification state rule. Livestock owners, veterinarians, and the public may call, write to, or stop at the board's office for information, requests, or with complaints which are responded to promptly.

### • Bovine Brucellosis Eradication

Bovine brucellosis was eradicated from the state as of October 1, 1984. Surveillance programs are required to locate any case of bovine brucellosis that might be reintroduced into the state. One surveillance program for dairy herds is the brucella ring test. The ring test consists of testing milk samples obtained at creameries by the ring test method. When a milk sample is suspicious to the test, the herd of origin is investigated and a final diagnosis made.

A second surveillance test for both beef and dairy cattle is the market cattle identification test. The market test consists of testing blood collected at time of slaughter from all breeding cattle two years of age and over. When a market test blood sample is suspicious to the test, the herd of origin is investigated and a final diagnosis made. Private brucellosis tests are made for diagnosis, intrastate shipment, interstate shipment, international shipment, and to establish an individual certified herd. A herd is individually certified after the owner signs an agreement and the herd has passed the required number of tests.

There is no charge to livestock owners for any activity connected with the brucellosis eradication program. For private tests, the owner must pay his veterinarian for collection of the blood samples. There is no laboratory charge for private tests. The bovine brucellosis eradication program is responsible for healthier, more productive herds which means more meat, milk, and animal products for the public. Public health is improved as human beings can contract brucellosis from brucellosis infected cattle.

### • Bovine Paratuberculosis Control

A new state rule for paratuberculosis control became effective in March, 1986. The official tests for paratuberculosis are the cervical intradermal johnin test, the caudal fold intradermal johnin test, the intravenous johnin test, the agid test, and the fecal culture test. No quarantines are issued under the paratuberculosis rule. All tests for paratuberculosis must be made by a veterinarian.

The state rule provides that each herd located in the state shall be classified paratuberculosis-free or herd in process of becoming paratuberculosis-free or paratuberculosis-positive program herd or paratuberculosis-positive herd or paratuberculosis-unknown status herd. The status of an individual herd is given upon request. The use of *Mycobacterium paratuberculosis* bacterin is regulated by the rule. Permits may be issued to a veterinarian for use of the bacterin in a specified herd. The veterinarian must submit to the board a report of vaccination within 14 days after the vaccine is administered. Tests and vaccinations made under the paratuberculosis rule are at owner's expense. This board has no charges for the administration of the rule.

### • Bovine Tuberculosis Eradication

The United States Department of Agriculture designated Minnesota accredited tuberculosis-free on March 1, 1976. A surveillance program is carried out to locate any case of tuberculosis that may have been reintroduced into the state. The surveillance program includes checking cattle at time of slaughter for tuberculosis lesions, sending lesions to a laboratory for examination, and investigating the herd of origin for a final diagnosis. Private tuberculosis tests are made for interstate shipments, international shipments, and for the establishment of individual accredited tuberculosis-free herds. A herd can be individually accredited after the owner signs an agreement and the herd passes the required number of tests. There is no charge to livestock owners for any surveillance test connected with the tuberculosis eradication program. Private tests are made at owner's expense.

### • Swine Brucellosis Eradication

The United States Department of Agriculture designated Minnesota a validated brucellosis-free state on May 1, 1975. A surveillance program is required to locate any case of brucellosis that could be reintroduced into the state. The surveillance program consists of testing all sows and boars for brucellosis at the time of slaughter. When tests are suspicious, the herd of origin is investigated and a final diagnosis made.

Private tests are made for exhibition, interstate shipments, international shipments, and

for the establishment of individual validated herds. A herd may be validated after the owner signs an agreement and the herd has passed the required number of tests. There is no charge to the swine owner for any activities made in connection with the surveillance program. Private tests are at owner's expense.

- **Goat Brucellosis Control**

The rule was adopted to permit the establishment of certified brucellosis-free herds and to carry out a control program when tests disclose suspects or reactors. A herd may be certified brucellosis-free after the owner signs an agreement and the herd has passed the required number of tests. There is no charge to the owner for any required tests following the disclosure of suspects or reactors. Other tests are at owner's expense.

- **Goat Tuberculosis Control**

The rule was adopted to permit the establishment of accredited tuberculosis-free herds and to carry out a control program when tests disclose suspects or reactors. A herd may be accredited tuberculosis-free after the owner signs an agreement and the herd passes the required number of tests. There is no charge to the owner for the required tests following the disclosure of suspects and reactors. Other tests are at owner's expense.

- **Public Exhibition of Livestock and Poultry**

A new rule became effective in March of 1986. The purpose of the rule is to prevent the spread of disease among livestock and poultry assembled at a public exhibition. The new rule offers better protection by including licensed race tracks, by requiring poultry from other states to meet importation requirements in addition to public exhibition requirements, and by outlining the swine pseudorabies requirements. Each public exhibition must employ an official veterinarian. The official veterinarian is a veterinarian selected by the management of the exhibition and authorized by this board. The official veterinarian must enforce the exhibition rule. This department makes no charge for administering the rule. The official veterinarian's fee is paid by the exhibition management. Cost of the required tests are at the livestock owner's expense.

- **Slaughter Cattle and Slaughter Swine Identification**

The rule requires slaughter cattle to be identified by back tag and slaughter sows and boars to be identified by tattoo so diseased animals can be traced from the packing plant to the farm of origin. This department has no charge for administering the program. There is no fee to truckers, commission companies, buying stations, or packing plants who apply the back tags and tattoos.

## **Minnesota Brucellosis Laboratory (612) 624-9250**

**Dr. William L. Hartmann, veterinary supervisor; Robert C. Tiller, immediate supervisor.** The laboratory which is located in room 110E, Diagnostic and Research Building, College of Veterinary Medicine, St. Paul, MN 55108 is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

The St. Paul laboratory is the official state-federal laboratory and makes all of the blood and milk tests required by the State of Minnesota brucellosis eradication programs and also tests the blood submitted by veterinarians for private tests. Private tests are made for diagnosis, intra and interstate shipments, and international shipments. The tests include cattle, bison, swine, goats, and miscellaneous species. Results of the tests are normally reported the day or the day following the receipt of blood or milk samples.

The cost of operating the laboratory is shared by State of Minnesota, Board of Animal Health; Veterinary Services, United States Department of Agriculture; and the University of Minnesota. There is no charge to the clientele for brucellosis laboratory services.

## **Veterinary Diagnostic Laboratory (612) 625-8787**

**Dr. M. E. Bergeland, director.** This laboratory provides veterinary diagnostic services on specimens and samples from diseased or dead animals submitted by owners or veterinarians. The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, ex-

cept holidays. For service contact the Veterinary Diagnostic Laboratory, E-220 Diagnostic and Research Building, College of Veterinary Medicine, U. of M., 1943 Carter Avenue, St. Paul, MN 55108. The veterinarian referring a specimen to the laboratory completes a submission form which can be obtained from the laboratory. Fees charged depend on the service requested and usually range from \$1 to \$25. Time for completion of examinations and tests depends upon their complexity, ranging from four days for a preliminary exam to six months for complex cases. The laboratory is a cooperative project of the board and the College of Veterinary Medicine, University of Minnesota.

### **State Poultry Testing Laboratory (612) 231-5170**

**Dr. Dale Lauer, director.** This laboratory is maintained as a cooperative venture of the board and the Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. This laboratory tests blood samples and fecal swabs collected from flocks participating in poultry disease control programs including Salmonellae, Mycoplasmas and Avian Influenza, and performs bacteriological examinations on poultry which have reacted on program tests to confirm existence of disease and on end-products from rendering plants for presence of salmonella bacteria. It also furnishes test tubes, swabs, marking pencils, test charts and shipping cartons to testing agents and hatcheries involved in poultry disease control programs. For services, supplies or forms contact the laboratory at Highway 71 South, Box 126, Willmar, MN 56201. There are no fees for these services. Test results and bacteriological findings are made available promptly after completion of tests and examinations.

### **Export Division (612) 296-3592**

**Dr. W. J. Mackey, division head.** The division monitors movement of animals to other states and protects the health of domestic animals of Minnesota by administering programs for control of anaplasmosis and scabies in cattle, pseudorabies in swine and cattle and for detection of foreign animal disease. It issues **Certified Aleutian Disease Free Certificates** to mink ranches who qualify. It registers livestock brands to provide a means of identifying cattle, horses, and sheep, and issues licenses to certain research establishments.

The division provides information on the health importation requirements of other states for animals being exported from Minnesota and approves health certificates for their movement. For information about shipment to other states, contact the division. There is no fee for this information.

For information about shipment of animals to other countries, contact Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A., 251 Starkey St., Suite 229, St. Paul, Minnesota 55107 (612) 725-7691. There is no fee for this information.

The division tests cattle quarantined because of anaplasmosis and arranges for a field veterinarian to conduct the tests. The laboratory testing fees are charged to the livestock owner. Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

The division supervises the dipping of cattle quarantined for scabies. There is no fee for this service. The owner furnishes the materials for dipping. Cattle are dipped as soon as possible after the quarantine is established.

The division tests swine quarantined because of pseudorabies or arranges for a field veterinarian to conduct the tests. The laboratory fees are charged to the livestock owner. The division issues **Qualified Pseudorabies Negative Herd Certificates** to owners of swine herds who have met the testing requirements for control of pseudorabies. There is no charge for the certificate. The cost of testing the swine is paid by the producer.

Hog cholera, sheep scabies, exotic and foreign animal diseases are investigated by the division, which will initiate an investigation, issue any necessary quarantines, and conduct any necessary tests. There is no cost to the owner. Investigations will be scheduled as soon as a report is made by an attending veterinarian.

The division issues a certificate to mink ranches, who, at their own expense, have tested

their herds twice for Aleutian disease without any positive tests, certifying the herds to be free of Aleutian disease. There is no charge for this service.

The division inspects and licenses research establishments procuring unclaimed dogs from animal pounds. The annual license fee is \$50. Licenses are issued upon completion of a satisfactory inspection of the establishment.

The division registers livestock brands on cattle, horses, and sheep as a means of documenting ownership. A *Brand Book* with annual supplements is published by the division. Fee for brand registration through 1995 is \$10. The fee for transferring a brand to another owner is \$10. *Brand Books* are available from the Minnesota Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, (612) 297-3000. Brand certificates are issued within 5 working days after receipt of applications.

### **Imports and Markets Division (612) 296-1296 or 296-2967**

**Dr. R. G. Pyle, division head.** The division promulgates rules for the importation of livestock and companion animals into Minnesota. It also issues licenses for garbage feeding establishments and permits for livestock auction markets and consignment sales.

The division provides information on requirements for importation of livestock and companion animals into Minnesota.

- **Calves under 2 months of age**, not accompanied by dams, need the name and address of the person requesting the permit, the number of calves, the name and address of herd of origin and the name and address of the recipient.
- **Beef heifers six to eighteen months**, for feeding purposes, need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, the number and age of the heifers and the name and address of the recipient.
- **Cattle from states not certified brucellosis free** need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, the number of cattle, the name and address of herd of origin and the name and address of the recipient.
- **Cattle moving before the result of the anaplasmosis test is known** need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, the number of cattle, the name and address of the herd of origin and the name and address of the recipient.
- **Cattle of all classes for Quarantined Feedlots** need the name and address of the veterinarian requesting the permit and preparing the certificate of veterinary inspection, the number of cattle in the shipment, the name and address of the herd of origin and the name and address of Quarantined Feedlot.
- **Cattle for slaughter** at a non-inspected slaughtering establishment need the name and address of the veterinarian requesting the permit and preparing the certificate of veterinary inspection, the number of cattle, the name and address of the herd of origin and the name and address of destination.

For information and permits contact the division, Room 160, 90 West Plato Boulevard, Saint Paul, MN 55107, (612) 296-2967 (days), 296-2942 (nights, weekends and holidays). There is no charge for permits. Permits are mailed on the day requested. A certificate of veterinary inspection issued by an accredited veterinarian of the state of origin must accompany each shipment.

The division issues permits to operate livestock auction markets, state-federal approved markets and single consignment sales. There is no fee to applicants. Applications will be mailed the same day as the request is received. Up to 5 days may be required for inspection of the sale premises to determine compliance with board rules before the permit is issued.

The division issues garbage feeding licenses to feed waste food products to livestock. For information and license applications contact the division. There is no fee to applicants. Applications are mailed the same day the request is received. Up to 5 days may be required for inspection of feeding premises before the license is issued.

The division issues permits for feeding all classes of cattle in quarantined feedlots with-

out tests if certain requirements are met. There is no fee to applicants. Applications are mailed the same day the requests are received. Up to 5 days may be required for inspection of the quarantined feedlot before the permit is issued.

## **Poultry and Miscellaneous Diseases (612) 296-3429**

**Dr. Keith Friendshuh, division head.** The division directs poultry disease and eradication programs and conducts investigations of a miscellaneous group of diseases, establishing quarantines when indicated. It licenses and inspects dog kennels which confine stray and unwanted dogs and issues permits to pet and mink food processors to transport carcasses and meat products for manufacturing pet and mink foods, issues permits for operation of rendering plants and investigates improper disposal of animal carcasses.

The division supervises the testing of poultry breeding flocks for Salmonellosis, Mycoplasmas and Avian Influenza. The division annually authorizes persons to conduct the official pullorum whole blood plate tests after they have completed a one day training course and field instructions. The course is offered annually at no cost to the applicant. Annual permits are issued to hatcheries after an inspection and to out-of-state hatcheries, dealers and breeders to import poultry and hatching eggs into Minnesota. Annual permits are issued to poultry dealers who sell poultry and hatching eggs.

Information, applications and disease control program forms can be obtained by contacting the division, 160 Agriculture Building, 90 W. Plato Boulevard, St. Paul, MN 55107. There are no fees for these services which are provided as soon as possible after the request.

Miscellaneous disease control includes programs for anthrax, sore mouth of sheep (contagious ecthyma), equine infectious anemia (E.I.A. or swamp fever), and rabies. Investigations are made immediately upon receipt of report of a rabies infected animal. Permits are issued to veterinarians to purchase and administer anthrax vaccine. The division maintains a list of laboratories approved to conduct the AGID test for equine infectious anemia and issues permits to owners for movement of EIA positive horses to other premises or to slaughter. In most cases of disease control listed above, service is provided as soon as possible. There is no fee to owners for investigations.

A film, "Animal Bites and Rabies" and pamphlets on rabies are available to organizations upon request. A field veterinarian may also be available to show the film and answer questions on rabies. For information and advance reservations, contact the board at (612) 296-2942 or the nearest field veterinarian. There is no charge for use of the film. Return postage must be paid.

The division issues licenses, after inspection, to dog kennels which pick up and confine stray, unwanted, abandoned or lost dogs. Exempt from the license requirement are dog boarding kennels, dog breeding kennels and municipal dog pounds. The annual kennel license fee is \$10. There is no cost for materials which are supplied as soon as possible after requests are made.

After inspection, annual permits are issued to pet and mink food processing plants to transport some animal carcasses and decharacterized inedible meat and carcass parts to their plants for the manufacture of pet and mink foods. A veterinarian may be authorized to inspect carcasses used by the plant and supervise plant sanitation. There is no fee for a permit. Applications are mailed the same day requests are received. However, up to 5 days may be required for inspecting plants and transporting vehicles before permits are issued.

After inspections, annual permits are issued for operation of rendering plants, their trucks and collecting stations. There is no fee for permits. Applications are mailed the same day requests are received. However, up to 5 days may be required for the necessary inspection before the permit is issued.

The division investigates reports of improper disposal of animal carcasses. To report the improper disposal of an animal carcass, contact the division. There is no fee for investigations. Investigations are made promptly after receipt of report.

Public complaints on any of the above activities can be directed to the division. In most cases, complaints by telephone are accepted. In some instances, such as dog kennels, a

complaint in writing is required. A follow-up investigation will be made as soon as possible. A report on the results of the investigation will be furnished the complainant if requested.

## Office of the State Archaeologist

**Hamline University Learning Center, Hewitt and Snelling, St. Paul, MN 55104**

**Christy A. H. Caine, state archaeologist (218) 335-2226**

**Minnesota Statutes, sections 138.31 and 307.08**

Established in 1963, this office encourages and coordinates archaeological research in the state. The state archaeologist is a professional archaeologist appointed by the board of the Minnesota Historical Society for a four-year term. The duties of the office include sponsoring, engaging in, and directing fundamental research into the archaeology of the state; protecting, retrieving and preserving archaeological objects and sites; and disseminating archaeological facts through the publication of reports of archaeological research conducted within the state.

In cooperation with the Indian Affairs Council, the state archaeologist provides for the identification and protection of human burials dating prior to 1700 A.D. on public or private lands.

License applications for archaeological work on state lands, as well as proposed projects of state and other government agencies, are reviewed with regard to their effect on archaeological resources. There is no fee. Applications for licenses to conduct archaeological investigation on property under the jurisdiction of the state of Minnesota or its subdivisions can be obtained from the state archaeologist, c/o U.S. Forest Service, Chippewa National Forest, Cass Lake, MN 56633, or from the assistant state archaeologist c/o the Hamline University address above.

The state archaeologist maintains the official file of Minnesota archaeological sites and their locations. The anthropology department of Hamline University houses the Office of the State Archaeologist. For information or assistance contact assistant State Archaeologist, Barbara O'Connell, at Hamline University (612) 641-2253.

## Board of Architecture, Engineering, Land Surveying, and Landscape Architecture

**162 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101**

**Lowell E. Torseth, executive secretary (612) 296-2388**

**Minnesota Statutes 326.02-326.15, 326.53, 609.03; Minnesota Rules 1800.0200 to 1805.1600**

The board examines, licenses, and regulates the practice of the professions of architecture, professional engineering, land surveying and landscape architecture. A person must be licensed before being permitted to offer these professional services to the public.

The board is comprised of three licensed architects, five licensed professional engineers, two licensed land surveyors, one licensed landscape architect and six public members. The full board meets four or five times annually; normally the third Monday of January, April, July and October. Board meetings are open to the public and are usually held in a large conference room in the Metro Square Building in downtown St. Paul. Most board work is done by board committees. The **Law Revision Committee**, comprised of one architect, one professional engineer, one land surveyor and one landscape architect and three public members, is responsible for preparing proposed revisions to board rules. The **Complaint Committee**, comprised of one architect, one professional engineer (structural), one land surveyor and one public member, is responsible for processing and resolving all complaints received by the board. The **Public Information Committee**, comprised of four public members, two professional engineers and one architect, is responsible



for the preparation of the board newsletter and news releases. The **Budget Committee**, comprised of one architect, one land surveyor and two public members, is responsible for developing budget recommendations. Ad hoc committees are established as needed. The full board must ratify all actions taken by board committees.

The board administers the 32½-hour, four day, nine part **Architect Registration Examination** annually during the third week of June. To gain admission to the examination an applicant must hold a professional degree from an approved architectural program and have three years of combined architectural education and experience as of the date of the desired examination. Each year of approved architectural education is equivalent to two years of qualifying architectural experience. Requests for admission to this examination must be filed in the board office by February 1 and formal applications must be filed by April 1. The examination fee varies according to the number of parts an applicant wishes to take up to a maximum examination fee of \$271.00. This fee will increase to \$385.00 effective January 1, 1988.

The board administers engineering and land surveying licensing examinations in April and October each year. The eight-hour **Fundamentals of Engineering Examination** is given to those applicants who are graduating seniors or who hold a bachelor of science degree from an approved engineering program. Bachelor of science degrees from engineering technology programs are not acceptable because they lack sufficient mathematics, basic science and engineering science coursework. An applicant who holds a bachelor of science degree from an approved engineering program and has gained four years of qualifying engineering experience subsequent to graduation from an approved engineering program is eligible for admission to the eight-hour **Principles and Practice of Engineering Examination** in the engineering discipline desired by the applicant. Applications for the Fundamentals of Engineering Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination with a fee of \$30.00. Preliminary requests for admission to the Principles and Practice of Engineering Examination must be submitted five months prior to the scheduled examination date upon approval of the preliminary request, application materials are sent to the applicant. Formal applications must be submitted to the board office ninety (90) days prior to the scheduled examination date with a fee of \$70.00.

The eight-hour **Fundamentals of Land Surveying Examination** is given to those applicants who hold a bachelor of science degree to include sixteen (16) quarter credits of surveying coursework. Applications for the Fundamentals of Land Surveying Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination. The fee for this examination is \$30.00. Preliminary requests for admission to the **Principles and Practice of Land Surveying Examination** must be submitted five (5) months prior to the scheduled examination date. Examination qualifications requirements include a bachelor of science degree and three or four years of qualifying land surveying experience depending upon the degree earned. Applicants must document combined qualifying education and experience. Applicants must document their experience in twelve areas of land surveying activity. Formal applications must be filed in the board office sixty (60) days prior to the scheduled examination. The fee for the Principles and Practice of Land Surveying Examinations is \$100.00.

The sixteen-hour **Uniform National Examination for Landscape Architect** applicants is given the third Monday and Tuesday of June each year. An applicant must hold a Bachelor of Landscape Architecture degree from an approved landscape architectural program and document three years of experience. An applicant holding a four-year bachelor of science degree in landscape architecture must document four years of experience. A non-graduate must document eight years of combined education and experience. Preliminary requests for admission to the Uniform National Examination must be filed in the board office by February 1 and formal application submitted by April 1. The examination fee is \$185.00 but will increase to \$230.00 effective January 1, 1988.

Information concerning licensing examinations and examination fees may be obtained

by calling or writing to the board office. Written and telephone requests are normally answered on a same-day basis.

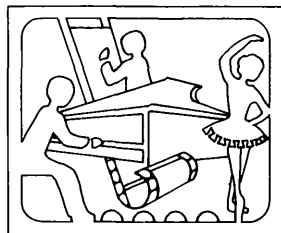
The board also licenses persons licensed in other jurisdictions on the basis of comity (mutual acceptance of professional standards). The out-of-state applicant must have received his or her original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. Application materials may be obtained by calling or writing to the board office. Requests are normally filled in the same day they are received. The comity application fee is \$100.00. Comity applications are reviewed upon receipt of compliance with board requirements. Architect, engineer and landscape architect comity applicants tentatively approved for licensure are notified that they may practice their profession in Minnesota pending final board approval and licensure issuance. Prospective comity land surveyor applicants must pass a four hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

The board renews licenses every two years. Renewal notices are mailed by May 15 each even-numbered year. Licenses must be renewed by July 1 of each even-numbered year. The renewal fee is \$44.00 biennially. This will increase to \$50.00 for the biennium beginning July 1, 1988.

The board receives and investigates consumer complaints. The board has the power to revoke or suspend licenses or bring lawsuits against unlicensed persons who practice architecture, professional engineering, land surveying or landscape architecture. Persons desiring to file a complaint may obtain complaint forms by calling or writing to the board office. There is no fee for filing a complaint. Complaints are answered as soon as possible. Complaint resolution time requirements vary from 60 days to 18 months depending on the complexity of the complaint.

## Minnesota School & Resource Center for the Arts

514 St. Peter Street,  
Suite 110, Gallery Tower Bldg., St. Paul, MN 55102  
James F. Undercofler, director (612) 296-1302  
Minnesota Statutes, chapter 129C.10



The Minnesota School & Resource Center for the Arts was created by an act of the 1985 Minnesota Legislature. Responding to a report issued by the 1984 Governor's Task Force on Arts Education and the Department of Education's findings on the status of arts education in Minnesota's schools, it authorized, as part of a broader comprehensive arts improvement initiative, the operation of a resource center, and planning for a state high school for the arts.

The 1987 legislature provided continued funding for the resource center and funding and operational authority to open and enroll students in high school programs for the artistically talented.

The school for the arts will identify pupils in grades 9-12 who have artistic talent, either demonstrated or potential, in the areas of dance, literary arts, media arts, music, theater, and visual arts. It will work toward educating pupils with such talent by providing:

- a pilot interdisciplinary academic and arts program for pupils in grades 11 and 12;
- intensive arts seminars for one or two weeks for 9th and 10th grade pupils;
- summer arts institutes for pupils in grades 9 to 12;
- artist mentor and extension programs in regional sites; and
- teacher education programs for indirect curriculum delivery.

The full-time comprehensive academic and arts program for 11th and 12th graders will be offered to 135 11th grade students in fall, 1989, and 135 11th grade and 135 12th grade

students in fall, 1990. No tuition will be charged and free housing will be provided for students who live beyond commuting distance. Applications for admission to the high school program will be accepted beginning fall, 1988. Rules governing admission to and discharge from the school will be promulgated under Minnesota Statutes, chapter 14, the Administrative Procedure Act, in 1987-88.

The seminars, institutes, mentor, extension and teacher education programs are expected to begin during the 1987-88 school year. For more information contact Barbara Martin, director, agency relations (612) 296-1319.

The resource center component of the agency performs the function of outreach into the state's K-12 educational community. It offers programs that are directed at improving arts education opportunities for all students and teachers in elementary and secondary schools throughout the state. Since 1986, it has sponsored a series of summer programs for students and teachers, in-service workshops and teacher conferences, leadership development seminars for teachers, and professional touring programs in various regions of the state. Once the school is operational, it will serve as the coordinating agent for the sharing and dissemination of information that emanates from the school with local school districts. For further information about programs and services of the resource center, contact David Zimmerman, director (612) 296-1302, or Mary Katherine Johnson, assistant director (612) 296-1313.

The Minnesota School & Resource Center for the Arts is governed by a 15-member Board of Directors. The full board meets monthly, and meetings are open to the public. Board members are appointed by the governor for four year terms with the advice and consent of the senate. They may not serve more than two consecutive terms. There must be at least one member appointed from each congressional district. The board has established an advisory council to the resource center. Members are appointed by the board for two year terms and represent a geographic, arts discipline, and organizational cross-section of persons interested in the enhancement of arts education opportunities for students in Minnesota's educational system. Meetings are held quarterly and are open to the public.

The agency publishes a bi-monthly newsletter, "**ARTICULARS**," which provides information on school and resource center activities. Its circulation numbers approximately 20,000. It also publishes an annual compendium of summer arts education programs for students and year-round in-service opportunities for teachers offered by arts and education organizations around the state. This publication is available in April of each year. To obtain copies or be placed on the mailing lists, contact Daniel Sauro, communications specialist (612) 296-1308.

A charitable foundation has been established to accept gifts, grants, and bequests for the School and Resource Center. It bears the name, "**Friends of the Minnesota School & Resource Center for the Arts**."

A permanent site for the location of the Minnesota School & Resource Center for the Arts was under discussion at the time of publication of this Guidebook. Construction of the facilities is expected to conclude in the early 1990's. Until that time, the agency will be housed in a temporary facility yet to be determined.

## Minnesota State Arts Board

432 Summit Avenue, Saint Paul, MN 55102

Dr. Sam W. Grabarski, executive director

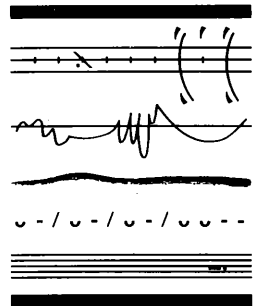
Leonard Nadasdy, board chair

(612) 297-2603

or toll-free in Minnesota 1-800-652-9747

Minnesota Statutes, chapter 139; *Minnesota Rules 1900-1999*

The state's official advocate for the arts, the board encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Minnesota is recog-



nized as a unique, innovative, and spirited cultural center for the upper midwest and the board serves the state by making the arts more accessible to its citizens.

The board sponsors several grant programs, which support individual artists, arts and arts-service organizations, and artist residency programs in private and public elementary and secondary schools. The board is involved in exploring public-private partnerships in support of the arts, and in encouraging popular support for the arts among Minnesotans and tourists to the state. New programs explore creative programming that will address currently underserved populations.

The board itself consists of eleven members, one from each of the eight congressional districts plus three at-large members, who are appointed by the governor and approved by the senate. It receives funding from the state legislature, the National Endowment for the Arts, and some private sources.

The board also provides special assistance to its constituents. For example, it provides consultant services, workshops, conferences, and publications to artists, arts organizations, and schools.

#### **Major grant award programs currently offered:**

- **Operating Support**—This program provides unrestricted operating support to established large and medium-sized arts organizations that produce or exhibit works of art, or provide a broad range of services to artists. The organizations must be nonprofit and tax-exempt.
- **Artists in Education**—Offers both school support and organizational support grants to schools, educational organizations, and arts organizations for artist residencies of at least one week in length. Grants must be matched dollar for dollar.
- **Artist Assistance**—Fellowship grants of \$6,000 which can be used to support a broad range of arts activities, are awarded annually to visual, performing, and literary artists in various stages of their careers. Career opportunity grants are made bi-monthly to fund unique opportunities that are significant to an artist's work. One-year residencies in a New York City contemporary art museum are also awarded to two visual artists with the assistance of the Jerome Foundation.
- **Series Presenters**—This program provides an opportunity for the people of a community to experience new, diverse, and outstanding live artistic performances, exhibitions, and screenings in the visual, performing, and literary arts through annual grants to Minnesota presenters. A presenter can be any nonprofit, tax-exempt organization, college, university, school, or governmental unit which engages touring artists or exhibitions.
- **Folk Arts**—The folk arts program focuses on preserving the state's cultural heritage and will enrich the state's cultural treasury. "The Minnesota Folk Arts Experience," a collection of twenty-six radio modules featuring folklore and traditional music, were produced by the Arts Board for broadcast on radio stations throughout the state. The agency anticipates implementation of a folk arts apprenticeship program in the fall of 1987. This program will support master folk artists passing their skills on to promising younger folk artists.

In the past few years, the staff has worked extensively with the Minnesota Office of Tourism and the Minnesota arts community to promote the arts to tourists in Minnesota.

#### **The following publications are available free of charge from the Arts Board:**

- *Arts Board News*, the agency's quarterly newsletter
- *The Minnesota State Arts Board Annual Report*
- *A Basic Guide to Grants for Minnesota Artists*
- Program Information—detailed explanation of Arts Board grant programs, application forms, and instructions

- A variety of additional brochures and pamphlets on the Arts Board and the services it provides are also available

Copies of the publications and program guides from the National Endowment for the Arts are usually available at the Arts Board office.

The Arts Board is one of nine state arts agencies (including Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin) which form Arts Midwest, a private, nonprofit corporation that helps to arrange and fund tours of art exhibitions, and theater, dance, film, and music performances in the upper midwest.

The state is also served by eleven regional arts councils, whose mission is to encourage the creation and reinforcement of arts activities in every part of the state at the local level. They are:

**Northwest Regional Development Commission** (218) 681-2673

525 Brooks Avenue South, P.O. Box E, Thief River Falls, MN 56701

**Region Two Arts & Humanities Council** (218) 751-5447

Bemidji Community Arts Center, 426 Bemidji Avenue, Bemidji, MN 56601

**Arrowhead Regional Arts Council** (218) 722-0952

Carnegie Building, 101 West Second Street, Suite 211W, Duluth, MN 55802

**West Central Regional Arts Council** (218) 739-4617

PO Box 661, City Hall, 112 West Washington Avenue, Fergus Falls, MN 56537

**Region Five Regional Development Commission** (218) 894-3233

611 Iowa Avenue, Staples, MN 56479

**Southwest Minnesota Arts & Humanities Council (SMAHC)** (507) 537-1471, toll-free 800-622-5284

PO Box 1193, Marshall, MN 56258

**East Central Regional Development Commission** (612) 679-4065

119 South Park Street, Mora, MN 55051

**Central Minnesota Arts Council** (612) 253-9517

PO Box 1442, Saint Cloud, MN 56301

**Region Nine Regional Development Commission** (507) 387-5643, toll-free 800-722-9389

410 South 5th Street, Box 3367, Mahkato, MN 56001

**Southeastern Minnesota Arts Council** (507) 281-4848

1312½ 7th Street Northwest, Suite 204, Rochester, MN 55901

**Metropolitan Regional Arts Council** (612) 291-6494

300 Metro Square Building, 7th & Robert Streets, Saint Paul, MN 55101

Many newspapers, and radio and television stations throughout the state offer calendar information about local arts events. Check your local media for more information. The Minnesota Office of Tourism publishes calendars of festivals and arts events as well as the *Explore Minnesota Arts and Attractions* Guide.

The **Network**, a consortium of arts organizations, operates two central ticket services for the performing arts in the Twin Cities metro area. **Tickets To Go** booths are located in the Crystal Court of the IDS Center in Minneapolis, and in Town Square in Saint Paul. Call (612) 333-6841 for information about full-price advance and half-price (day of performance) ticket sales.

## Council on Asian-Pacific Minnesotans

Summit National Bank Building, 205 Aurora Avenue, Suite 100, St. Paul, MN 55103

Albert V. de Leon, Ph. D., executive director (612) 296-0538

Minnesota Statutes, section 3.9226

The council was created by the 1985 Minnesota Legislature to ensure that Asians in Minnesota are more fully incorporated into the governmental and policy-making process; that they have better access to state government services; that the talents and resources of

the Asian-Pacific community be used and promoted where appropriate, and to assist others in their contact with the Asians.

The council has 13 members, nine of which are appointed by the governor and are representative of the Asian-Pacific community in Minnesota. The other four members are non-voting members representing the Minnesota Senate and the Minnesota House of Representatives. Council membership applications are made by the Minnesota Open Appointments Process. The council annually elects from its membership a chairperson and other officers it deems necessary.

The council rotates its meetings, which are open to the public, between St. Paul and Minneapolis. Interested individuals are requested to call the council for specific meeting times, dates and places.

The council advises the governor and the legislature on issues confronting the Asian-Pacific people in this state, including the unique problems of non-English-speaking immigrants and refugees; of administrative and legislative changes necessary to ensure Asian-Pacific people access to benefits and services provided to people in this state; any revisions in the state's Affirmative Action Program and other steps that are necessary to eliminate underutilization of Asian-Pacific people in the state's work force.

The council serves as a conduit to state government for organizations of Asian-Pacific people in the state; referral agency to assist Asian-Pacific people in securing access to state agencies and programs; as a liaison with the federal government, local government units, and private organizations on matters relating to the Asian-Pacific people of this state; and recommends to the governor and the legislature legislation designed to improve the economic and social condition of Asian-Pacific people in this state.

In addition, the council performs or contracts for the performance of studies designed to suggest solutions to the problems of Asian-Pacific people in the areas of education, employment, human rights, health, housing, social welfare, and other related areas; implements programs designed to solve the problems of Asian-Pacific people; publicizes the accomplishments of Asian-Pacific people and their contribution to this state; works with other state and federal agencies and organizations to develop small business opportunities and promote economic development for Asian-Pacific Minnesotans; supervises the development of an Asian-Pacific trade primer, outlining Asian and Pacific customs, cultural traditions, and business practices, including language usage, for use by the Minnesota's export community; and cooperates with other state and federal agencies and organizations to develop improved state trade relations with Asian and Pacific countries.

As provided by statute, the council's significant role is to provide comment and recommendations on any application for federal funds submitted by state departments and agencies relative to programs that will have its primary effect on Asian-Pacific Minnesotans.

The council serves the following Asian-Pacific Communities—Afghanistan, Bangladesh, Bhutan, Brunei, Burma, Cambodia, China, Guam, Hmong, Hong Kong, India, Indonesia, Japan, Khmer, Korea, Laos, Malaysia, Maoris, Mongolia, Nepal, Okinawa, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, Tonga, Vietnam and other ethnic groups.

## Board of Assessors

**Brown & Bigelow Bldg., Suite 10, 450 N. Syndicate, St. Paul, MN 55104**

**Michael P. Wandmacher, secretary-treasurer (612) 642-0483**

**Minnesota Statutes 270.41-270.53**

The board establishes levels of licensure and issues licenses to those who qualify after attending courses and passing the examinations offered after each course. A code of ethics adopted by the board provides standards required of licensed assessors. Complaints regarding an assessor not fulfilling the requirements of the office may be filed by writing the board.

All assessors in the state must be licensed as certified or accredited assessors. These levels of licensure remain effective until January 1, 1989 when two new levels of licensure become effective. Each taxing district in the state has been assigned a level of certification that will become effective January 1, 1989. The four levels established are: certified assessor, certified assessor specialist, accredited assessor and senior accredited assessor.

All deputies, appraisers or persons engaged in valuing or classifying property must be licensed as being a certified assessor. New employees in these positions are allowed three years to become certified.

The certified assessor license requires one year of experience working in an assessor's office and successful completion of three week-long courses. It is recommended that applicants complete the requirements of three courses and one year experience prior to making application for certification.

All applications must be approved by the board at one of their regular meetings. Licenses must be renewed annually on July 1st. Certified assessors and certified assessor specialists must earn four continuing educational units in the four year period beginning July 1, 1984 and ending June 30, 1988 and every succeeding four year period thereafter.

Certified assessor specialists must attend two additional weeks of training courses and work one additional year in the assessor's office. Annual licensure is required as explained in the previous paragraph.

Accredited assessors must attend five weeks of courses and work three years in the office as a trainee or a certified assessor. An additional requirement is the submission of a narrative appraisal report which demonstrates the applicant's knowledge of the appraisal process. Annual licensure is required and five C.E.U.'s are required in each four year period.

Senior accredited assessors are required to have five years experience and must submit a second narrative report. Alternatives to the second narrative are considered by the board.

License fees are \$6.00 for certified assessors and \$10.00 for the other three levels of licensure. Applications are mailed annually about May 15th to all who are currently licensed. Additional applications can be obtained by writing to the board.

Training courses are offered by the University of Minnesota's Department of Conferences and Institutes. During July and August each year all of the courses are offered and are repeated at other times and other locations during the year when interested groups request a course. Interested persons can be put on the mailing list by writing to: University of Minnesota, Department of Institutes and Conferences, Nolte Center, Minneapolis MN 55455. Tuition fees are paid to the University of Minnesota and must be received at least two weeks prior to the first day of the course. Tuition will be refunded if courses are cancelled.

## Office of the Attorney General

102 State Capitol, St. Paul, MN 55155

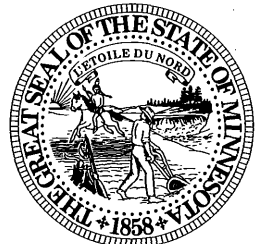
Hubert H. Humphrey, III, attorney general, (612) 296-6196

Minnesota Statutes, chapter 8; *Minnesota Rules* 2000-2099

The attorney general is the chief legal officer for the state and is the legal advisor to the governor and all of the constitutional officers. His duties stem from the Constitution, state statutes and common law. Every board, commission and agency of the state receives its legal advice from the attorney general.

The attorney general prosecutes all actions against persons who claim an interest adverse to the state, as well as claims of the state against the federal government. He may institute, conduct and maintain any action or proceeding he deems necessary for the enforcement of the laws of the state, the preservation of order and the protection of public rights.

The attorney general is also a member of the State Executive Council, the State Board of Investment, as well as the Pardon and Land Exchange Boards.



In addition to providing legal representation for state agencies and officials, the attorney general's office has several divisions which offer direct assistance to the public providing legal information, public education, referral and litigation initiated in the name of the attorney general. It also provides substantial assistance to local officials, like county attorneys and sheriffs, in their efforts to enforce the state's laws.

The attorney general regularly proposes legislation to deal with public and legal policy concerns in Minnesota. He has proposed legislation to better protect victims of child abuse in the courtroom; tougher penalties for drunk drivers; the Farmer-Lender Mediation Act; tougher penalties for polluters; and improved protections for consumers in the marketplace.

The attorney general's office also operates a summer law clerk program for students about to enter their final year of law school, with student clerks assigned to divisions throughout the office. Call or write for further information.

The attorney general's office publishes *Legal Letter*, an annual summary of laws passed during the legislative session, and *Biennial Report* which highlights the activities of the attorney's general's office. In addition, the office publishes a bimonthly newsletter, *Sentencing Guidelines Update*. Task forces formed by the attorney general have issued reports on *Child Abuse Within the Family* and the *Delivery of Legal Services to Farmers*. For further information about the office's publications, contact the attorney general office's communications director Wendy Burt, (612) 297-1321.

The attorney general's staff is headed by chief deputy attorney general John Tunheim; five deputy attorneys general, Thomas Fabel, Stephen Kilgriff, Linda Close, Tom Muck, and Paul Faraci; solicitor general Norman Coleman; and administrative manager Joseph Reid. Other staff include 165 attorneys in the following divisions:

#### **Administration/Finance Division (612) 296-1288**

**J. Michael Miles, assistant attorney general, division manager.** This division represents the departments which control the purchasing, building construction, real estate and financial affairs of the state.

#### **Agriculture Unit (612) 297-1550**

This division represents the state Department of Agriculture and other related boards. These agencies are involved in numerous programs to assist farmers throughout the state. This division also represents state agencies active in promoting international trade. Assistance is also provided to farmers, lenders, lawyers and farm advocates about fraud schemes in rural areas and provisions of Minnesota's farm bill.

#### **Antitrust Division (612) 296-1799**

**Thomas F. Pursell, special assistant attorney general, division manager.** This division enforces the state's antitrust laws. It prosecutes violations such as price-fixing, bid-rigging and group boycotting operations. This division, which generally seeks damages and penalties, brings actions based on complaints by the public.

#### **Commerce Division (612) 296-9412**

**Charles I. Wikelius, assistant attorney general, division manager.** This division represents the Minnesota Department of Commerce. It initiates lawsuits to enforce state laws in the areas of banking, insurance, securities, real estate, franchise and subdivided land. This division contains a charities unit, which enforces Minnesota laws regulating charitable trusts and fund-raising.

#### **Consumer Division (612) 296-3353**

**D. Douglas Blanke, assistant attorney general, division manager.** This division enforces the state's trade laws regulating advertising and sales practices and assists consumers in resolving problems they may encounter in the marketplace. To carry out this dual function, the division operates as two separate but coordinated units: enforcement and consumer services.



The **Enforcement Unit** is responsible for investigating and taking action against trade regulation violations which have state or region-wide impact. Unit investigators collect evidence of broad patterns of fraud and other violations of Minnesota's consumer statutes, for example, bait-and-switch practices, violations of motor vehicle repair laws, pyramid schemes, violations of the state's club contracts law and other deceptive practices in sales.

The **Consumer Services Unit** is composed of complaint analysts, professional mediators and support staff who handle all complaints and inquiries from consumers. Unit personnel investigate specific complaints and mediate voluntary settlements of disputes between individual consumers and companies. This unit also operates a complaint line which assists over 60,000 consumers annually. When a problem appears to have broader implications, affecting a significant number of state residents, the matter is transferred to the enforcement unit for further action.

The consumer services unit operates a "circuit rider" program, as unit investigators travel to many areas of the state to assist residents with consumer-related problems. It also provides speakers for groups and a wide range of educational and information brochures and publications, including:

- *Credit cards*
- *Utility shutoffs*
- *Constructive complaining*
- *Pyramid schemes*
- *Truth-in-repairs*
- *Buying a new car*
- *Buying a used car*
- *Home solicitation sales*
- *Mobile home park tenants*
- *Collection agencies*
- *A debtor's guide to garnishment*
- *Landlords and tenants*
- *Conciliation court*
- *Mechanics liens*
- *Farm consumer information*

Citizens with complaints may call or write the unit and request a complaint form at the following addresses: in St. Paul: 117 University Avenue, St. Paul, MN 55155, (612) 296-3353; in Duluth: 610 Government Services Building, 320 West 2nd St., Duluth, MN 55802, (218) 723-4891.

This division also operates the Farm Home Preservation Hotline, a clearinghouse and resource referral for homeowners and farmers faced with the threat of mortgage foreclosure. Its toll-free number is 1-800-652-9747.

### **Corrections/Human Rights Division (612) 296-9060, 296-1406**

**Richard L. Varco, Jr., special assistant attorney general, division manager.** This division represents the Corrections and Human Rights Departments. It initiates and maintains legal actions to enforce the Minnesota Human Rights Act, which protects individuals against discrimination in housing, employment, public accommodations, public services and education, and discrimination based on race, sex, age, religion, disability and status with regard to public assistance.

### **Criminal Division (612) 296-7581**

**Paul R. Kempainen, special assistant attorney general, division manager.** This division handles the majority of criminal appeals before the Minnesota Supreme Court. It appeals and assists with criminal trials at the request of local prosecutors. It also initiates investigations and prosecutes organized and white collar crime. Increased emphasis has been placed on the prosecution of hazardous waste law violators and state tax law violators.

### **Education, Jobs and Development Division (612) 296-9879**

**Charles T. Mottl, special assistant attorney general, division manager.** This division represents all state education boards and more than 25 state educational institutions. This division also represents the Minnesota Housing Finance Authority, the Department of Energy and Economic Development, the Environmental Quality Board and the Department of Jobs and Training.

### **Employment Law Division (612) 297-1075**

**Steven M. Gunn, assistant attorney general, division manager.** This division represents the Department of Labor and Industry. Attorneys are responsible for enforcement and litigation regarding workers' compensation, the Minnesota Occupational Safety and Health Act, state minimum wage and overtime provisions. The division also provides legal representation for the Department of Employee Relations.

### **Environmental Protection Division (612) 297-1075**

**Eldon G. Kaul, assistant attorney general, division manager.** This division enforces statutes and regulations relating to water, air and land pollution, cleanup of hazardous waste, control of acid deposition, disposal of nuclear waste, noise abatement and resource recovery. It represents the Minnesota Pollution Control Agency in federal and state rule-making and contested case hearings.

This division also represents the Waste Management Board which is responsible for locating sites for hazardous waste disposal and treatment facilities. Attorneys are involved in rule-making, administrative proceedings and legal actions generated during siting processes.

### **Health Division (612) 341-7272**

**Richard A. Wexler, assistant attorney general, division manager.** This division represents the Department of Health, which is responsible for the enforcement of all state health laws, including the regulation of hospitals, nursing homes, medical laboratories, health maintenance organizations and all health-related licensing boards. It responds to health-related questions from citizens.

### **Human Services Division (612) 297-1075**

**Gail M. Olson, special assistant attorney general, division manager.** This division represents legal services for over 30 divisions, eight state hospitals and two state nursing homes administered by the Department of Human Services. Subject areas include mental health, public assistance, social service programs for adults and children, rate setting for long-term care and licensing standards for day and residential programs.

### **Medicaid Fraud Division (612) 296-7575**

**Janet A. Newberg, assistant attorney general, division manager.** This division brings criminal prosecutions and civil lawsuits against providers of medical services who submit false claims for reimbursement to the state, including doctors, dentists, pharmacists, nursing homes, clinics and ambulance services.

The division has the responsibility of investigating and prosecuting allegations of patient neglect and abuse at Medicaid-funded facilities and to investigate and prosecute the misuse of patient trust accounts at nursing homes which receive any Medicaid funds.

### **Natural Resources Division (612) 297-1075**

**James M. Schoessler, assistant attorney general, division manager.** This division is responsible for enforcing all state laws concerning the use and protection of Minnesota's natural resources, including the state park system, hunting and fishing restrictions, Indian tribal and reservation matters, the Minnesota Wild and Scenic Rivers Act as well as timber and mineral resource development.

### **Opinions Division (612) 296-6480**

**Kenneth E. Raschke, Jr., assistant attorney general, division manager.** This division provides opinions to state and local governments on effects and requirements of state laws. These opinions are given where laws either appear to conflict or are unclear in their application. The division can render opinions only at the request of state officials and attorneys for local governments (counties, schools and municipalities), but not to private citizens.

**Public Safety Division (612) 296-9767**

**Nancy J. Bode, special assistant attorney general, division manager.** This division represents the Department of Public Safety. Its emphasis is on prosecuting drivers' license revocation cases under Minnesota's Implied Consent Law and civil cases against owners and operators of trucks which exceed statutory highway load weight limits.

**Public Service Division (612) 296-9412**

**James T. Jarvis, special assistant attorney general, division manager.** Attorneys participate in utility rate cases and represent the Department of Public Service in proceedings before federal agencies involving Minnesota utilities.

**Public Utilities Commission Division (612) 296-6030**

**Karl W. Sonneman, special assistant attorney general, division manager.** Attorneys participate in utility rate cases and represent the Public Utilities Commission in proceedings before federal agencies involving Minnesota utilities.

**Residential Utilities Division (612) 296-6504**

**Michael J. Bradley, special assistant attorney general, division manager.** This division acts as a spokesperson for residential customers of utility services and products. Division attorneys intervene in both state and federal proceedings related to the regulation of natural gas, oil, electricity and telephones.

**Solicitor General Division (612) 297-2040**

**Norman B. Coleman, Jr., solicitor general, division manager.** This division coordinates legal public policy development for the Attorney General through plaintiff litigation, intervening in governmental proceedings, appeals, participating in cases as amicus curiae, proposing legislation and other activities in the public interest. The division also coordinates all non-criminal court litigation in the office, handles the defense of challenges to certain state statutes and serves as counsel to state court judges.

**Tax Litigation Division (612) 296-3421**

**Thomas R. Muck, deputy attorney general, division manager.** This division handles all litigation for the Department of Revenue. Staff attorneys provide legal aid in the administration and collection of state taxes, including income, sales, inheritance, gift, occupation, gross earnings, deed, petroleum and tobacco taxes.

**Tort Claims Division (612) 297-2040**

**P. Kenneth Kohnstamm, special assistant attorney general, division manager.** This division manages all claims for personal injury and property damage and litigation against the state. Staff attorneys coordinate legal representation of state agencies and employees who become defendants in personal injury lawsuits.

**Transportation Division (612) 297-2040**

**Donald J. Mueting, special assistant attorney general, division manager.** This division represents the Department of Transportation, the Minnesota Zoological Board and the State Fair Board. It is involved in litigation of construction and real estate lawsuits involving the state.

## Office of the State Auditor

Suite 400, 555 Park Street, Saint Paul, MN 55103

Arne H. Carlson, state auditor, (612) 296-2551

Minnesota Statutes, chapter 6

The state auditor is required by law to make annual financial/compliance audits of counties, regional development commissions, cities of the first class, and police and fire relief associations. In addition, the state auditor's office, through its Governmental Information Division, collects data from all subdivisions of the state and prepares special reports for the legislature and the public. In this same area, the office has developed a Financial Health Program which involves a five-year trend analysis of local governments.

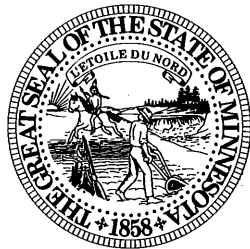
The state auditor will also perform audits of school districts and local units of government upon the request of the governing body or upon the petition of the people. The state auditor has a strong policy relative to audit compliance and as a matter of course files all of its audits with the county attorney having jurisdiction. If any audit discloses misconduct, the state auditor immediately notifies the appropriate legal authority.

The state auditor occasionally contracts with private CPA firms for audit of local governmental units. The state auditor alone selects the firms and contracts are let in autumn. Firms interested in contracting should send to the state auditor a letter containing:

- location and number of resident partners and professional staff in Minnesota;
- all Minnesota government units or agencies which are present clients for audit and consulting services; and
- any other pertinent information.

Citizens may petition for an audit of the financial affairs of a city or school district. If the audit request concerns a city, the petition must be signed by a number of registered voters at least equal to 20 percent of those voting in the last presidential election. In a school district audit request, the petition must be signed by ten eligible voters for each 50 students in average daily attendance. Town voters may request an audit at the annual or a special town meeting.

Petition forms and other requirements are available from the state auditor. The audited political subdivision pays the cost of the audit. The time required for an audit varies with the size of the political subdivision.



## Board of Barber Examiners

5th Floor Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101

Adam J. Mikrot, Executive Secretary, (612) 296-2364 or 297-1062

Minnesota Statutes, chapter 154; Minnesota Rules 2100

The board regulates the practice, registration and inspection of all licensed barbers, barber schools and shops in the state.

The board gives three different types of examinations to qualified applicants; registered barber, registered apprentice and instructor. The examinations are given four times each year, in February, May, August and November. Upon successful completion of the examination and payment of the licensing fee, the board issues the license. The board issues five different types of license: registered barber, registered apprentice, instructor, shop and school licenses. Continued education is required for renewal of instructor license.

For information or to request an application, contact the board. Fees are:

Examination and certificate registered barber	\$ 55.00	Initial shop registration	\$ 50.00
Examination and certificate apprentice	50.00	Initial school registration	1,000.00
Examination—instructor	150.00	Renewal shop registration	35.00
Certificate—instructor	35.00	Renewal school registration	200.00
Renewal of license—registered barber	25.00	Restoration of registered barber license	50.00
Renewal of license—apprentice	20.00	Restoration of apprentice license	45.00
Renewal of license—instructor	35.00	Restoration of shop registration	60.00
Student Permit	10.00	Change of ownership or location	25.00
		Duplicate license	10.00

Requests for an application are usually answered the same day. Applications must be submitted 20 days prior to examination date.

The board receives and investigates all complaints received by the public and has the power to suspend or revoke the licenses of professionals, shops or schools found to be in violation of the law. For information or to make a complaint, contact the board. There are no forms or fees. Complaints are answered as soon as possible.

## Council on Black Minnesotans

289 East 5th Street, Suite 210, St. Paul, MN 55101

Victor L. Propes, executive director (612) 297-3708

Minnesota Statutes, section 187 [3.9225]

The council was formed in July, 1980 by the Minnesota legislature to advise the governor and legislature on the nature of issues confronting Black people. Prior to the creation of the council, there was no state agency with responsibility for researching the broad spectrum of issues confronting Black Minnesotans and advocating on their behalf.

The public members are appointed by the governor and must be broadly representative of Minnesota's Black communities, including at least three women and three men. Legislative members (two senators and two representatives) are appointed by the legislature and do not vote. The council meets about eight times a year at the council office or in the community, with an annual meeting in December. The council also holds approximately four public hearings/community meetings each year in the community on issues affecting Black people. All meetings are open to the public.

The council is essentially a public policy research and planning agency, lobbying on specific issues, and does not engage in individual advocacy assistance except in rare instances where such cases may have broad, systemic impact on its constituency. Specific functions of the council include monitoring government and private sector programs to determine impact on Black people; liaison to state agencies, individuals and organizations seeking access to state government; publicizing the accomplishments of Black people and their contributions to the quality of Minnesota life; recommending new law or change in existing law to the governor and legislature which may benefit the Black people of this state.

Beginning July 1, 1981, the council has studied many different issues such as the state set-aside program for small business; affirmative action in the executive and legislative branches of state government; the impact of legislative reapportionment on Blacks; special programs and legislative issues of Black women in Minnesota; residency, income, jobs and professions of Black Minnesotans; incarceration statistics of adult and juvenile Black Minnesotans; a report and analysis of the African-American Museum of Art and History.

In 1983 the 73rd session of the Minnesota legislature passed into law several amendments to the Minnesota Small Business Procurement Act and the Minnesota Minority Heritage Child Protection Act. In fiscal year 1986, the council was successful in lobbying for the inclusion of its jobs program demonstration project, the Supported Work Program as an amendment in the 1985 Work and Training Act aimed at recipients of AFDC.

## Minnesota-Wisconsin Boundary Area Commission

619 Second Street, Hudson, Wisconsin 54016

James M. Harrison, executive director (612) 436-7131 or (715) 386-9444

Minnesota Statutes, sections 1.31-1.40

The commission conducts studies and monitors government management of the interstate boundary portions of the St. Croix and Mississippi Rivers. Each state governor appoints five commissioners.

The commission serves as coordinator and chairman of the Upper and Lower St. Croix National Riverway Management Commissions on major segments of the National Wild and Scenic Rivers System, a cooperative venture of the Minnesota and Wisconsin Departments of Natural Resources and the National Park Service.

The commission advises the state governments and private parties on developing and protecting the St. Croix and Mississippi River areas. It conducts special studies on interstate and regional river corridor problems for state agencies, organizations and individuals. Technical assistance is provided to state and local agencies for preparation of zoning ordinances and water surface use regulation. The commission also provides information on federal programs related to the two rivers such as the National Wild and Scenic Rivers System and the new master plan for the Upper Mississippi River System.

For more information or to request a study, contact the commission. There are no forms or fees. Information can be obtained immediately by phone on laws and rules governing land and water uses of the St. Croix and Mississippi River Valleys. If special studies are required, the amount of time needed will depend on the extent of the request and the amount of detailed information desired.

## Board of Boxing

5th Floor Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101

James J. O'Hara, executive secretary (612) 296-2501

Minnesota Statutes, chapter 341; Minnesota Rules 2200-2299

The board licenses and regulates boxers, promoters, referees, seconds and managers. Laws passed in 1983 include full contact karate and kick boxing in the terms "boxing and sparring." To comply with this new legislation the board is in the process of revising its rules and adjusting its fees. As of publication date (9-1-87) new fees will be determined. Call for more information.

The board renews licenses each year. Seconds must complete a questionnaire to become licensed. The board processes applications for professional and amateur franchises in Minnesota. Any franchise holder is considered a promoter.

License and renewal fees are:

Boxing	Professional	Amateur
Referees	\$25.00	\$10.00
Seconds	5.00	2.00
Boxers	5.00	no fee
Managers	10.00	no fee

Professional franchise licenses are issued quarterly (13 weeks). The fees are: \$250.00 in Minneapolis, St. Paul and Bloomington; \$125.00 in cities with populations 100,000 to 150,000; and \$50.00 in municipalities with a population from 10,000 to 100,000.

Amateur franchise licenses are issued annually. The fees are: \$150.00 in cities with populations over 150,000; \$50.00 in cities with populations 100,000 to 150,000; and \$25.00 for all other cities and towns.

Most license applications can be handled the same day they are received. The promoter's license must be approved by the board and this process may take three to four weeks. The board investigates all complaints concerning boxing licenses and has the power to

suspend or revoke a license. For information or to register a complaint, contact the board. Complaints are handled as soon as possible.

## Capitol Area Architectural and Planning Board

**B-46 State Capitol, St. Paul, MN 55155**

**Gary Grefenberg, executive secretary (612) 296-7138**

**Minnesota Statutes 15.50; Minnesota Rules 2400**

The board is responsible for the architecture, land use planning and zoning administration within the capitol area of St. Paul. The board is composed of ten members: four members appointed by the governor, three members appointed by the mayor of St. Paul, and one member each appointed by the state and the house of representatives. The lieutenant governor serves as chairperson.

A comprehensive land use plan and a zoning and design ordinance developed and adopted by the board are used to regulate both public and private new construction, as well as changes in the use of land or buildings within the capitol area. Any private organization or individual seeking to engage in any of this development activity must apply for a zoning permit. Permit application forms and instructions are available by contacting the board office.

Prior written consent must be obtained from the board before any public building, street, parking lot, monument or other construction can be built or altered or any public lands within the capitol area, and before any substantial alteration or improvement can be made to public lands or buildings.

The board sponsors architectural competitions for any new public buildings within the capitol area estimated to cost in excess of \$1,000,000. Plans for any landscaping scheme, street plan, comprehensive plan or property acquisition or for any proposed alteration to an existing public building, landscaping scheme or street plan may also be secured by a similar competition. Since 1985, the board has conducted three architectural design competitions: for the judicial building, history center, and capitol mall's landscaping.

In addition to its planning function, the board provides a coordinating function for the implementation of major public development projects in the capitol area.

The commissioner of administration and board jointly share responsibility for preparing standards and policies governing the repair, alteration, furnishing, appearance and cleanliness of the public and ceremonial areas of the state capitol building. The board also advises the legislature on the appropriate development of the capitol area.

Inquiries are responded to promptly. The board can take up to a maximum of seventy-five days to act upon a request for a zoning permit.

The fee scheduled for permit issuance is the greater of: 1) three dollars per thousand square feet of usable floor space or fraction thereof of any building, structure, or part thereof under application; or 2) the board's actual costs of notice, supervision, inspection and any other costs incidental to the issuance of any permit or certificate resulting from the enforcement of the zoning ordinance.

The fee for the issuance of a copy of any valid permit or certificate in force is five dollars.

## Charitable Gambling Control Board

**1821 University Avenue, N475, St. Paul, MN 55104-3383**

**Roger Franke, executive secretary (612) 642-0555**

**Minnesota Statutes, chapter 349; Minnesota Rules 7860**

The Charitable Gambling Control Board was created by the 1984 Legislature through Minnesota Statutes, chapter 349, effective March 1, 1985. The purpose of the board is to regulate legal forms of charitable gambling to prevent commercialization, to ensure integ-

city of operations and to provide for the use of net profits only for lawful purposes.

The lawful purposes of charitable contributions have been defined as one or more of the following:

- benefiting persons by enhancing their opportunity for religious or educational advancement by relieving or protecting them from disease, suffering or distress, by contributing to their physical well-being, by assisting them in establishing themselves in life as worthy and useful citizens, or by increasing their comprehension of and devotion to the principles upon which this nation was founded;
- initiating, performing, or fostering worthy public works or enabling or furthering the erection or maintenance of public structures;
- lessening the burdens borne by government or voluntarily supporting, augmenting or supplementing services which government would normally render to the people; or
- the improving, expanding, maintaining or repairing real property owned or leased by an organization.

"Lawful purpose" does not include the erection or acquisition of any real property, unless the board specifically authorizes the expenditures after finding that the property will be used exclusively for one or more of the purposes specified in this clause.

The board consists of 13 members, 11 of which are appointed by the governor for staggered three terms. The other two positions are filled by the attorney general or designee and the commissioner of public safety or designee. The board meets the last Monday of every month. Meetings are open to the public.

Lawful gambling and activities are bingo, tipboards, pull-tabs, paddlewheels, and raffles.

Types of applications and fees:

Class A—\$100.00 (Bingo, raffles, paddlewheels, tipboards, pull-tabs)

Class B—\$50.00 (Raffles, paddlewheels, tipboards, and pull-tabs)

Class C—\$50.00 (Bingo only)

Class D—\$25.00 (Raffles only)

Licenses issued are valid for one year.

To qualify for a charitable gambling license, an organization must be fraternal, veterans, religious, or other nonprofit. Other nonprofit organizations must have IRS or Minnesota tax exempt status for three years. Organizations which are arms of government or receive funding from governmental bodies are not eligible to conduct charitable gambling. All organizations must have 15 members and be in existence for three years. A \$10,000 fidelity bond for the gambling manager is required.

All applications must be acknowledged by the local governing body before being presented at the monthly Board meeting for approval. The local governing body has 30 days in which to disapprove the application.

**Limit on bingo occasions:** Organizations may not conduct more than two bingo occasions per week or more than 104 bingo occasions per year unless written approval is obtained from the board. The local governing body has 60 days in which to disapprove the application. There may be no more than four bingo occasions per week on a premises unless written approval is obtained from the board. A written request to have more than four bingo occasions per week on a premises used by two or more organizations must be filed with the board and the clerk of the local governing body where the premises is located at least 60 days prior to the time when more than four occasions per week are desired. The request must be made by the owner of the premises. Forms are available from the board office.

**Tax payment:** All licensed organizations pay a 10% tax on the gross receipts less prizes actually paid out. Monthly tax reports, on forms provided by the board, are required on or before the last business day of the month following the month for which the report is made.

**Powers of the board:** The board receives and investigates all complaints made by the



public and has the power to suspend or revoke a license and impose a fine up to \$500 for each violation.

**Distributors of gambling equipment:** A distributor is a person who sells or furnishes gambling equipment to a licensed or exempted organization. The license fee for a distributor's license is \$1,500.00 annually from the time of licensure. Photo identification cards are required for all persons eligible to conduct sales on behalf of a distributor. Application forms and ID cards are available from the Board office. Registration stamps to be affixed to disposable gambling equipment by licensed distributors are available from the Board office at a cost of 5 cents a stamp (\$50/roll); and stamps for permanent gambling equipment are 5 cents a stamp.

**Manufacturers of gambling equipment:** Manufacturers of gambling equipment may not sell to any person unless the manufacturer has registered with the board on a form provided by the Board. The annual registration fee is \$500.

**Exemptions of charitable gambling:**

**Bingo**—Organizations which conduct bingo four or fewer times a year in conjunction with a county fair, state fair, or civic celebration may be exempted from obtaining a license. The organization must meet the definition of an organization, register with the board at least 30 days prior to the bingo occasion(s), and comply with registration and restrictions contained in Rules, 7860.0190 Subp. 1 and 2.

A form is available from the board office upon request. Gross receipts from bingo conducted under this exemption are exempt from taxation.

**Bingo, certain organizations**—Bingo may be conducted without a license at a nursing home or senior citizen housing project or by a senior citizen organization if—

- the prizes for a single bingo game do not exceed \$10
- total prizes awarded at a single bingo occasion do not exceed \$200
- no more than two bingo occasions are held by the organization or at the facility each week
- only members of the organization or residents of the nursing home or project are allowed to play in a bingo game
- no compensation is paid for any persons who conduct the bingo
- a manager is appointed to supervise the bingo
- the manager registers with the board.

A letter to the board qualifies as registration with the board. No forms are necessary to complete. Gross receipts from bingo conducted under this exemption are exempt from taxation.

**Raffles**—Organizations may conduct raffles without obtaining a license if the value of all raffle prizes awarded by the organization in a calendar year does not exceed \$750. (Merchandise prizes must be valued at their fair market value.) Registration with the board is not required. However, an exemption card will be provided to all qualifying organizations who register with the board.

**Lawful, gambling exemption:** All organizations which conduct charitable gambling (pull-tabs, bingo, raffles, paddlewheels, and tipboards) five or fewer days in a calendar year and award less than \$50,000 in prizes in a calendar year qualify for an exemption from licensing requirements. (NOTE: Organizations currently licensed by the board cannot be granted exempted status; they must be either licensed or exempted. Contact the Board office for further details.) The organization must meet the definition of an organization as previously outlined. The \$10,000 fidelity bond is not required. The "Lawful Gambling Exemption" form must be acknowledged by the local governing body. The local governing body has 30 days in which to disapprove the exemption application. The request must be submitted to the board at least 30 days prior to the occasion. Gross receipts from activity conducted under the lawful gambling exemption is exempt from taxation. However, a report is required within 30 days after the activity is concluded.

## Children's Trust Fund of Minnesota

333 Sibley Street, Suite 567, St. Paul, MN 55101

Maureen Cannon, executive director (612) 296-5437

Minnesota Statutes, section 299A.20

The Children's Trust Fund was established in 1986 by the legislature to register its objection to the abuse and neglect of Minnesota's children and its support for families. The fund was established to finance community programs to prevent child abuse and neglect. The legislation also established the fifteen member Children's Trust Fund Advisory Council.

Minnesota was the 36th state to pass legislation since 1980 in response to the growing incidences and reports of child abuse and neglect. As of April 1987, the idea has been adopted by 42 states.

Monies in the fund are administered by the Department of Finance, and the commissioner of public safety carries out the program duties described in the act. The trust assets are derived from a surtax on birth certificates, and from gifts, donations, and bequests. Contributions are tax deductible to the extent provided by law.

The advisory council advises the commissioner of public safety, while the trust fund provides leadership and resources to prevent child abuse and neglect. The goal of the fund is to create a continuing funding source at the community level for programs that prevent child abuse and neglect. It is expected that these primary and secondary prevention programs will encourage positive family functioning, thereby helping to break the cycle of abuse and saving thousands of children from the trauma of abuse.

*A Report to the Legislature and to the Governor* is available by writing the fund office or calling (612) 296-KIDS.

## Board of Chiropractic Examiners

2700 University Avenue West, Suite 102

St. Paul, Minnesota 55114-1089

Kent J. Erickson, D.C., executive director

Phone: (612) 642-0591

Minnesota Statutes, sections 148.01-148.17;

Minnesota Rules 2500-2599



The board develops licensing standards, conducts license examinations, issues and revokes licenses, investigates complaints filed with the board, and approves continuing education and seminars for license renewal.

Complaints regarding a chiropractor may be filed by writing or calling the board. The board has the authority to revoke or suspend licenses as a result of investigations following a complaint. To register a complaint contact the board.

A chiropractor must have a minimum of 20 hours of board required clinical workshops, seminars, etc., annually for license renewal. For information regarding continuing education contact the board.

The board issues new licenses and renewals. An applicant must have certain requirements before receiving an application for an examination:

- The examinee must have two years of college toward a B.A. degree (60 credit hours) preferably in the sciences and other subjects the board may require.
- The examinee must pass the National Board of Chiropractic Examination on basic science and chiropractic subjects.
- The applicant must possess at least three letters of character references.
- The applicant must satisfactorily complete four years of study in a fully accredited chiropractic college receiving a doctor of chiropractic (D.C.) degree.
- The applicant must pass the examination in clinical proficiency which includes written subjects in clinical nutrition, x-ray safety and jurisprudence. The practical examinations

include case management, x-ray interpretation, chiropractic treatment procedures and clinical sciences.

To receive the application for, or specific information on licensing, contact the board. There are several fees: the examination fee is \$150.00; the renewal fee is \$100.00; the professional corporation fee is \$100.00; and the professional corporation renewal fee is \$25.00.

Examinations are scheduled during the months of January and June of each year. Applications are mailed any time, but must be in the board office at least 45 days before an examination date.

## Department of Commerce

500 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101

Michael A. Hatch, commissioner (612) 296-4026

Minnesota Statutes, chapters 45 (department); 45-56, 59A, 168.66, 332 (banking); 45, 60-79 (insurance); 45, 80, 306, 309, 332, 501 (securities); 82-83 (real estate); 345 (unclaimed property); Minnesota Rules 2600-2899

The Department of Commerce is a regulatory agency which establishes and monitors standards, and supplies technical assistance involving a wide variety of financial and business transactions. The primary goal of the department is to instill investor and business confidence in financial transactions, and to protect the investing public from abuses in those financial transactions where citizens rely upon the expertise, trust and solvency of the financial community. The Department of Commerce attempts to assure that a market place exists which adheres to legal standards and meets the needs of the public.

### Background

On July 1, 1983, the Minnesota Legislature and Governor Rudy Perpich authorized reorganization of the Department of Commerce. What once were three agencies, a commission and staff, became a single department with improved regulatory ability. Restructuring of responsibility into functional areas within the department has led to improved delivery of service to the financial services industry and stronger protection for consumers.

Reorganization has improved management cohesiveness and allowed a fuller exchange of ideas regarding industry regulation within the department. It has strongly focused responsibility onto a single commissioner and eliminated the ill-defined structure of checks and balances existent within the previous commission. This has helped eliminate bureaucratic "buck-passing" and interagency turf battles.

The new functional structure has also reduced the number of contacts a business must make to meet its reporting and licensing obligations. The state's business climate has been enhanced by making it simpler and less costly for financial industries to meet their legal obligations under Minnesota law. In turn, the department is better able to perform its monitoring function through centralization of information and a broadened assignment of its enforcement resources.

And, perhaps most importantly, reorganization has improved efficiency within the department and saved taxpayer dollars through a 10% reduction in total personnel numbers. This is on top of budget reductions made by the legislature in earlier years. Consolidation by regulatory function, rather than by industry as in the past, has accomplished a better use of staff, money and time.

### Division of Financial Examinations (612) 296-2135

James G. Miller, deputy commissioner; Allyn R. Long, assistant commissioner. The division is responsible for examinations, regulation, charting and licensing of state-chartered financial institutions and licenses in Minnesota to ensure consumer trust and protection in banking, thrift, insurance, and lending in a sound financial services industry. Through

the various review processes, the division provides the investor, borrowing customers, policyholders and depositors with safe, sound financial institutions which complement the economic growth and development of the state.

### **Regulated Institutions:**

**Insurance Companies.** Insurance companies under the division's supervision are domestic chartered companies, foreign and alien licensed companies, or eligible surplus lines writers. Included are property and casualty companies, 56 domestic and 566 foreign; life companies, 28 domestic and 519 foreign; fraternal, 9 domestic and 46 foreign; township mutuals, 119 domestic; surplus lines, 144 foreign; and miscellaneous others which include nonprofit corporations, hail and windstorm companies and health and life assessable mutuals. Total assets are over \$27.5 billion. All the domestic companies, except township mutuals, are examined at least once every four years by the division's field staff.

The division annually issues licenses to all companies admitted to transact insurance in Minnesota. Each company selling insurance in Minnesota must obtain a Certificate of Authority from the commissioner of commerce prior to soliciting insurance. The financial condition, the marketing program, the company's record for servicing policyholders and claimants, and the overall quality of the company management are reviewed in detail.

**Commercial Banks.** State-chartered commercial banks comprise the largest segment of this section's responsibilities, both in number and dollar volume of assets supervised. There were 509 state-chartered commercial banks operating in 681 locations (including detached facilities) at the end of fiscal 1987, controlling in excess of \$14.5 billion of assets. Minnesota Statutes chapter 46, 47 and 48 govern commercial banks, their organization, operation and supervision.

**Trust Companies.** There are 4 state-chartered trust companies under supervision of this section and 17 state-chartered banks authorized to perform trust services. Minnesota Statutes, chapter 46, 48, 501, and 520 govern trust companies and trust departments of commercial banks, their organization, operation and supervision.

**Investment Companies.** There are 3 investment companies under supervision of this section. Two sell face-amount investment certificates to the general public on periodic payment plans. These companies operate in accordance with the Federal Investment Company Act of 1940. Minnesota Statutes, chapters 46 and 54 govern investment companies, their organization, operation and supervision.

**Savings Banks.** There are currently no state-chartered savings banks operating in Minnesota. Savings Banks are governed by Minnesota Statutes, chapter 50.

**Industrial Loan and Thrift Companies** operate under Minnesota Statutes, chapter 53. They make direct loans and may, by authorization, accept deposits. There are 26 authorized industrial loan and thrift companies operating in 140 locations.

**Regulated Lender Companies** operate under Minnesota Statutes, chapter 56, and make direct loans to consumers in amounts up to \$42,000. There are 33 licensed companies.

**Motor Vehicle Sales Finance Companies** operate under Minnesota Statutes, section 168.66 to 168.77. There are 73 companies operating in 76 locations which purchase retail installment sales contracts which originated between retail sellers and retail buyers of motor vehicles, trailers, motorcycles, and mobile homes.

**Credit Unions** are cooperative associations organized under the provision of Minnesota Statutes, chapter 52. The service of the 214 credit unions are available only to shareholding members who have a common bond of employment, association, or residence in a well-defined community or rural district.

**Savings Associations** are stock chartered or mutual organizations owned by the savings members with voting rights vested in both savings and borrowing members. They operate under Minnesota Statutes, chapter 51A. There are currently no state-chartered savings associations operating in Minnesota.

**Debt Probate Companies** operate under the provision of Minnesota Statutes, chapter 332. There are 11 agencies operating at nine licensed locations to negotiate payment plans between consumers and their creditors.

**Insurance Premium Finance Companies** operate with licenses issued under Minnesota Statutes, chapter 59A. There are 21 licensed companies.

**Safe Deposit Companies** are independent companies which operate under the provisions of Minnesota Statutes, chapter 55. Their services are limited to safe deposit box rentals. There is 1 currently licensed.

## **Division of Enforcement and Licensing (612) 296-2494**

**Gary A. LaVasseur, deputy commissioner; Melbourne Boynton, director of licensing.** This division is responsible to assure policyholder and investor protection, understanding and confidence in areas of capital formation, insurance, real estate, and mortgage banking, franchising and collection agencies. This division investigates complaints from the general public to determine whether the activities constitute violations of law. If violations are found appropriate disciplinary action is taken. This division is also responsible for assuring that persons engaged in the sale of services and products establish a minimum standard of expertise and moral character; and for monitoring rapidly changing market practices to anticipate sound regulatory initiatives for the future.

The investigation area handles approximately 50,000 written complaints and telephone inquiries; initiates administrative proceedings against individuals and/or companies for statutory and regulatory violations; investigates and refers for prosecution certain white collar crimes; investigates and processes financial reimbursement claims pursuant to the Real Estate Education Research and Recovery Act; and reviews and audits trust accounts maintained by real estate brokers. The investigation activity has recovered from \$3 to \$5 million annually for consumers. It also deters future misconduct by licensees. For information or to register a complaint, call the division or write to the Minnesota Department of Commerce, Enforcement Division at 500 Metro Square Building, St. Paul, Minnesota 55101.

The licensing area examines and processes applications for licensing of securities broker dealers and agents, real estate brokers and salespersons, campground membership brokers and salespersons, insurance adjusters, insurance agencies, cosmetology practitioners, salons and schools. The applicants for licensing must meet certain standards of knowledge, training and conduct to receive and maintain a license.

Both the initial and the continuing real estate and insurance education programs are administered in this area. School, course and instructor applications are reviewed for compliance with statutory requirements. For information on how to receive or maintain a license, contact the division at (612) 296-6319.

### **Real Estate**

There are approximately 28,000 real estate licensees in Minnesota. Annual renewal notices are sent to licensees by the department for June renewal. The basic requirements for obtaining a real estate salesperson's license are:

- successful completion of a 30-hour course (course I), approved by the department, prior to testing;
- successful completion of an examination within one year of the completion date for the license; and
- successful completion of two additional 30-hour courses (course II and III) prior to applying for initial license date.

The requirements for obtaining a real estate broker's license are:

- successful completion of all required salesperson education;
- two years experience as a salesperson; and
- successful completion of the broker's examination

Both salesperson and brokers are required to complete 15 hours of continuing education every year.

License:	Fees	Renewal
New Salesperson	\$65	\$15
New Broker	\$90	\$30
New Limited Broker	\$90	\$30
New Corporation/Partnership	\$90	\$30
Subdivided Land (in addition to regular license)	\$10	\$10
Transfer Salesperson or Broker	\$10	NA

### Insurance

Approximately 30,000 individuals and 3,000 agencies hold insurance licenses in Minnesota. Annual renewal notices are sent by the department to licensees for May renewal. Before obtaining a Life/Health or Property/Casualty insurance license, an individual must complete a 45-hour study course and pass an examination. In addition, each individual must be sponsored by an insurance company. After licensure, insurance agents must attend 20 hours of continuing education per year. License fees are listed below, renewal fees are identical to license fees: Agents: Life/Health \$20; Property/Casualty \$20; Variable Annuity (must have Life/Health and Securities licenses) \$20; Farm Property and Life \$20; Travel Baggage \$20; Bail Bonds \$20; Surplus Lines \$150. Agency: Corporation \$50; Partnership \$50; Individual Proprietorship, no fee.

### Notary Public

There are approximately 77,000 notaries in Minnesota, each commissioned for a period of six years. License fees are \$10 in addition to approximately \$60 required for privately obtained surety bond. Contact the notary desk at (612) 297-1352 for applications or further information.

### Securities

There are approximately 22,000 individuals holding securities licenses in Minnesota. Licenses are renewed annually in December at \$200 for broker/dealer and \$50 for agents. Securities agents are licensed by a nationwide system monitored by the National Association of Securities Dealers. Agents applications may be obtained from the National Association of Securities Dealers (NASD, PO Box 6011, Rockville, MD 20850, (301) 738-6500). Broker Dealer applications may be obtained from the Securities and Exchange Commissioner, Washington, DC 20549, (703) 235-3701.

### Cosmetology

Approximately 25,000 individuals and 5,000 salons hold cosmetology licenses in Minnesota. All licenses last three years. Prior to obtaining a **cosmetologist** license, an individual must complete a required course which is 1550 hours in length, pass a practical test of skills, and pass a written examination. A **manicurist** must complete a course of study consisting of 350 hours, and pass both a test of skills and a written examination prior to licensure. An **esthetician** must complete a course of study consisting of 600 hours, and pass both a test of skills and a written examination prior to licensure. Requirements for a **manager of a salon** are completing 2700 hours of work experience under a licensed manager and passing a written examination. License and renewal fees are: cosmetologist—new \$45, renew \$30; manicurist—new \$45, renew \$30; esthetician—new \$45, renew \$30; manager—new \$60, renew \$45; salon—new \$65, renew \$50; and instructor—new \$60, renew \$45. Applications are available from the Licensing Unit at (612) 296-6319.

The unit inspects beauty shops and cosmetology schools throughout the state. It receives and investigates complaints of statutory violations and consumer complaints relating to cosmetology matters. Questions or complaints regarding shops or schools should be directed to the Cosmetology Unit, (612) 296-4517.

## **Division of Registration and Analysis (612) 296-6325 or 3588**

**Kristine Eiden, deputy commissioner; Thomas O'Malley, assistant commissioner:** This division acts to limit the sale of illegal business investments, and to administer state laws affecting insurance companies in Minnesota. Through review of policy forms and rates, this division attempts to assure that all insurers in Minnesota meet standards of solvency; that rates charged for insurance are not excessive, inadequate or unfairly discriminatory; and that insurance policies are readable, not misleading and consistent with public policy.

The registration area examines application for registration of common stock, limited partnerships, real estate, oil, cattle and other syndications, subdivided land, time-share, resortominums, franchises, corporate takeovers, mutual funds, preferred stock, debt securities, charities, and collection agencies.

This activity examines filings for compliance with merit and disclosure standards as required by law. In addition, cable communication franchises are reviewed by the registration activity to ensure that municipalities granting franchises conform to Minnesota law.

**Charities (612) 296-6324, Vanessa Beaudry examiner.** The section registers and regulates charitable organizations soliciting or receiving donations in Minnesota unless exempt. The section also licenses all professional fund raisers. The licensing fee is \$25. The section cannot give advice concerning charities, but the Minnesota Charities Review Council, (612) 339-5030, will give advice on contributions to a particular charity. This section will fill requests for applications and forms the same day. Applications are processed in approximately two weeks.

**Collection Agencies (612) 296-6324, Vanessa Beaudry examiner.** The section licenses and regulates collection agencies in the state. Applications for license is \$100. The annual renewal fee is \$100. The applicant can expect to wait a maximum of 45 days to receive notification of license approval or denial.

**Franchises (612) 296-6328, Ann Hagestad examiner.** The section reviews applications for registration of franchises. Every application for franchise registration must be accompanied by a fee of \$250. Annual reports filed on active registrations are maintained by the division. Interpretive opinions concerning the franchise law are prepared by the commissioner at a cost of \$50. The time necessary to process a registration varies with the applications.

**Securities.** All securities offered or sold in Minnesota must be registered or exempt. Securities filings for registration under Minnesota Statutes, chapter 804 must be made on form U-1. Private placement exemption filings are made using a Statement of the Issuer format.

The registration staff examines applications to determine compliance according to the following areas of responsibility: Robin Hanson (612) 296-2283, examiner for broker/dealers, investment advisors, and agents. Anthony Bibus (612) 296-4520, examiner for debt securities, notifications, investment companies, unit investment trust, private placement and merger exemption. Lenor Scheffler-Rice (612) 296-6332, examiner for limited partnerships, and common stock; Robert Rivera (612) 296-4523, examiner for common stocks.

**Subdivided Lands (612) 296-2990, Lorraine Rowe, examiner.** The subdivided land section reviews applications for exemption and registration of subdivided land. Unless an offer and sale qualifies for an exemption, those persons engaged in subdivided land sales are required to obtain a real estate broker or salesperson license in addition to a subdivided land license. If all applications are in order, a registration will require approximately 30 days for review and an exemption will require approximately 20 days.

**The Policy Form Analysis and Rate Review Area** reviews rates and policy forms for compliance. Insurance companies continually develop new products which this activity reviews to assure that consumers are receiving quality products. This section oversees the statutory and voluntary functions of the FAIR Plan, the Auto Assigned Claims Plan, the

Minnesota Dram Shop Market Assistance Committee, the Minnesota Comprehensive Health Insurance Act, the Auto Insurance Plan, the Workers' Compensation Insurers Rating Association of Minnesota, Workers' Compensation Reinsurance Association, the Minnesota Joint Underwriting Association, and the Minnesota Workers' Compensation Assigned Risk Plan.

**Unclaimed Property.** The department administers the Uniform disposition of Unclaimed Property Act designed to return abandoned property to its rightful owners. Abandoned property may be checking or savings accounts, safe deposit box contents, paid life insurance policies, stock, dividends, etc. which by definition of the law have become legally abandoned. Owners of unclaimed property are notified by advertising in the county and local newspapers of the owner's last known address. Inquiries concerning possible owners are then answered by commerce department personnel, and claimants are directed to the present holders of the property. Two months after advertising, unclaimed property is turned over to the department, which then handles the claim.

Information and claim forms may be obtained by writing or calling the Unclaimed Property Section, 500 Metro Square Building, St. Paul, Minnesota 55101. Specific information and documents (death certificates, will, etc.) may be required to prove the validity of the claim. Call (612) 296-2568 for information.

## Minnesota Community College System

203 Capital Square Bldg.,  
550 Cedar St., St. Paul, MN 55101  
Dr. Gerald W. Christenson, chancellor  
(612) 296-3990

Minnesota Statutes, chapter 136

The Minnesota Community College System is dedicated to fulfilling the State's commitment to lifelong learning. Junior colleges were established in the early 1900's by local school districts. In 1963, the Legislature created a system of state-operated junior colleges which began operation July 1, 1964.

Legislative action in 1973 changed the names of the state junior colleges to community colleges and the State Junior College Board to the State Board for Community Colleges. Today there are 18 community colleges located throughout Minnesota, providing quality higher education on an affordable, convenient basis.

The eleven original colleges in the junior college system had a total enrollment in the 1963-64 academic year of 3,941 full-time equivalent students. In the 1985-86 academic year, headcount enrollment for the 18-college system was 38,509 with a full-time equivalent of 23,248.

As equal opportunity institutions, the community colleges serve people with varying interests, aspirations and abilities, reaching many who otherwise would not have the option to pursue higher education.

Students can select from two-year prebaccalaureate transfer programs in the liberal arts and sciences, one or two-year career programs which provide employment skills, or continuing education courses for individual career advancement or personal enrichment. All of the community colleges serve their communities by offering educational, cultural, and recreational activities. Scheduling is flexible with classes and specialized seminars, workshops, and lectures offered in the late afternoon, evening, and on weekends.

Student services provided by the community colleges include: career and personal counseling, financial assistance; tutoring; basic skills development; job placement serv-



**MINNESOTA  
COMMUNITY  
COLLEGES**



ices; handicapped services; child care (either on-campus or available nearby), and resource centers for non-traditional and women students.

All of the community colleges are accessible for the physically handicapped and arrangements are made by the individual campuses for those students with special needs.

Community colleges operate on a quarterly system of Fall, Winter and Spring quarters, with nearly all also offering Summer session courses.

## Governance

The **State Board for Community Colleges** is the governing board for the Minnesota Community Colleges and consists of nine members appointed by the governor with the advice and consent of the senate.

The board oversees the management jurisdiction, and control of the community college system. The board determines the exact location of community colleges authorized by the legislature; appoints the chancellor, community college presidents, the necessary instructors, administrators, and other employees; prescribes courses of study, conditions of admission, fees and tuition, and graduation requirements; and all other rules and regulations for the community colleges.

## Curriculum

The community colleges provide the first two years of college education for students who intend to transfer to four-year institutions in Minnesota and other states. The colleges also offer occupational education, non-credit adult education classes, and community service activities, including short courses, institutes, conferences, clinics, forums, concerts, exhibits and seminars. In addition, the colleges provide student activity programs in the areas of athletics, publications, and fine arts, as well as services in admissions counseling, testing, placement, financial aid, and special assistance for disabled or handicapped students.

## Tuition

Tuition and fees for Minnesota residents for 1986-87 is \$26.50 per credit. A full-time student at any of the 18 colleges carrying 15 credits per quarter pays \$397.50, or \$1192.50 for the academic year. Tuition reciprocity agreements exist with neighboring states. Senior citizens pay \$6.00 per credit. Fees for community education and various service programs vary by program and college.

Financial aid is available to full and part-time students in the form of grants, scholarships, loans, and work-study programs.

Application forms as well as description of college courses and programs are available from each college by phone or mail.

## Minnesota Community Colleges

### **Anoka-Ramsey Community College (612) 427-2600**

11200 Mississippi Blvd., Coon Rapids, MN 55433, Dr. Neil Christenson, president

**Cambridge Center, (612) 689-1536** P.O. Box 151, Cambridge, MN 55008, Thomas Levig, Dean

### **Arrowhead Community College Region (218) 262-6700**

1515 E. 25th Street, Hibbing, MN 55746, Dr. Philip Anderson, president

#### **Itasca Community College (218) 327-1760**

1851 East 25th Street, Hibbing, MN 55746, Dr. Lawrence Dukes, provost

#### **Mesabi Community College (218) 741-9200**

9th Avenue and West Chestnut Street, Virginia, MN 55792, Richard Kohlhase, provost

#### **Rainy River Community College (218) 283-8491**

Highways 11 & 71 and 15th Street, International Falls, MN 56649, Karen Nagle, provost

#### **Vermilion Community College (218) 365-3256**

1900 East Camp Street, Ely, MN 55731, Jon Harris, provost

### **Austin Community College (507) 433-0505**

1600 N.W. Eighth Avenue, Austin, MN 55912, James Flannery, president

## Career Programs

1986-87

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Itasca	Loveland	Marshall	Minneapolis	Norman	North Hennepin	Northland	Rainy River	Rochester	Vermilion	Winona	Worthington
<b>Allied Health/Human Services</b>																		
Associate Degree Nursing - Mobility (1)	*		*	*	*		*	*	*	*	*	*	*	*	*	*	*	*
Associate Degree Nursing - Generic (1)	*	*	*	*	*		*	*	*	*	*	*	*	*	*	*	*	*
Bio-Medical Equipment Technology (1)							*			*								
Cardiopulmonary Technology (1)							*			*								
Chemical Dependency Worker (3)			*				*		*									
Child Development (1)			*															
Clinical Child Care Worker (3)		*																
Dental Assistant (1)										*								
Dental Hygiene (1)										*								
Dietetic Technician (1)							*			*								
Health Care Mid-Management (4)					*					*								
Histology Technician (1)			*															
Human Services (3)	*	*	*		*	*	*	*	*			*	*		*	*	*	*
Interpreter Training (1)					*													
Medical Laboratory Technician (1)			*	*									*					
Medical Assistant (1)										*				*				
Medical Records Technician (4)	*									*								
Neuro-Diagnostic Technician (1)	*									*								
Non-Invasive Cardiology Technician (1)										*								
Nurse's Aide (2)						*												
Occupational Therapy Assistant (1)	*	*																
Orthotics Technician (3)							*											
Practical Nursing (2)			*			*						*					*	
Prosthetic Technician (3)							*											
Radiologic Technician (1)				*	*					*			*		*		*	
Respiratory Therapy (1)	*												*		*			
Therapeutic Recreation (3)					*							*						
<b>Business</b>																		
Accounting (3)	*				*	*	*		*	*	*	*	*	*	*	*	*	*
Construction Management (4)										*								
Entrepreneurship (1)			*															
Fashion/Apparel Occupations							*							*				
Financial Management (1)					*													
General Business Management (3)							*				*	*	*	*	*	*	*	*
Hospitality Management (3)										*								
Manufacturing Management (4)										*	*	*	*	*	*	*	*	*
Marketing (3)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Medical, Legal, Technical Secretarial (1)				*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Personnel Assistant (1)			*							*	*	*	*	*	*	*	*	*
Secretarial Science (1)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Small Business Management (3)					*					*								
Supervisory Management (3)					*					*								
<b>Communications</b>																		
Filmmaking (3)					*													
Graphics (1)	*						*			*			*					
Mass Media Technology (1)										*			*					
Radio-TV Broadcasting (1)	*																	
Video Production (1)					*													
<b>Natural Resources/Agriculture</b>																		
Agri-Business (3)																	*	*
Agriculture-Production Management (1)	*																*	*
Environmental Analysis Technician (1)															*			
Forest Technology, Computer Aided (1)						*										*		
Natural Resources Technology (1)															*			
Water Resources Technology (1)															*			

Chart continued on next page.

\* Community College Programs

\* Shared Programs with AVTI (others pending)

## Career Programs Chart Key

- 1. Technical.** Two-year occupational programs comprised of specialized technical coursework and required general education which prepare students for employment
- 2. Vocational Certificate.** One-year programs which concentrate on specialized vocational coursework and prepare students for employment
- 3. Employment Option.** Programs which allow the student to choose employment or transfer, in that the specialized occupational coursework can be transferred as electives and the distributed general education is sufficient to meet requirements in four-year institutions
- 4. Continuing Education.** Occupational programs designed for persons already employed in a field where the program will significantly affect advancement potential

## Clearwater Community College Region (218) 739-7500

1414 College Way, Fergus Falls, MN 56537, Dr. T. Alex Easton, president

## Brainerd Community College (218) 828-2525

College Drive at S.W. 4th Street, Brainerd, MN 56401, Sally Ihne, provost

## Fergus Falls Community College (218) 739-7500

1414 College Way, Fergus Falls, MN 56537, Dan True, provost

## Career Programs continued

	Marquette	Austin	Bellevue	Fergus Falls	Hibbing	Inver Hills	Itasca	Lakewood	Marshall	Minneapolis	Normanville	North Hennepin	Northland	Rainy River	Rochester	Vermilion	Winona	Worthington
<b>Public Service</b>																		
Fire Protection (4)											*							
Law Enforcement (3)					*			*	*	*	*							*
Legal Assistant/Para-Legal (1)					*						*	*	*					
Public Safety Services Specialist (1)										*								
<b>Technical</b>																		
Automated Mfg. Eng. Technology (1)					*										*			
Automotive Technology (1)					*						*							
Building Inspection (1)					*						*							
Business Machine Repair Technology (1)												*						
Civil Engineering Technology (1)																		
Data Processing/Computer Programming (1)							*		*	*					*			
Drafting & Design (1)				*														
Electrical Musical Instrument Repair (1)															*			
Electronics Engineering Technology (1)	*														*			
Electronics Technology (1)											*							
Interior Design Technician (1)							*											
Mechanical Engineering Technology (1)									*	*					*			
Microprocessor Technology (1)								*										
Numerical Control Machining (1)		*																
Small Engine Mechanics (2)													*					
Welding (2)						*												
<b>Transportation</b>																		
Air Traffic Control (1)	*					*												
Aviation Maintenance (1)												*						
Business Aviation (1)						*												
Professional Pilot (3)						*										*		
Transportation Management (3)						*												
Wilderness Pilot (3)						*					*					*		
* Community College Programs      * Shared Programs with AVTI (others pending)																		

## Student Activities

In addition to instructional programs, a variety of cultural recreational, and social activities are offered in all community colleges.

<b>Publications</b>																		
Literary Magazine	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Newspaper	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Athletics, Men</b>																		
Baseball	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Basketball	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Cross Country	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Football	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Golf	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Hockey	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Tennis	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Track	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Wrestling	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Athletics, Women</b>																		
Basketball	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Cross Country	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Golf	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Softball	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Tennis	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Track	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Volleyball	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Fine Arts</b>																		
Forensics	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theater	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Summer Theater	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Musicals	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Instrumental Music	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Vocal Music	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Other</b>																		
Cheer Leading	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Clubs - Organizations	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Convocations	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Women's Drill or Dance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Social Activities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Student Government	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Informatics	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

**Northland Community College (218) 681-2181**

Highway 1 East, Thief River Falls, MN 56701, Dr. Allen Nichols, provost

**Inver Hills Community College (612) 450-8501**

8445 College Trail, Inver Grove Heights, MN 55075, Dr. Patrick Roche, president

**Lakewood Community College (612) 779-3200**

3401 Century Avenue, White Bear Lake, MN 55110, Dr. Jerry Owens, president

**Minneapolis Community College (612) 341-7000**

1501 Hennepin Avenue, Minneapolis, MN 55403, Earl Bowman, president

**Normandale Community College (612) 830-9300**

9700 France Avenue South, Bloomington, MN 55431, Dale Lorenz, president

**North Hennepin Community College (612) 424-0811**

7411 85th Avenue North, Brooklyn Park, MN 55445, Dr. John Helling, president

**Rochester Community College (507) 285-7210**

Highway 14 East, Rochester, MN 55901, Dr. Geraldine Evans, president

**Willmar Community College (612) 231-5102**

County Road 5, P.O. Box 797, Willmar, MN 56201, Harold Conradi, president

**Worthington Community College (507) 372-2107**

1450 College Way, Worthington, MN 56187, Conrad Burchill, president

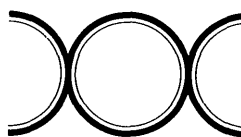
## Instructional Programs

### Transfer Programs

Each of the 18 community colleges offers programs that will transfer to a baccalaureate or professional degree in all or most of the following fields of study:

Accounting	Economics	Activity Programs	Physical Therapy
Agriculture	Elementary Education	Journalism and Mass	Physics
Anthropology	Engineering	Communications	Political Science
Architecture	English	Law (Pre)	Psychology
Art	Foreign Languages	Library Science	Public Health
Astronomy	Forestry	Mathematics	Secondary Education
Biology	Geography	Medicine (Pre)	Social Work
Business	Geology	Music	Sociology
Administration	History	Nursing	Speech and Theater
Chemistry	Home Economics	Pharmacy (Pre)	Veterinary Medicine
Computer Science	Career Programs	Philosophy	(Pre)
Dentistry (Pre)		Physical Education	

# Minnesota Department of Corrections



300 Bigelow Building,  
450 N. Syndicate St.  
St. Paul, MN 55104  
Orville B. Pung, commissioner  
(612) 642-0282

**Minnesota Statutes, chapters 241-243 and 260; Minnesota Rules 2900-2999**

Minnesota has a national reputation for operating secure, humane institutions that have low levels of violence and are safe for both inmates and staff. Although the adult prison population in Minnesota has been increasing steadily during the last decade, state correctional institutions are not overcrowded and plagued with the double-celling that confronts most other states in the country. Currently a total of 43 other states are either under or facing federal court orders because of violations of the constitutional rights of prisoners due to conditions of confinement.

Future inmate population projections indicate that state correctional institutions will reach and may slightly exceed their total cell capacities during the next five years. Thus, there are no plans to substantially expand male inmate bedspace with construction of new facilities.

Minnesota is one of 12 states without capital punishment, having abolished it in 1911. Minnesota is 49th in the nation in the number incarcerated per 100,000 population. The state also ranks low in the cost to operate institutions. Forty-sixth nationally, Minnesota spends about \$12.00 per capita for its adult prisons, which translated to a per day, per

inmate cost is about \$56.00. The women's institution per diem, per client cost is about \$74.00. For juveniles it is slightly over \$100.00.

All adult male correctional institutions have been accredited by the National Commission on Accreditation for Corrections. Accreditation means the facilities are in compliance with over 450 standards relating to all aspects of institutional operation.

The rate at which inmates return to prison after release is relatively low in Minnesota. Sixty-five percent of the inmates do not return. Of those who returned, 24 percent came back as the result of a sentence for a newly committed crime. The remaining 11 percent returned because they violated the conditions of their release—most frequently, they absconded from a residential halfway house program.

Inmates in state facilities have access to a variety of work, educational and treatment activities. Correctional industry operations include several unique programs which link up with the private sector. Also, at the Lino Lakes institution work activities parallel the outside business world with regular hours, taxes, production standards and strict hire/fire policies.

### **Commissioner's Office (612) 642-0284**

**Donald J. Grafenstein, assistant to the commissioner.** The department operates six adult correctional institutions with an inmate population of about 2,450 and three juvenile facilities that have a combined average population of 250. The department provides probation, parole and supervised release services to about 5,900 persons. It also provides subsidy funds to local units of government through the state Community Corrections Act for the treatment, education and diversion of persons in the criminal justice system. In addition, the department provides services and assistance to victims of crimes.

### **Information (612) 642-0280**

**Daniel P. O'Brien, assistant to the commissioner.** This office informs the general public, department staff and criminal justice agencies of the department's programs and activities. The office publishes *Hotline*, a newsletter geared to people in the corrections field which highlights workshops, conferences, training opportunities, media reports and staff changes, and *Perspective*, a publication which provides more in-depth information on corrections topics. Also available through the office are brochures on each correctional institution and a biennial report. To receive more specific information, contact the office. There are no forms or fees for these materials and services.

### **Office of Adult Release (612) 642-0270**

**James Bruton, executive officer.** Parole and supervised release duties were formerly performed by the full-time, five-member Minnesota Corrections Board which was legislatively abolished in 1982. A system of sentencing guidelines, which sets terms of confinement for inmates, was established in Minnesota in 1980. The commissioner of corrections now has responsibility for parole and supervised releases. With the exception of the parole of inmates with life sentences, the commissioner delegates this authority to the Office of Adult Release which consists of the executive officer and three department staff who are assigned part-time to assist the executive officer. An advisory panel composed of department employees advises the commissioner regarding the parole of inmates with life sentences. This office also has overall responsibility for policy development, system monitoring and information reporting for the adult release process.

### **Office of Juvenile Release (612) 642-0274**

**Jay Lindgren, executive officer.** The commissioner of corrections delegates juvenile paroling authority to the executive officer who uses a system of established guidelines to determine how long a juvenile will remain in an institution. The guidelines rely on the juvenile's delinquent history and severity of offense in setting the length of stay. Decisions

of the executive officer may be appealed to a juvenile review panel, which is comprised of three staff members from the department's central office.

### **Legal Services (612) 296-7862**

**Richard Varco, special assistant attorney general.** Legal services to the department are provided through the state attorney general's office. The section provides assistance with statutory construction, drafting of contracts, and legal services which ensure that agency procedures comply with statutory and case law.

### **Institution Services Division (612) 642-0290**

**Howard J. Costello, deputy commissioner.** The division is responsible for the supervision and management of correctional institutions, including institutional health and educational services. The department operates nine correctional institutions including six adult, two juvenile institutions and one juvenile camp. Questions concerning the operation of these institutions should be directed to this division. Following is a description of each facility.

#### **Minnesota Correctional Facility—Stillwater (612) 779-2700**

**Robert Erickson, warden.** The Minnesota Correctional Facility—Stillwater, Box 55, Stillwater, MN 55082, built in 1914 as an industrial prison, is the state's largest maximum security institution for the incarceration of adult male felons. The average population is 1,119, program capacity is 1,075, cell capacity is 1,125 and the staff size is 458. Included in the facility's industry operations are a foundry, a sheet metal shop, machine shop, wood shop, assembly shop, an engineering and designing division, and a school bus renovation plant. Stillwater Data Processing Systems, Inc., which provides custom program development and assembly contracts, brings private industry to the institution. A wide variety of educational programs are available as well as health care, a chemical dependency program, a therapeutic community, indoor and outdoor recreational activities and a minimum security unit.

#### **Minnesota Correctional Facility—St. Cloud (612) 255-5000**

**William McRae, superintendent.** The Minnesota Correctional Facility—St. Cloud, Box B. St. Cloud, MN 56302, is a maximum security institution built in 1889, remodeled and modernized, which houses younger male felons. Ther average population is 630, with a cell capacity of 650, a program capacity of 620, and the staff size is 326. The facility offers a number of treatment programs including individual and group counseling, job counseling, drug treatment and recreation. A wide variety of educational opportunities are available and include full-time high school, evening school and college level courses. Vocational training is also provided in auto mechanics, auto body work, baking, barbering, carpentry, electricity, furniture finishing, graphic design, meat cutting, masonry, painting and decorating, small engine repair, upholstery and welding. Industry offers inmates employment and job experience and consists of furniture manufacturing, upholstery, metal working, printing, mattress making and manufacture of the state's license plates and tabs.

#### **Minnesota Correctional Facility—Oak Park Heights (612) 779-1400**

**Frank Wood, warden.** The Minnesota Correctional Facility—Oak Park Heights, Box 10, Stillwater, MN 55082, began a phased opening process in 1982. About 350 inmates are housed at the institution with 289 staff. The 400-bed maximum security facility is designed to receive adult male inmates transferred from the St. Cloud and Stillwater institutions who are high-risk, dangerous and disruptive individuals. The 330,000 square foot building has eight self-contained but attached complexes with housing on two lower levels and industry/program space above. One of the complexes is a medical/psychiatric unit which provides psychiatric services on a departmentwide basis. The individual complexes allow for the separation of inmates into small, manageable groups of 52 men. Numerous program options are available within the institution's highly structured environment. Edu-

cational, vocational and treatment opportunities are offered and a number of industry programs provide marketable skills.

### **Minnesota Correctional Facility—Lino Lakes (612) 780-6100**

**Fred Holbeck, superintendent.** From 1963 when it reopened to 1978, this facility served as a state juvenile reception center and as a juvenile treatment center. In 1978 the center was remodeled and converted to a medium/minimum security facility for adult males transferred from the state's maximum security facility. Five medium security cottages house inmates within a secure perimeter and four minimum security cottages are located outside the perimeter. Average population is 199, program capacity is 190, with a total cell capacity of 200. The facility has a staff of 147. Prior to transfer, inmates are screened for stable work and discipline records. Industry is a primary focus at Lino Lakes providing work experience in printing, assembly, metal fabrication, upholstery and wood fabrication. Complete education, treatment, recreation and health care programs are also available. A program is provided at the facility for sex offenders who are serving their last nine months before release. The facility is located at 7525 Fourth Avenue, Lino Lakes, MN 55014.

### **Minnesota Correctional Facility—Shakopee (612) 937-3440**

**D. Jacqueline Fleming, superintendent.** The Minnesota Correctional Facility—Shakopee, Box 7, 1010 West 6th Street, Shakopee, MN 55379, opened in 1986, is the state's newest correctional facility and the only state institution for women. Replacing an antiquated and overcrowded institution built in 1920, the new facility has seven buildings including a core building for administration and inmate activities, a high-security unit, three minimum/medium security living units, a work release building and a model solid fiber fuel mechanical plant. With 88 staff, a program capacity of 132 and a cell capacity of 144, the facility has an average population of about 105 women. The facility design reflects a residential character with well-lighted, open spaces and a campus atmosphere. The two-level living units are sited around a courtyard. The core building includes inmate activities such as visitation, chapel, medical, gymnasium, food service, library, education, industry and children's activity room. A special unit provides much needed levels of high security for inmates who require more control and surveillance. Industry consists of key punch and assembly work through contracts with private industry. Education ranges from high school to college level with key punch instruction, driver training and individual tutoring also available. Recreation, counseling and volunteer programs are offered as well as health care. Individual written agreements negotiated between the institution staff and the residents set the levels of inmate responsibilities and privileges.

### **Willow River Camp (218) 372-3101**

**Ralph Nelson, superintendent.** Willow River Camp, Willow River, MN 55795, is a minimum security facility which opened in 1951 as a forestry camp and which today provides vocational/academic education program to inmates transferred from the Stillwater, St. Cloud and Lino Lakes facilities. Average population is 55, capacity is 60 and staff size is 27. Because most inmates at Willow River are released within seven months, special emphasis is given to development of vocational and social skills. Vocational training is provided in a specialized truck trailer repair program, machine tool operation, truck driving and welding. Academic and trade skill instruction are also required as well as group therapy. Education is available from high school to college level courses.

### **Minnesota Correctional Facility—Sauk Centre (612) 352-2296**

**Dale Ulrich, superintendent.** The Minnesota Correctional Facility—Sauk Centre, Box C, Sauk Centre, MN 56378, provides custody, evaluation and treatment for male juvenile offenders from 64 counties in the western region of the state and for all female juvenile offenders committed by the courts to the Commissioner of Corrections. Pre-dispositional evaluation and detention services are also available to the juvenile courts. The institution was established in 1910 as a residential treatment facility for delinquent girls and was made

co-educational in 1967. The facility is an open campus with living quarters consisting of two-story cottages, each housing from 20 to 25 residents. Average population is 74 with a room capacity of about 95 and a staff of 86. Curriculum includes basic education, career exploration through vocational/prevocational and work habit programs, and creative expression through elective programs. A wide range of recreational and community activities is available. The department is in the process of establishing a staff training academy on the Sauk Centre campus. The academy will provide pre- and in-service training for employees with the primary emphasis on training for correctional counselors.

### **Minnesota Correctional Facility—Red Wing (612) 388-7154**

**Gerald O'Rourke, superintendent.** The Minnesota Correctional Facility—Red Wing, 1079 Highway 292, Red Wing, MN 55066, provides custody, evaluation and treatment for male juvenile offenders committed to the Commissioner of Corrections from the 23 counties in the southeastern region of the state, including the Twin Cities metropolitan area. Detention and pre-dispositional evaluation services are also available to county juvenile courts. The Red Wing facility also has a minimum security unit for up to 28 adult males who are carefully screened to meet certain criteria and who are nearing their release dates. Adults are transferred from the St. Cloud, Stillwater and Lino Lakes institutions. The adult male population is separated from the juvenile residents. Programs for adults include vocational training, land management and other work programs. The institution, which was constructed in 1891, is an open campus with living quarters consisting of one-story and two-story cottages, each housing between 25 and 30 residents. Average population at the Red Wing facility is about 100 juveniles and 27 adults with a program capacity of 145 and a staff of 121. Prevocational education provides students at the institution with an understanding of various trades and includes programs in small engine repair, food service, graphic arts, auto service station work and welding. The academic program provides basic courses, remedial reading and mathematics, driver education, art and physical education. In addition, all residents participate in group therapy.

### **Thistledeew Camp (218) 376-4411**

**Derwood Lund, superintendent.** On a per diem basis Thistledeew Camp, Box W-10, Togo, MN 55788, provides an educational and confidence-building outdoor survival program for young men 14 to 17 years old who experience difficulties in their home communities. Average population is 48 with a staff of 34. The camp is located in the George Washington State Forest, 250 miles north of Minneapolis/St. Paul at Togo. Thistledeew Camp is available for use by all juvenile county courts in Minnesota and provides county court services and social services with an alternative residential program. It provides educational resources and vocational exploration designed to meet the needs of individual students referred to the camp. The camp's goal is to meet the academic needs of students by continuing their high school education and to involve all students in prevocational and work skill programs at least 20 hours per week. Prevocational programs include training in construction, small engine repair, food services, forestry, wildlife management and plant maintenance. Challenge, the camp's outdoor wilderness survival program, is designed to build self-confidence, develop leadership abilities and teach the importance of teamwork.

### **Institution Support Services (612) 642-0247**

**James Zellmer, director.** Institution support services include institution education programs, health services, coordination of transportation of inmates and parole/supervised release violators, fugitive apprehension and control, facility accreditation, facility planning and development and the Minnesota Jail Resource Center. The education section implements and coordinates ongoing vocational and academic education programs in the department's nine institutions. Maintaining acceptable standards of education that will help improve inmate literacy and employability is paramount. The health care unit plans, implements and coordinates medical, psychiatric, and dental programs at each facility. The



unit also supervises the department's secure in-patient medical unit at the St. Paul-Ramsey Medical Center. Through the accreditation activity each corrections facility is examined for compliance with standards set by the National Commission on Accreditation for Corrections. The Jail Resource Center provides technical assistance, training and information services to operating jails and jail-related agencies.

### **Industry, Safety and Worker Compensation Coordination (612) 642-0239**

**Donald Tomsche, coordinator.** This function provides the overall coordination for the department's correctional industries operation. The unit develops short and long range planning, provides technical assistance to various institution industry programming, coordinates sales and assists in new product development. Liaison with the private sector and monitoring compliance with state and federal legislation are also key roles of the unit. This unit is also responsible for coordinating a departmentwide effort to improve safety and to ensure that worker compensation programs are monitored appropriately.

### **Inmate Classification (612) 642-0270**

**Casimir Zantek, director.** This area includes the implementation of a departmentwide inmate custody status classification system. The system is intended to provide a rational, consistent, equitable and systematic method of assigning inmates to an appropriate level of institutional custody status.

### **Community Services Division (612) 642-0288**

**Bruce W. McManus, deputy commissioner.** The division is responsible for providing supervised release/parole and probation services and community support services including programs for crime victims. Implementation of the Community Corrections Act, inspection of correctional facilities, and administration of state and federal compacts are major responsibilities of this division.

### **Probation, Parole and Supervised Release Services (218) 828-2491**

**James Allen, regional director.** Box 324, Brainerd, Minnesota 56401

Although the 28 counties participating in the Minnesota Community Corrections Act provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 59 counties in the state. Juvenile probation and parole services in non-Community Corrections Act counties are provided by county probation officers or by state agents under contract to the counties. In either case, the state reimburses the counties for up to 50 percent of the probation officer's salary. This section also administers the department's agreements or compacts which allow for transfer of probationers and releasees to or from other states. For specific information about parole, supervised release and probation services, contact the following community services supervisors:

**Duane Erickson, (218) 847-1524, Box 844, Detroit Lakes, MN 56501**

**Raymond Haiden, (612) 255-4273, Box 1143, 810 St. Germain, St. Cloud, MN 56302**

**Thomas Lehman, (612) 231-5171, Box 493, Willmar, MN 56201**

**Wilbur Najjar, (218) 755-2980, Box 397, Bemidji, MN 56601**

**Leland Paulson, (612) 779-2818, Box 55, Stillwater, MN 55082**

**Jeffrey Peterson, (612) 445-7231, 1100 E. 4th Avenue, Suite 250, Shakopee, MN 55379**

**William Weber, (507) 377-3741, Box 627 Courthouse, Albert Lea, MN 56007**

### **Community Services Support (612) 642-0350**

**Thomas Lawson, director.** The community services support unit is responsible for administration of the Minnesota Community Corrections Act, providing services for crime victims, administration of contracts for residential placements, administration of work release programs, and operation of a halfway house for Indian offenders.

## Community Corrections Act (612) 642-0351

**Jeffrey Martin, administrator.** The Minnesota Community Corrections Act of 1973 authorizes the Commissioner of Corrections to award subsidy grants to a county or a group of counties for the provision of local correctional services. The act is designed to encourage the development of a local correctional system which includes sanctions for offenders as well as a variety of community programs. A total of 28 counties representing about 60 percent of the state's population now participates in the act. Community Corrections Act areas include the following:

**Anoka**—Richard Fritzsche, director, Anoka County Court Services, (612) 421-4760, Courthouse, 325 East Main, Anoka, MN 55303

**Blue Earth**—Blue Earth County Community Corrections, (507) 387-8784, Law Enforcement Center, 710 South Front Street, Mankato, MN 56001

**Crow Wing/Morrison**—Robert Ferrari, director, Crow Wing/Morrison Community Corrections, (218) 828-3955, Courthouse, Brainerd, MN 56401.

**Dodge/Fillmore/Olmsted**—Steve Thornton, director, Dodge/Fillmore/Olmsted Community Corrections, (507) 285-8164, Olmsted County Courthouse, Rochester, MN 55902

**Hennepin**—Michael Cuniff, chief, Bureau of Community Corrections, (612) 348-8981, A-2307 Government Center, Minneapolis, MN 55487

**Kandiyohi**—Deborah Gort, director, Kandiyohi County Community Corrections, (612) 235-0935, 3rd Floor Courthouse, Willmar, MN 56201

**Ramsey**—Jack Young, director, Ramsey County Community Corrections, (612) 298-4434, 740 American Center Building, 150 East Kellogg Boulevard, St. Paul, MN 55101

**Red Lake/Polk/Norman**—Susan Mills, director, Tri-County Community Corrections, (218) 281-6363, 600 Bruce Street, Box 624, Crookston, MN 56716

**Rock/Nobles**—Jay Klein, director, Rock/Nobles Community Corrections Department, (507) 376-5747, Box 547, Courthouse, Worthington, MN 56187

**St. Louis/Cook/Lake/Koochiching/Aitkin/Carlton**—David Gustafson, director, Arrowhead Regional Corrections, (218) 726-2650, 319 Courthouse, Duluth, MN 55802

**Swift/Lac Qui Parle/Yellow Medicine/Chippewa**—Gerald Haley, director, 6W Community Corrections, (612) 269-6513, 1215 Black Oak Avenue, Box 551, Montevideo, MN 56265

**Todd/Wadena**—Wayne Wendel, director, Community Corrections Department, (612) 732-6165, 115 South Third Street, Long Prairie, MN 56347

**Washington**—Russell Reetz, director, Washington County Court Services, (612) 779-5366, Courthouse, Stillwater, MN 55082

## Programs for Battered Women (612) 642-0253

**Maggie Arzdorf-Schubbe, director.** Shelters for battered women and their children have been established throughout the state to offer emergency safe housing, 24-hour crisis phone service, counseling, access to social services and advocacy. Other direct service projects provide a variety of educational and advocacy programs for battered women including services for the Black, Hispanic, American Indian, and Southeast Asian communities and for the disabled and the elderly. Also funded are programs developed in response to the perpetrators of violence including intervention projects which are designed to help coordinate the criminal justice system's response to battering, the community's intervention in spouse abuse and the treatment provided for violent partners. Statewide education and coordination programs, such as the Minnesota Coalition for Battered Women, are also granted financial support by the department. All department efforts to aid battered women are guided by a state task force. Shelters funded through the department include the following:

**Bemidji**—Northwoods Coalition for Battered Women, (218) 751-0211

**Brainerd**—Mid-Minnesota Women's Center, (218) 828-1216

**Circle Pines**—Alexandra House, (612) 780-2332

**Duluth**—Women's Coalition, (218) 728-6481

**Eagan**—Community Action Council/B. Robert Lewis House, (612) 452-7466

**Fergus Falls**—Region IV Council on Domestic Violence, (218) 739-3486

**Hopkins**—Hopkins Project (Sojourner Shelter), (612) 933-7433  
**Mankato**—Committee Against Domestic Abuse/CADA House, (507) 625-8688  
**Marshall**—Southwest Women's Shelter, (507) 532-4604  
**Minneapolis**—Harriet Tubman Women's Shelter, (612) 827-6105  
**Plymouth**—Home Free, (612) 559-9008  
**Rochester**—Women's Shelter, (507) 285-1010  
**St. Cloud**—Woman House, (612) 253-6900  
**St. Paul**—Casa de Esperanza, (612) 772-1723  
**St. Paul**—Women's Advocates, (612) 227-9966  
**Thief River Falls**—Ripley Alliance for Battered Women, (218) 681-5557  
**Willmar**—Shelter House, (612) 235-4613

**Programs for violent partners include:**

**Minneapolis**—Domestic Abuse Project, (612) 874-7063  
**Minneapolis**—Education for Cooperative Living/Phyllis Wheatley Community Center, (612) 521-3646  
**Minneapolis**—Division of Indian Work (612) 827-1795

In addition to education done by shelter and information program staff, two statewide programs provide names of local speakers and a loaning library of printed and audiovisual materials. For access to library materials contact: Minneapolis Coalition for Battered Women, 435 Aldine Street, St. Paul, MN 55104, (612) 646-6177 or BIHA: Women in Action, 2020 Nicollet Avenue, Minneapolis, MN 55404 (612) 870-1193.

**Programs for Victims of Sexual Assault (612) 642-0256**

**Barbara Sanderson, acting director.** This program provides a statewide referral service for victims of sexual assault and direct victim assistance in areas throughout Minnesota. The program educates criminal justice, health care, human services and education professionals to make them aware of the sexual assault problems and to improve coordination between agencies. Assisting local communities in establishing programs for victims of sexual assault is a key goal of the project. Community-based programs funded by the department provide victim services, professional training and community education. For more specific information on local programs and resources or to request materials including training manuals, brochures, films/slide shows, etc., contact the program director. A slide/tape presentation, "A Crime of Violence," is available free on a loan basis. Following is a list of sexual assault services in counties throughout Minnesota:

**Anoka**—Victim Witness Assistance Program, (612) 421-4760, Ext. 1192, Hotline: (612) 427-1212, Anoka County Attorney's Office, Courthouse, Anoka, MN 55303  
**Beltrami, Cass, and Hubbard**—Sexual Assault Program, (218) 751-9496, Hotline: (218) 751-0211, Box 1472, Bemidji, MN 56601  
**Blue Earth**—Victim Assistance Program, (507) 625-9034, Hotline: (507) 388-9321, 410 South Fifth Street, Mankato, MN 56001  
**Carver**—Carver County Program for Victims of Sexual Assault, (612) 448-5425, Hotline: (612) 448-2111, 111000 Bavaria Road, Jonathan Association Building, Chaska, MN 55318  
**Clay, Becker, & Wilkin**—Rape and Abuse Crisis Center, (701) 293-RAPE (7273), Hotline: Same, Box 2984, Fargo, ND 58108  
**Clay, Becker & Wilkin**—Center for Parents and Children, (218) 233-6158, Townsite Centre, 810 - 4th Avenue South, Moorhead, MN 56560  
**Cook**—Cook County Collective, (218) 387-1137, Cook County Social Services, Box 512, Grand Marais, MN 55604  
**Crow Wing**—Mid-Minnesota Women's Center, (218) 828-1216, P.O. Box 602, Brainerd, MN 56401  
**Dakota**—Dakota Sexual Assault Services, (612) 431-2112, Hotline: (612) 894-2424, Community Action Council, 14451 County Road 11, Burnsville, MN 55337  
**Douglas, Grant, Ottertail, Pope, Stevens & Traverse**—Listening Ear Crisis Center, (612) 762-1511, Hotline: (612) 763-6638, 111 - 17th Avenue East, Alexandria, MN 56308  
**Freeborn**—Victim's Crisis Center, (507) 373-2223, Box 649, City Center, Albert Lea, MN 56007

**Hennepin**—Sexual Violence Center, (612) 824-2864, Hotline: (612) 824-5555, 1222 West 31st Street, Minneapolis, MN 55408

**Hennepin**—Sexual Assault Services, (612) 348-4053, Office of the County Attorney, C-2100 Government Center, Minneapolis, MN 55487

**Hennepin**—Sexual Assault Resource Service, (612) 347-5832, 527 Park Avenue, 3rd Floor, Minneapolis, MN 55415

**Hennepin**—Rape & Sexual Assault Center, (612) 825-2409, 2431 Hennepin Avenue, 2nd Floor, Minneapolis, MN 55405

**Hennepin**—Sexual Violence Program, (612) 625-6512, Hotline: (612) 626-1300, University of Minnesota, 101 Eddy Hall, Minneapolis, MN 55455

**Houston**—Houston County Women's Resources, (507) 724-2676, P.O. Box 422, Caledonia, MN 55921

**Itasca**—Sexual Assault Victims & Educational Services, (218) 327-1851, Adult Protection Council, 203 NW 1st Avenue, Grand Rapids, MN 55744

**Kandiyohi, Big Stone, Chippewa, Lac Qui Parle, McLeod, Meeker, Renville, Swift**—Sexual Assault Program, (612) 235-4613, West Central Community Services Center, Inc., 1125 S.E. Sixth Street, Willmar, MN 56201

**Lyon, Redwood**—Southwest Minnesota Sexual Assault Program, (507) 532-5764, P.O. Box 51, Marshall, MN 56258

**Martin, Faribault, Watonwan, Jackson, Cottonwood**—Southern Minnesota Crisis Support Center, (507) 238-2814, Hotline: (507) 235-3456, P.O. Box 214, Fairmont, MN 56031

**Morrison**—Morrison County Sexual Assault, (612) 632-6647, Northern Pines Mental Health Center, Route 5, Box 257, Little Falls, MN 56345

**Mower**—Victim's Crisis Center, (507) 437-6680, 300 8th Avenue NW, Austin, MN 55912-2983

**Nobles, Pipestone, Rock, Jackson, Cottonwood**—New Women Against Violence (W.A.V.), (507) 376-4311, P.O. Box 834, Worthington, MN 56187

**Olmsted, Dodge, Fillmore**—The Rapeline Program, (507) 285-8242, Hotline: (507) 289-0636, 515 Second Street S.W., Rochester, MN 55902

**Polk, Pennington, Red Lake**—Project Safe, Inc., (218) 281-2864, 223 East 7th Street, Room 39, Crookston, MN 56716

**Ramsey**—Sexual Offense Services, (612) 298-5898, 529 Jackson, Room 322, St. Paul, MN 55101

**Ramsey**—Ramsey County Victim-Witness Assistance Unit, (612) 292-7566, Ramsey County Attorney's Office, 350 St. Peter Street, 4th Floor, St. Paul, MN 55102

**Rice**—Victim Support Program, (507) 645-6661, Hotline: (507) 645-2555, Box 171, Northfield, MN 55057

**Rice**—Faribault Victim Support Program, (507) 334-9243, Hotline: (507) 334-2555, P.O. Box 354, Faribault, MN 55021

**St. Louis (Northern)**—Sexual Assault Program of Northern St. Louis County, (218) 749-4725, Hotline for Range: 1-800-232-1300, 335½ Chestnut Street, Virginia, MN 55792

**St. Louis (Southern), Carlton, Lake**—Aid to Victims of Sexual Assault, (218) 726-4751, Hotline: (218) 727-8538, 200 Ordean Building, 420 West Superior Street, Duluth, MN 55802

**Scott**—Sexual Assault Center, (612) 445-2322, Ext. 296, Hotline: (612) 445-CARE, St. Francis Regional Medical Center, 325 West 5th Avenue, Shakopee, MN 55379

**Stearns, Benton, Wright, Sherburne, Mille Lacs**—Central MN Sexual Assault Center, (612) 251-HELP, 601½ Mall Germain, St. Cloud, MN 56301

**Steele**—Battered Women & Sexual Assault Victims, (507) 451-9100, Sexual Assault Project Task Force—CONTACT, P.O. Box 524, Owatonna, MN 55060

**Washington**—Sexual Assault Services, (612) 777-5222, Hotline: (612) 777-1117, 7066 Stillwater Boulevard, Oakdale, MN 55119

**Winona**—Sexual Assault Crisis Aid, (507) 452-4440, 14 Exchange Building, Winona, MN 55987

### Special Programs

Boise Forte Advocate Program, (218) 757-3295, P.O. Box 16, Nett Lake, MN 55772

Community-University Health Care Center, (612) 627-4774, 2016 16th Avenue South, Minneapolis, MN 55404

Division of Indian Work, (612) 827-1795, Minneapolis Council of Churches, 3045 Park Avenue, Minneapolis, MN 55407

Minnesota Migrant Council, (612) 253-7010, Box 1231, 35 Wilson Avenue N.E., St. Cloud, MN 56302-1231

Model Cities Health Clinic, (612) 292-8060, 270 North Kent Street, St. Paul, MN 55102

Phyllis Wheatley Community Center, (612) 374-4342, 919 Fremont Avenue North, Minneapolis, MN 55411

### **Crime Victim Centers**

These centers offer direct crisis intervention, transportation services, referral services, and information about the criminal justice system to victims. Centers have been established in the following areas:

Victim Crisis Center, (507) 437-6680, St. Olaf Mental Health & Treatment Center, 300-8th Avenue N.W., Austin, MN 55912

Minnesota Citizen's Council on Crime & Justice, (612) 340-5400, 822 South 3rd Street, Minneapolis, MN 55415

Freeborn County Victim Crisis Center, (507) 373-2223, P.O. Box 649, Albert Lea, MN 56007

### **Anishinabe Longhouse (612) 341-7177**

**Sid Lewis, director.** Anishinabe Longhouse is operated by the department as a residential halfway house for American Indian offenders. Longhouse houses and provides specialized programming for about 75 Indian offenders each year, and is located at 1016 Newton Avenue North, Minneapolis, MN 55411.

### **Work Release Programs (612) 642-0349**

**Denis Doege, director.** This unit administers contracts with public and private programs for residential work release services. The work release programs serve about 175 clients each year. The department's largest contract for work release service is with Volunteers of America, (612) 721-6327, William Nelson, director, 2825 East Lake Street, Minneapolis, MN 55406.

### **Contract Programs (612) 642-0351**

**Jeffrey Martin, administrator.** The department contracts with community residential and non-residential corrections programs to provide halfway house placements, job placements, and other support services. About 350 offenders are placed annually in residential programs or are provided other services through these contracts. Each program is a member of the Minnesota Community Corrections Association (MCCA), a private, nonprofit group of united programs which serve as alternatives to incarceration and which perform contract work with the state and county governments and private agencies. The MCCA publishes a directory of community-based correctional services. The directory contains lists of over 1,000 resources throughout the state. Copies may be purchased from the MCCA at 666 Marshall Avenue, St. Paul, MN 55104, (612) 292-1131. The following are contract programs:

**Alpha House,** (612) 872-8218, Gerald Kaplan, director, 2712 Fremont Avenue South, Minneapolis, MN 55408.

**Amicus, Inc.,** (612) 348-8570, Louise Wolfgramm, director, 100 Produce Plaza, 100 North 7th Street, Suite 413, Minneapolis, MN 55403.

**Hidden Ranch, Inc.,** (612) 874-8590, Hank Steeves, director, 2728 Portland Avenue South, Minneapolis, MN 55407.

**180 Degrees, Inc.,** (612) 870-7227, Tom Zoet, director, 236 Clifton Avenue, Minneapolis, MN 55403.

**PORT-Rochester,** (507) 285-8892, 2112 East Center Street, Rochester, MN 55901.

**Port Rehabilitation Program-Duluth,** (218) 727-7415, Bill Kliever, director, 23 Mesaba Avenue, Duluth, MN 55806.

**ReEntry Services, Inc.** (612) 292-1466, Richard Williams, director, 532 Ashland Avenue, St. Paul, MN 55102.

**Women Helping Offenders (WHO),** (612) 824-0741, Farris Bell, director, Sabbathani-Bryant Center, 310 East 38th Street, Minneapolis, MN 55409.

### **Facilities Planning and Inspection (612) 642-0332**

**Dennis Falenschek, director.** This unit is responsible for inspection and licensing of state and local correctional facilities including jails, lockups, holding facilities, adult institutions, group homes, halfway houses, juvenile detention centers and other juvenile correctional residential facilities. Development and enforcement of facility standards and training of staff overseeing these operations are also primary activities of the unit. The unit acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities.

### **Management Division (612) 642-0275**

**Lurline Baker-Kent, assistant commissioner.** The division is responsible for providing overall administrative, planning, policy development, training and staff support functions necessary for the efficient operation of the department. This division includes personnel, information and analysis, fiscal services, planning for women offenders, training, office management and hearings and appeals.

### **Information and Analysis (612) 642-0300**

**Gerald Strathman, director.** The information and analysis section provides computerized data processing services, analytic support and central records management services to department operational and management staff. The department's information systems include automated inmate records, sentence computation, inmate accounting and classification. Other information contained in information systems includes data on probation/parole/supervised release field services activities, correctional industries and jail-type facilities.

### **Planning for Women Offenders (612) 642-0340**

**Janet Entzel, director.** Planning, programming and advocacy for women offenders in Minnesota's correctional system is provided through this section. Information regarding women offenders is gathered, analyzed and distributed to the legislature, the department and other criminal justice agencies throughout the state. The director of planning for women offenders acts as a liaison between the department and other local and state agencies concerned with the issues of the female offender. A legislatively established task force which advises the commissioner of corrections regarding women offender issues is staffed by the director of this unit.

### **Personnel (612) 642-0227**

**Ted Spencer, director.** The personnel unit provides the department's administrators and managers with information, consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, staffing patterns and the formulation of union negotiation positions. The unit monitors departmental personnel transactions to ensure equity and consistency with established policies. Affirmative action efforts to provide equal employment opportunities in the department are the responsibility of this unit. A departmentwide plan sets affirmative action goals for each occupational category and for each office/institution.

### **Fiscal Services (612) 642-0205**

**Shirley Flekke, director.** The fiscal services section performs and monitors all financial activities within the department and reports the economic impact to managers. Services provided include budgeting, payroll, position control, institution accounting coordination, federal grant administration, internal auditing, purchasing, payments, cost accounting, billings, deposits, contract coordination and reporting. The department's executive budget officer, John Heintz, an employee of the State Department of Finance, advises the commissioner and the fiscal unit on all financial matters.

### Training (612) 642-0229

**Jerry Andersen, director.** Staff training includes pre-service and in-service training programs for employees. Although orientation and in-service training sessions are made available on a departmentwide basis, the primary focus of this function is to meet the unique training needs of correctional counselors (guards). Basic training is provided in a two-week academy for correctional counselors who are beginning work at the department's adult institutions.

### Office Management (612) 642-0341

This section provides specialized support and coordination to the department's central office in the areas of word processing, office space, communications, motor pool, printing and duplicating. This unit also provides general office support services for the probation/parole/supervised release community services section.

### Hearings and Appeals (612) 779-2817

**Harold Hansen, hearing officer.** The hearings and appeals unit conducts and coordinates hearings for inmates concerning whether disciplinary action is warranted and, if so, the specific discipline that should be imposed.

## Ombudsman for Corrections

333 Sibley, Suite 895,

St. Paul, Minnesota 55101

**John Poupart, ombudsman (612) 296-4500**

Minnesota Statutes, sections 241.41-241.45

The "ombudsman" concept began in 1809, originating in Sweden. The Minnesota Ombudsman for Corrections was established in 1972 by an Executive Order issued by Governor Wendell R. Anderson. The Minnesota ombudsman concept grew out of the governor's desire to provide a constructive means for examining and resolving inmate grievances. The hope was that with an ombudsman system it would be less necessary for inmates to feel that the only options available for resolving their grievances involved violence. No one knew at the time what precise outcome to expect from the program because the use of an Ombudsman in Corrections was untried.

The ombudsman has grown to be an integral component of the Minnesota corrections system. Both the ombudsman and the Minnesota corrections officials work to maintain the independence of the Office of the Ombudsman within the corrections system. The ombudsman investigates complaints concerning actions taken by the Department of Corrections, the board of pardons, regional correction or detention facilities, and county correction or detention facilities and programs operating under the Community Corrections Act (Minnesota Statutes, chapter 401).

Complaints may be filed with the ombudsman by any person. Each complaint will be investigated thoroughly. If an investigation indicates that a mistake has been made, or is arbitrary, unfair, or illegal action has occurred, the office will work with the appropriate officials to rectify the problem. Complaints may be filed by mail, telephone, or in person. Inquiries should be directed to the ombudsman.

The ombudsman and staff make regular visits to state correctional institutions. Other programs and facilities are usually visited upon request. Complaints may be registered directly with members of the ombudsman's staff during these visits. There are no forms or fees. Complainants are contacted personally or by telephone usually within six days after the complaint is received. Most complaints are resolved within one month.



An Annual Report is published and is available in the Legislative Reference Library, 645 State Office Bldg., St. Paul, MN 55155, (612) 296-8338.

## **Minnesota Crime Victim and Witness Advisory Council**

**N465 Griggs-Midway Building, 1821 University Ave., St. Paul, MN 55104**

**F. A. Sepler-King, executive director (612) 642-0396**

**Statewide toll free: 1-800-652-9747**

**Minnesota Statutes, chapter 611A**

The Minnesota Crime Victim and Witness Advisory Council, part of the Minnesota Department of Public Safety, was established by the legislature to: review, on a regular basis, the way victims are treated by the criminal justice system; advocate necessary changes and monitor victim-related legislation; provide information, training, and technical assistance to state and local victim/witness services agencies; serve as a clearinghouse for information concerning victim and witness programs; develop guidelines for implementing victim/witness assistance programs and aid in the creation and development of programs; and coordinate the development and implementation of policies and guidelines for the treatment of victims and the delivery of services to them and related functions.

The 15-member council is composed of public officials, service providers, and those who have been victims of crime. The council takes an active interest in policy and funding issues related to victims and victim services, and welcomes input of interested parties. Council meetings are held monthly, and are open to the public.

## **Minnesota Crime Victims Reparations Board**

**N465 Griggs-Midway Bldg., 1821 University Ave., St. Paul, MN 55104**

**F. A. Sepler-King, executive director (612) 642-0395**

**Statewide toll free: 1-800-652-9747**

**Minnesota Statutes, chapter 611A**

The Minnesota Crime Victims Reparations Board is a five-member board which provides direct financial assistance to those who have been injured as the direct result of a crime.

Victims may recover up to \$50,000.00 for therapy costs, medical costs, expenses for funeral of a homicide victim, and other related costs. There is no fee.

To qualify for reparations a person must be an innocent victim of crime (or a legal dependent of the deceased victim), must report the crime to local law enforcement agencies within five days and must cooperate completely with the law enforcement agency. No reparations for property damage or loss will be paid.

To request information on filing forms, contact the board or your local law enforcement agency. Claim forms are available upon request from the board. These forms must be completed and returned to the board within one year of the crime. The time needed to process a claim varies with the complexity of the case itself, and payments are made in an average of one half year after filing.



## Office of Crime Victims Ombudsman

N465 Griggs-Midway Building, 1821 University Ave., St. Paul, MN 55104

Statewide toll free: 1-800-247-0390

Donna Anderson, ombudsman (612) 642-0397

Minnesota Statutes, chapter 611A

The Office of Crime Victims Ombudsman offers assistance to victims of crimes who believe their rights have been violated, or that they have been unfairly treated by the criminal justice system or by victim assistance programs.

An impartial investigator and liaison, the ombudsman serves as a source of assistance and information to both individual victims and to program staff.

The ombudsman is available through a toll-free telephone number and can provide information to those with questions concerning the treatment of victims and witnesses. The office also serves as a central source for referral to appropriate programs for crime victims assistance.

The Office of the Crime Victim Ombudsman provides the scope of a statewide office to assure high quality services and to monitor fair and proper administration of services and information. The office demonstrates a commitment to stringent compliance with the rights afforded crime victims under Minnesota law.

## Board of Dentistry

2700 University Avenue West, Suite 109, St. Paul, MN 55114

Douglas R. Sell, executive director (612) 642-0579

Minnesota Statutes, chapters 150A and 319A; Minnesota Rules 3100-3199

The board licenses dentists and dental hygienists, and registers dental assistants. Applicants must pass an examination on the Rules of the Minnesota Board of Dentistry, Minnesota Dental Practice Act and the Minnesota Professional Corporations Act. This examination may be taken before 3:30 p.m. on any normal working day at the board office. Contact the board to receive license or registration applications, or information about examinations and annual renewal.

Dentists and dental hygienists licensed in other states or Canada may apply for licensure by credentials. These dentists are required to have three years of recent practice experience and dental hygienists one year. Dentists from unaccredited dental schools (schools outside of the U.S. and Canada) may apply to the board for a special evaluation to determine eligibility for examination.

Licenses/Registrations	License application fee	Annual Renewal
Dentist	\$ 75.00	\$45.00
Dental Hygienist	30.00	20.00
Registered Dental Assistant	20.00	14.00
Dentist License by credentials	275.00	—
Hygienist Licensure by credentials	80.00	—
Duplicate License	8.00	—
Duplicate Renewal Certificate	6.00	—
Certification of Licensure	10.00	—

The board registers dental corporations. The corporation must submit a copy of its articles of incorporation before commencing business in Minnesota. The board reviews the articles of incorporation for compliance with the Professional Corporation Act and the Rules of the Board. Annual report forms are sent to all registered corporations at least 30

days before the January due date. Corporation fees are \$100 for the first annual report filed and \$25 for each report filed thereafter. Contact the board for more information on corporation procedures.

The board will investigate all complaints received, written or oral, which allege violations of the Minnesota Dental Practice Act or Rules of the Board. The board has the power to suspend or revoke licenses and registrations. Contact the board to register complaints. Forms are provided. Complaints are processed as they are received.

The board determines the continuing dental education requirements and enforces all other provisions of the Minnesota Dental Practice Act and rules of the board. The board will offer the names of all accredited schools of dentistry, dental hygiene and dental assisting and will help the public interpret statutes and rules applying to dentistry. The board publishes the laws and rules, a pamphlet: "Board of Dentistry, Dentists, Hygienists and Assistants," available from the Minnesota Documents Division, 117 University Ave., St. Paul, MN 55155. (612) 297-3000. The law and rule booklet costs about \$5 plus sales tax, with postage and handling fees additional if ordered by mail. There are no other fees involved for informational services. All requests are handled as soon as they are received.

## State Council on Disability

208 Metro Square Bldg., 7th and Robert Streets,  
St. Paul, MN 55101

John T. Clawson, executive director (612) 296-6785

Minnesota Statutes, sections 256.481-256.482

The council was created by the state legislature in 1973. It is composed of 21 members appointed by the governor as well as non-voting ex-officio representatives from state departments and agencies dealing with issues of importance to people with disabilities. The council has a full-time staff to carry out its day-to-day activities.

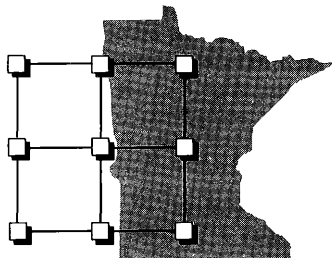
Members of the council are appointed from the general public and from organizations that provide services for disabled persons. The majority of the council is to be comprised of disabled persons or parents or guardians of persons with disabilities. At least one member of the council is appointed from each state development region. Council members serve staggered terms of three years.

The council advises the governor, the legislature, the public and service-providers about services, programs and legislation necessary for people with physical, mental or emotional disabilities. It also provides a computerized information and referral service to the general public as well as disabled people, which can assist individuals in resolving problems they have encountered. Finally, it encourages inter-agency coordination and improvement of services and programs.

Two specific activities which the council has undertaken in carrying out its mandates are: providing information to recipients of federal financial assistance about how they can best comply with their obligations under Section 504 of the Rehabilitation Act of 1973; and giving technical assistance to government, the public, architects, building officials, contractors and builders concerning the accessibility provisions of the state building code.

To increase council effectiveness in providing information, the council publishes a bi-monthly newsletter, *Connector*, which is available to interested persons without charge. The council also produces "Connector," a monthly television program regarding disabilities, for cable TV throughout the state. A news brief entitled *Capitol Ideas* is produced during the legislative session to keep persons apprised of proposed legislative action which affects or may affect persons with disabilities. The council also provides speakers, films and slide presentations free of charge on issues that relate to disability.

A toll-free information line is maintained so that Minnesotans living outside the Minneapolis-St. Paul area can call for information and referral assistance at no cost to them-



selves. To use the statewide toll-free line, call 1-800-652-9747 and ask the operator for the Council on Disability. The council prefers telephone or written inquiries, but in-person requests are also accepted. For further information, contact the council. There are no fees or forms for council assistance. All requests are handled as soon as possible.

## Minnesota Educational Computing Corporation



3490 Lexington Avenue North,  
St. Paul, MN 55126

Dale LaFrenz, president and chief executive officer  
(612) 481-3510

Minnesota Statutes, sections 119.01-.09.

The Minnesota Educational Computing Corporation (MECC) has been actively involved in the design and development of educational software for more than thirteen years. MECC has earned an international reputation as a team of creative, experienced educators who are committed to improving the quality of instructional computing.

MECC is unique because, unlike any other educational computing company, it grew out of a public service commitment. MECC was created by the Minnesota legislature to serve Minnesota educators, and as a result educators around the country have benefited. MECC's board of directors is appointed by Minnesota's governor to represent a wide range of educational interests.

Educators buy MECC products not only because of their overall excellence but also because of the strong commitment behind them. This commitment is reflected by MECC staff members who serve customers through memberships, the annual conference, the *Help Line*, and other valuable services.

MECC's collection of more than 300 software packages fills the educational needs of everyone from preschoolers to adults, provides instruction in a wide range of subject areas, and assists in school administration and teacher training. MECC software is available for the leading brands of microcomputers.

MECC's 95 staff members comprise the team of people that serve educators through MECC's four main businesses:

### MECC Memberships (612) 481-3570

**Tom Varley, vice-president, marketing.** Minnesota is nationally recognized as a leader in implementing computing in the schools. Through its Membership Program, MECC plays a vital role in that leadership by offering high-quality products and services at specially reduced prices, helping to stretch school districts' educational computing dollars. MECC Institutional Members can be found in all fifty states, in seven Canadian provinces, and in several nations overseas—a total of more than 5,000 school districts.

Memberships fall into two basic categories:

**Site-licensing**—MECC's comprehensive site-licensing program provides schools with the right to make as many copies of MECC diskettes and support manuals as they need.

**Discount purchasing**—Through memberships, MECC helps school districts meet specific software needs by providing the ability to purchase MECC products at substantial discounts.

### Instructional Products (612) 481-3520

**Susan Schilling, vice-president, software.** MECC pays close attention to the process of creating new software products. A great deal of time and effort goes into decisions on instructional content, design, support material, and classroom and technical testing.

Teams of highly creative, experienced designers, programmers, graphic artists, and

managers develop MECC software. These teams work closely together to produce software packages that reflect the state of the art, both technically and educationally.

The MECC instructional software collection covers the full range of curriculum areas and is available for all age and grade levels. Over 60% of MECC's products are geared to the Apple II series of computers, the most popular brand in U.S. schools today. MECC, however, produces a variety of software products for other computers, including IBM, Commodore, and Radio Shack.

Teachers and students play an important role in the development of MECC's extensive collection. Classroom teachers provide ideas for software packages and serve on advisory committees that review and critique new products during every stage of development. Finally, each MECC software package is tested in the classroom by dozens of students. A catalog presenting MECC's collection of over 300 instructional software products is available. Call (612) 481-3500 or write MECC for a copy.

### **Administrative Products (612) 481-3520**

**Susan Schilling, vice-president, software.** The packages in MECC's administrative software collection, **The Administrators**, aid schools and school districts in the 'business' aspects of day-to-day operations. All of these products are designed to cut the costs of school administration and to simplify the jobs of administrators and support personnel.

**The Administrators** collection includes a wide range of programs for use in handling a multitude of daily tasks at three different administrative levels: district record-keeping, student record-keeping, and building record-keeping. These software packages run on a variety of hardware configurations for the Apple IIe or IBM PC XT/AT and compatibles.

The developers of MECC's administrative software have many years of experience in designing, programming, and implementing programs for school operations. School district administrators provide many valuable ideas and suggestions about vital program functions and helpful features, and they also test the products throughout the development process.

### **Services and Consulting (612) 481-3650**

**Don Rawitsch, vice-president, administration.** MECC does more than produce software. There are a host of other needs that must be met if educators—and their students—are to enjoy the full benefits of computer technology.

**Training.** Educators want to learn how to use computers effectively, and MECC helps them accomplish their goals by providing training. Each year, MECC works with thousands of educators in workshops and special training sessions covering a wide range of educational computing topics.

**Training Materials.** School districts require resources for local teacher training, and MECC assists districts by providing training materials.

**Newsletters.** Because educators want to know about new computing products and activities, MECC communicates with thousands of educators throughout the United States and in other parts of the world through its quarterly newsletter, the **MECC Network**. This newsletter is distributed free of charge to Minnesota school districts, Institutional Members and all others who request it. Educators can obtain copies of the **MECC Network** by calling (612) 481-3500.

**Help-Line.** Since educators want assistance in using software, MECC provides a help-line service to respond to customers' problems and questions regarding MECC software.

**MECC Annual Conference.** Educators also want the latest information about instructional software and hardware. They want an opportunity to interact with other computer-using educators. MECC meets these needs by hosting an annual fall conference that is highly regarded and attended by approximately 2,000 educators each year. The annual conference is a very valuable MECC service.

The use of high technology in our classrooms—especially microcomputer hardware and software—has provided a significant boost to education. MECC's goal is to continue its

leadership role in the expanding world of educational technology, producing software and providing services for the benefit of teachers, students and administrators.

## Department of Education

Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

Ruth E. Randall, commissioner (612) 296-2358

Minnesota Statutes, chapters 120-129, 134; *Minnesota Rules* 3500-3799



### Background

The first law pertaining to education in Minnesota was enacted in 1849 by the territorial legislature, stating that common schools were open to everyone. That same law levied a general tax of 2½ mills and supplemented it with 15% of the funds collected from liquor licenses and fines for criminal offenses.

In 1851 there were three schools in Minnesota, enrolling 250 children, and paying teachers \$13 a month for women and \$21 for men. The first superintendent of public instruction was appointed in 1854.

In 1862 the state adopted a district system. A high school board was established in 1878 recognizing the need for "high schools" to provide a level of education between the common school for those who desired only the basics, and the university for those who desired an extensive education.

An act was passed in 1885 requiring that children between the ages of 8-18 attend school for at least 12 weeks a year. That law was strengthened in 1899 by another calling for the appointment of truant officers with power to arrest truant.

At the turn of the century there were about 8,000 school districts in Minnesota that had been built upon a "neighborhood plan." Efforts to consolidate these districts began as a controversial issue and continued throughout the rest of the century.

After almost 20 years of efforts to achieve unity of supervision designed to promote greater efficiency and economy, a State Board of Education was formed in 1919 and at the same time the Department of Education was created.

During the 1960s the greatest consolidation of school districts occurred, eliminating almost 6,000 districts. Today there are 436 school districts in Minnesota.

The enrollment decline of the 1970s and 1980s came to an abrupt halt in the 1985-86 school year when close to 700,000 students were enrolled in Minnesota's K-12 public school system.

### State Board of Education (612) 297-1925

**Ted Suss, administrator.** The board sets policies for public schools.

The nine-member board directs the Department of Education, which serves the public schools, and implements board policies. The governor appoints board members, one member from each congressional district, and one at-large member.

### Office of the Commissioner (612) 296-2358

The commissioner of education, appointed by the governor, provides leadership for the public elementary and secondary education programs of Minnesota; encourages state legislation, rules and policies which promote an educational climate that serves all citizens; and ensures that information on the requirements and leadership of the state are interpreted and disseminated to local and regional educational officials. The commissioner administers the staff and budget of the Department of Education so the agency serves local school districts and other educational agencies through a program of planning, research, consultation, coordination, communication and inservice education.

**Curman Gaines, deputy commissioner (612) 297-3115.** The deputy commissioner has

the authority of the commissioner in the absence of the commissioner. The deputy meets with directors on a regular basis; is knowledgeable about the state and federal revenues for which the agency is responsible; gives leadership to assistant commissioners and other staff by being involved intimately in the budget process; works closely with staff on matters pertaining to expenditures, aids, and grants; gives leadership to staff in their initiatives and programs; works in all facets of employee relations; and supervises the directors of administrative services and employee relations.

**June Phenix-Alexander, assistant to the commissioner (612) 297-4411.** The assistant to the commissioner helps the commissioner perform administrative functions and execute responsibilities in policy development, strategy planning, and the development, implementation, and evaluation of departmental goals. The assistant provides coordination, planning, research, and liaison between the commissioner and policy-making groups. The assistant to the commissioner also provides general administrative support to the commissioner, carries out special projects and research studies, and coordinates responses to public officials, the governor's office, legislators, and school district officials.

**Linda Dahlen, affirmative action officer (612) 296-0342.** The affirmative action officer assists department management in planning and implementing an affirmative action program and equal opportunity employment practices that comply with state, local and federal law.

### **Office of Legislative Relations, (612) 296-3271**

**Claire Rumpel, director.** The office serves as the department's liaison with the legislature, Minnesota's congressional delegation, the governor's office, other state and federal agencies, and school districts. The office also assists in the development of the governor's biennial school aids budget recommendations, drafting legislation for the State Board of Education, and monitoring legislation for the department and the governor.

The office works with congress and federal agencies to develop education programs and review documents and proposals submitted to the federal government through the department. The office provides information on federally supported education programs to the Department of Education, local school districts, and other agencies and organizations.

The office will answer specific questions on available education programs. For information on the application procedures, contact the office.

### **Office of Employee Relations (612) 296-3377**

**Donn H. Escher, director.** The office manages human resource functions for the department; the State Board of Education; the Minnesota Academies for the Deaf and Blind and Resource Center; the Board of Teaching; the Minnesota Academic Excellence Foundation; and the Minnesota School for the Arts and Resource Center. These functions include personnel services and labor relations. Personnel services provided include, but are not limited to, the administration of statutes, rules, policy and procedures for affirmative action recruiting, hiring and advancement of employees, job classification, salary administration, employee benefits, retirement, employee assistance, staff development and other related activities as appropriate. The office serves as the liaison between the Department of Employee Relations and management of the department and other agencies serviced.

The office works with labor organizations and engages in labor contract negotiations, the fair and equitable administration of existing contracts, and the training of staff in contract administration and grievance handling. In cooperation with the department's affirmative action officer the office ensures equal employment opportunity for all employees and implements employment practices that comply with state and federal law. The state's Employee Assistance Program is administered by the office to provide help to departmental employees who have personal problems that affect job performance. Staff development is also managed by the office and includes training for new managers and individual employees to encourage career enhancement and development to improve employees' job effectiveness and efficiency.

## Office of Administrative Services (612) 296-8418

**George W. Fortmeyer, director.** This office manages all financial affairs for the department. The office handles the acquisition of all services, supplies, and equipment and provides word processing, mail handling, and copy services. It also provides other management services, such as policy and procedures development and management analysis.

### Fiscal Services Unit (612) 296-6253

**Ed Wilkins, supervisor.** The unit processes all budget and fiscal documents, maintains all accounting records for state and federal purposes, and disburses all payments for employees, vendors and school aids.

### Office Service Unit (612) 296-3309

**Ardelle Krech, supervisor.** The unit provides purchasing, mail handling, office copying, and other internal administrative support services for the department.

### Word Processing Unit (612) 296-6312

**Bev Sorensen, supervisor.** The unit provides word processing services for the staff of the education department.

## Office of Monitoring and Compliance (612) 297-2843

**Barbara Burke, acting manager.** This office conducts compliance monitoring of special education, educational programs in state institutions for the handicapped and educational programs in correctional facilities. It investigates complaints received from parents, teachers, or other interested parties who allege that a public school is not complying with a mandatory special education or migrant education law or rule. It also conducts administrative reviews of local special education due process hearings and expulsion hearings which are appealed to the commissioner. There are no fees and no special forms are required. Complaint decisions are rendered within 60 days and administrative review decisions within 30 days.

## Minnesota Academic Excellence Foundation (612) 297-1875

**Peggy O'Hare, executive director.** The Academic Excellence Foundation was created by the 1983 Legislature to promote academic excellence in public schools through public-private partnership. The Foundation recognizes achievement of students K-12, and also staff and community members who encourage these achievements. The Foundation, which has a 24-member board, provides funding for programs that promote academic excellence, address a documented need, provide for statewide impact, and address other specific criteria. Requests for funding for the following school year are accepted in January. Applicants are notified in April. The largest grant awarded has been \$10,000. A quarterly newsletter concerning the Foundation's activities is published and mailed to all schools, educational organizations, and newspapers in Minnesota. See page 7.

## Division of Development and Partnership (612) 296-2414

**Nan Skelton, assistant commissioner.** In order to maximize opportunities for learning, the Development and Partnership Division administers and provides effective education programs and services to education agencies, the community at large and learners of all age groups. The division develops and implements strategies and approaches to learning, seeks and encourages cooperative arrangements and relationships, and promotes the involvement of communities and learners in the educational process. Specific sections within the division include: Community and Adult Education, Council on Quality Education, Education Development, Equal Educational Opportunities, Indian Education, Learner Support Systems, Private Vocational Education, Secondary Vocational Education, and Veterans' Education.

## **Community and Adult Education Section (612) 296-8311**

**Robert O. Gramstad, manager.** Section staff assist the 435 public school districts in developing and operating comprehensive community education programs. Community education uses local public schools as catalysts enabling all community members to pursue life-long learning and improvement by identifying and bringing community resources to bear on resolving community problems.

To accomplish this goal, community education coordinates resources and provides activities and classes beyond the scope of regular (kindergarten through 12th grade) school offerings for people of all ages, as recommended by a local community advisory council and approved by the local board of education. Programming may include community forums, adult basic and continuing education, adult refugee education, early childhood family education, General Educational Development (GED) testing, programming for handicapped adults, general interest adult education, recreational sports, social/cultural programming and school/business partnerships. Each school district operating a community education program in compliance with State Board of Education rules can certify a tax levy and may receive state community education aid.

### **Partnerships (612) 297-4869**

**Ellen Sushak, specialist.** School-community and business-education partnerships are the cornerstone of the community education concept, and therefore have been emphasized through the creation of this special activity which encourages, assists, and recognizes collaborations between school districts and business and industry, service organizations, and the community at large. In addition, liaison has been established with every school district in the state to exchange information about education partnerships.

### **Adult Basic Education (612) 296-4078**

**Brian Kanen, specialist.** Adult Basic Education (ABE) staff administer the statewide ABE learning system that enables adults to master the basic literacy and survival skills needed to participate fully and effectively in society. Staff functions include conducting program development and instructional inservice activities, granting, monitoring compliance, evaluating effectiveness, and coordinating with other resources and services to enhance ABE's appropriateness and effectiveness.

More than 250 public school districts and 150 other community agencies and organizations cooperate to provide learning opportunities for more than 30,000 people per year who are 16 years of age and older, not enrolled in school and have educational needs below the high school completion level. Classroom, individual, community-based, and televised ABE programming includes: volunteer literacy tutoring; English as a Second Language for refugees and others; basic literacy, mathematics, job readiness and other survival skills, and preparation for General Educational Development (GED) testing or for an adult high school diploma.

Approved ABE programs may qualify for partial reimbursement from federal and/or state funds for the costs of providing these learning opportunities. In addition, public school districts participating in approved ABE programs are eligible to certify and collect an ABE tax levy.

### **Adult Refugee Education (612) 296-7500**

**Diane Pecoraro, specialist.** One staff member oversees employment-related English-as-a-Second-Language programs for adult refugees through an interagency agreement with the Minnesota Department of Human Services. Responsibilities include training instructional staff and developing, monitoring, and evaluating programs for newly arrived adult refugees. A majority of the adult refugee education projects operate in partnership with local adult basic education programs. Funding for public school districts and other adult refugee education program providers is granted directly by the Department of Human Services.



**General Educational Development (GED) Testing (612) 296-4057**

**Robert Gramstad, manager.** Coordinating the general Educational Development (GED) testing program in Minnesota involves maintaining testing records, issuing high school equivalency diplomas and transcripts of test scores, and coordinating administration of the local testing centers. Fifty (50) GED testing centers throughout the state enable an average of 7,000 people per year who have not graduated from high school to demonstrate that they have achieved the knowledge and skills usually learned by completing high school.

**Early Childhood Family Education (612) 297-2441**

**Lois Engstrom, specialist.** Early Childhood Family Education (ECFE) provides program and staff development assistance, as well as funding, to public school districts throughout the state in planning for and implementing ECFE programming. ECFE strengthens families and enhances life-long learning by helping parents understand and provide for their children's learning and growth, and helping young children (from birth to kindergarten enrollment) develop mentally, physically and socially.

More than 280 districts with community education and ECFE programs complying with state requirements are eligible to certify an ECFE tax levy and may receive state aid for ECFE in addition to their community education levy and aid.

**Handicapped Adult (612) 297-1647**

**Boni Pilapil, specialist.** Handicapped adult programming, which originated as a Council on Quality Education pilot project, was established as a community education activity in 1985. It enables handicapped adults to participate in all community activities, including community education programming, by collaboratively providing services and resources, such as interpreters, that the handicapped need in order to participate. A limited number of matching grants enabled more than 60 school districts and other organizations to serve nearly 6,000 handicapped adults in 1985-1986.

**Education Development Section (612) 296-5076**

**Gayle H. Anderson, manager.** The section distributes federal funding to school districts for the purposes of improving educational practices in a number of need areas. The section manager also responds to inquiries concerning laws, rules and mandates as applied to education in the state.

Information and technical assistance concerning each of these programs are available from the program staff. School district personnel are notified annually concerning these programs, including submission dates and application procedures. A Chapter 2/Block Grant brochure is published and distributed annually and articles concerning each program are included in a department publication made available to every teacher and school administrator in the state.

**Chapter 2/Block Grant Unit (612) 296-5076**

**Gayle H. Anderson, coordinator.** The federal Chapter 2/Block Grant makes funds available to school districts for a broad array of educational programs and purposes. Annually, more than six million dollars are awarded to school districts through a formula allocation. In addition, about \$150,000 is available annually to schools for support of special need programs with funds awarded after competitive review of submitted proposals. The Chapter 2/Block Grant Program is provided with direction by a governor-appointed advisory committee, which meets three times each year to establish policy and select projects for funding.

**Title II, Education for Economic Security Act (612) 296-2703**

**Robert Crumpton, supervisor.** Federal Title II funds are made available to school districts on a formula basis for the purpose of teacher education in the areas of mathematics, science, foreign languages and computer learning. In addition, funds are awarded to school districts for demonstration projects after competitive review of submitted proposals. The Title II unit is also responsible for coordination of teacher education projects awarded to institutions of higher education after competitive review of submitted proposals.

## **Equal Educational Opportunities Section (612) 296-5020**

**Will Antell, manager.** The section provides technical assistance in race and sex desegregation to local school districts and monitors districts for compliance with state and federal laws prohibiting discrimination. The section provides technical assistance to school districts in developing programs to end discriminatory practice in educational programs and in problems related to compliance with laws prohibiting discrimination.

## **Indian Education Section (612) 296-6458**

**David Beaulieu, manager.** The section administers a scholarship program, an adult basic education program, the American Indian language and culture education program, the Indian post-secondary preparation program, and an Indian social work aide program. It coordinates the work of the Indian Scholarship Committee and the Advisory Task Force on American Indian Language and Culture Education, and it assists school districts, tribal groups, local Indian education committees, and community groups in developing Indian education programs. The section manager chairs the department's Indian Education Committee, which serves to assist schools, school districts, and parents, in resolving issues regarding the educational experiences of Indian youth.

The section provides post-secondary financial assistance and career counseling to persons who are one-quarter or more American Indian and have a high school diploma or hold a G.E.D. certificate. Eligible applicants may receive scholarships from the Minnesota Indian Scholarship Program after applying for state grant-in-aid, Pell grant, supplemental education opportunity grant, tribal, Bureau of Indian Affairs and any private funds. For information or an application form, contact the Indian education scholarship officer, Minnesota Department of Education, 1819 Bemidji Avenue, Bemidji, MN 56601, (218) 755-2926. There are no fees. Scholarship applicants are usually processed in April, May and June for the following school year, and the process is completed within one month of application. The following forms are used for scholarship application: ED-00287-06—Basic application/School year \_\_\_\_ Indian Scholarship Assistance Program, prepared jointly by the applicant and the post-secondary institution; ED 00284-03—Permission to receive grades, blood quantum report, and transcripts, prepared by the applicant.

The section provides adult basic education classes in rural and reservation areas. Aides recruit Indian persons in need of basic education. Instructors teach classes on an individual basis to help Indian adults achieve literacy, basic skills or G.E.D. certificate. For information on adult basic education, contact the section or the Indian Education Section, 712 Government Service Center, 320 West Second Street, Duluth, MN 55802, (218) 723-4657. Adult basic education requires the use of the aide/instructor work record form. There are no fees. Adult basic education is available from fall to spring.

The Indian Education Section administers the grant process and provides assistance for participating schools and districts which provide programs under the American Indian Language and Culture Education Act. Contact the Indian Education Section, 303 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101, for information. There are no fees. Applications are available in the early spring if funds are allocated, and proposals are accepted according to State Board of Education guidelines. The following forms are used, all prepared by the applicant: ED 01281-03—Pre-Application for Indian Education Program (Letter of Intent); ED 01283-03 Full Application for Indian Education Program; ED-01284-04, Parts 1, 2 & 3—Indian Education Program Budget form; ED-01369-02—Indian Education Program Progress Report form.

The Indian Education Section administers the grant process and provides assistance for participating school districts which provide programs under the Indian Post-Secondary Preparation Program. Contact the Indian Education Section, 303 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101, for information. There are no fees. Applications are available in the early spring if funds are allocated, and proposals are accepted according to State Board of Education guidelines. The following forms are used, all prepared by the applicant: ED 01281-03—Pre-Application for Indian Education Program; ED 01739-

01 Full Application for Indian PSPP; ED-01284-04, Parts 1, 2 & 3—Indian Education Program Budget form; ED-01369-2—Indian Education Program Progress Report form.

### **Learner Support Systems (612) 296-4080**

**Joleen Durken, manager.** The section provides consulting services to Minnesota schools in the Whole Child Initiative, guidance and counseling, school health services, AIDS education, school dropout prevention, adolescent pregnancy prevention, drug abuse prevention, and school-age child care. The section administers the Early Childhood Screening program. The Minnesota Career Information System, a computerized guidance system, is available for a fee to education and human service agencies and other agencies in guidance and counseling.

### **Secondary Vocational-Technical Section (612) 296-3306**

**J. Thomas Strom, manager.** The section manages vocational-technical education programs in school districts and cooperative centers. It supervises exploratory and pre-employment experiences, including cooperative education, to prepare high school students for living and working in a highly technological and informational society. This section also serves the Educational Cooperative Service Units, professional associations, teacher education institutions, community-based groups and other state agencies in conceptualizing major issues in curriculum and instruction, developing and evaluating instructional strategies and identifying and disseminating instructional material related to vocational education. Leadership for vocational student organizations at the local, state and national levels is an additional function of this section.

### **State Approving Agency for Veterans' Educational Benefits (612) 296-7998**

**John Allen, supervisor.** The agency approves and supervises education programs offered by Minnesota-based educational institutions, thus allowing veterans and other eligible persons to enroll in these approved programs and receive educational benefits. The agency is involved with all levels of education, including public and private institutions for secondary and post-secondary students.

### **Private Vocational School Unit (612) 296-7896**

**John Allen, supervisor.** The unit's primary function is to ensure that private business, trade, and correspondence schools operating, advertising, or soliciting students in Minnesota achieve and maintain business practices and standards of education clearly in compliance with Minnesota law and rules. The unit provides consumer protection to the clients of these schools. Immediate information is given to prospective students, agencies funding students, and numerous counselors inquiring about private vocational schools. The schools licensed offer programs such as business training, electronics, medical career training, real estate training, bartending, and modeling.

### **Instructional Effectiveness (612) 297-4806**

**Dr. James Sauter, assistant commissioner.** Division staff have been organized around the three major components of student learning: curriculum (what students should learn), instruction (design of learning experiences), and assessment (how well students have learned). A fourth component is programs for students with unique learner needs which encompass all three of these areas.

The three components of curriculum, instruction, and assessment are also the basis for the departments new "Coordinated Model for Educational Improvement," which provides a way for districts to improve student learning. The model has been adopted by the department as a way to deliver services to districts, and a quality and equitable education for students.

### **Instructional Design Section. (612) 296-4067**

**Gil Valdez, manager.** This section provides leadership and program direction to teachers and educational administrators in the areas of technology, instructional design, profes-

sional development, educational effectiveness, mastery learning, thinking skills, prereferral guidelines, media education, early childhood and gifted education. Staff provide guidance via workshops, seminars, conferences and networking, and develop and publish documents and other curriculum materials in these areas. Inservice also includes media dissemination to schools and other state agencies.

The section's main focus is on service to Minnesota schools to guide them in current teaching methodologies and instructional design, including research and site-based assistance in individualized and cooperative education and visual learning; and in technological learning tools such as two-way interactive television, computerized classrooms, and on-line databases.

#### **Media and Technology Unit (612) 296-1570**

**Robert Miller, supervisor.** This unit provides media support to school districts and the department and assists educators in integrating technology into their curriculum.

Media services include guidance in school media center management and staffing; equipment and film loan; media dissemination; program monitoring and development; collection development; facilities review; licensure and rulemaking.

The technology section gives leadership and direction to department staff, technology project directors and regional technology coordinators in the areas of: research and development; courseware development, purchase, duplication and evaluation; courseware integration centers; electronic databases; mastery management; and video disk development.

#### **Staff Development and Instructional Implementation Unit (612) 296-4064**

**Richard Mesenburg, supervisor.** This unit administers the Minnesota Educational Effectiveness Program, providing educators appropriate inservice experiences to support the implementation of research referenced characteristics related to effective organizations and instruction. The processes of planned change; readiness, planning, designing appropriate activities, implementation and evaluation are used by this unit with schools. This unit also coordinates and provides assistance to educators to help improve their instruction in curriculum/instruction theory and design; elementary education; higher-order thinking; mastery learning; pre-referral guidelines and research and development.

This unit also manages and implements tasks related to the department's coordinated model for improved learning, including: modification of an instructional design process document; inservice and implementation of the professional development process; assistance to the state board learner outcome pilot sites; and implementing tasks determined by the assistant commissioner, division managers and special committees related to the coordinated model.

#### **Curriculum Services Section (612) 296-1451**

**Wayne Erickson, manager.** The curriculum component of student learning, what students should learn, is the focus of this section's activities.

The section comprises a group of 19 professionals—specialists and generalists—with wide-ranging expertise and classroom teaching experience. These consultants participate actively in their national professional organizations, making certain that local educators are aware of state, national and international trends and materials in their field.

The section exists solely and functionally in order that Minnesota schools may offer comprehensive quality programs, preschool—grade 12, that assist each student to acquire basic educational skills, self-understanding, a sense of self-worth, and insights into social problems, the natural environment and the humanities.

Its services are available to every public school district in the state, including individual teachers, administrators and educational associations. Service areas are: art; drug education; environmental education; health; international education; language arts/reading; mathematics; music; nutrition; physical education; planning, evaluating and report; science; social studies; tobacco use prevention; traffic safety, and world languages.

These content areas are all on the Minnesota Department of Education curriculum review cycle and each content area, over the next five years, will be developing a learner

outcome document which will contain the goals and listing of terminal student outcomes for that discipline.

### **Office of Assessment and Program Evaluation (612) 296-6002**

**William McMillan, manager.** This office is responsible for conducting and coordinating educational achievement testing and program evaluation activities in elementary and secondary schools. Major functions include the Statewide Assessment Program, the Local Assessment Program, the North Central Association, the PER technical assistance and the Item Bank Program. This office works closely with the Planning, Evaluating and Reporting legislation, and conducts a large number of workshops annually in the use of testing and evaluation information for the improvement of curriculum and instruction in local districts.

### **North Central Association of Colleges and Schools (612) 296-4056**

**Phil LeBeau, director.** NCA is a voluntary, non-profit, non-governmental association of elementary, secondary, and post-secondary educational institutions. It improves the quality of education through programs of accreditation and evaluation for member schools. Accreditation through the North Central Association is available to schools in seven classes: comprehensive high schools, junior high/middle schools, elementary schools, independent college preparatory schools, vocational schools, adult high schools, and optional special function schools. To be accredited, a school must demonstrate that it meets a set of minimum standards established by the Commission on Schools and must complete a comprehensive program evaluation consisting of self-study, visiting team, and follow-up. The cost of accreditation is \$175.00 per year per school.

### **Unique Learner Needs Section (612) 296-4163**

**Norena A. Hale, manager.** Section staff provide leadership, management, coordination and consultant services to local school districts regarding appropriate services to students who are handicapped, disadvantaged, limited English proficient or who have migrated from state to state.

### **Limited English Proficient Education Unit (612) 296-1060**

**Jessie Montano, supervisor.** The unit ensures the availability of appropriate educational opportunities for limited English proficient (LEP) students. The unit administers state and federal aids and provides technical assistance and inservice training to districts serving LEP students so that appropriate educational services are provided. For information on programs and funding, contact the LEP Education Unit. There are no fees. Forms used are: ED-01405-09—Application for refugee/entrant grant, ED-00003-05—Financial completion report, ED-01307-09—Program application/Amendment/Final Report-Education for Limited English Proficient Students Act, ED-01333-03—Home language questionnaire-primary language by grade school level tabulation of home language questionnaire forms ED-01336-02 through ED-01341-02, ED-01581-5—LEP Program Report.

### **Migrant Education Unit (612) 296-0324**

**Peter Moreno, supervisor.** The unit provides an educational program designed to meet the special educational needs of eligible children of migratory agricultural workers.

The unit maintains continuous communication with other agencies providing services to migrants in order to ensure their awareness of the presence of significant concentrations of migrant families and their locations. The unit encourages local educational agencies (LEAs) to host migrant education projects; provides technical assistance to LEAs in developing applications for funds and in implementing and evaluating their projects. Special training is provided by the unit to all project staff employed in migrant education projects throughout the state on an annual basis.

Approximately 13 summer school projects operate in areas of the state where migrant workers settle. Educational as well as supportive services are provided to eligible migrant students 0-21 years old. In addition, 12 tutorial projects which operate in conjunction with

the regular school year program are funded throughout the state for children of migrant families who have settled out of the migrant stream within the past five years or who were residing in a school district when the regular school term began in the fall.

The unit works closely with the Texas Migrant Interstate Program and with local school districts in providing a credit transfer program for secondary age students and in developing curriculum content so as to maintain a continuity of educational experiences for all migrant students while they reside in Minnesota.

Forms used are: ED-00351-07, Minnesota Migrant Family Information Form and ED-00343-03, Application for grant (LEA). There are no fees. For information on programs in your area, contact the unit.

#### **ECIA Chapter 1/Title I Unit (612) 296-2181**

**Jack William Hanson, manager.** The unit approves projects proposed by local school districts. Minnesota school districts receive allotted funds after programs are approved. Programs must be designed to aid children whose needs are greatest. Upper grades and high school projects are approved after needs of younger children are met.

The unit provides assistance on developing program proposals. Chapter 1/Title I project applications are written in April and May by local school districts. For information on developing programs, local school districts may contact this unit or the Chapter 1/Title I area director, 1819 Bemidji Avenue, Bemidji, Minnesota 56601, (218) 755-2928. The unit provides application forms. There are no fees. Information can usually be provided immediately. Program approval requires one to three months.

#### **Special Education Program and Policy Unit (612) 296-5174**

**Barbara Burke, assistant manager.** Staff in this unit provide leadership in developing and implementing effectiveness of special education and related grants and studies, conducting program consultant services, and developing PL. 94-142 state plans and policy interpretations.

#### **Special Education Aids and Data Unit (612) 296-4164**

**Bob Fischer, supervisor.** This unit is responsible for approval of special education child count, budget applications and the distribution of those state and federal aids. This unit is also responsible for data collection and dissemination of information systems.

#### **Special Education Discretionary Projects Unit (612) 296-9298**

**Carolyn Elliott, supervisor.** This unit is responsible for administering approximately 50 special education local and regional discretionary projects in low incidence, personnel development and other identified priority areas. This unit is also responsible for consultation to local school district services for low-incidence handicapping conditions and for interagency coordination of services for handicapped children and youth.

### **Division of Management Effectiveness (612) 296-3116**

**Daniel A. Skoog, assistant commissioner.** Management assistance provides leadership, direction, coordination, and supervision in implementing a proactive school management assistance program. Responsibilities also include directing the department's legislative initiatives and supervising aids and levies; Education Data Systems; ESV Computer Councils Library Development and Services; Personnel Licensing and Placement; Statistics; Child Nutrition; District Financial Management; Education Organization, Transportation and Facilities.

### **Education Aids and Levies Section (612) 296-8127**

**Gary P. Farland, director.** The section provides the major funding to local educational agencies. It provides analysis and assistance to policymakers in deciding funding formulas, makes analytical reports regarding aid and levy allocations, and computes and distributes all major state aids and permitted property tax levy limitations. These revenues include those for foundation, transportation, vocational and special education aid; property tax credits; capital expenditure equalization; abatement, adult program, G.E.D., commu-

nity education, teacher mobility and educational aids to nonpublic school students. It publishes *ABC's of Minnesota School Finance*.

### **Education Data Systems Section (612) 296-2751**

**Charles Coskran, director.** The section provides electronic data-processing services to the department. The section analyzes the development of new computer-based systems; offers technical support of the on-going computer-based systems; maintains a data element dictionary; coordinates the development of the Integrated Data Base; publishes a catalog of forms for school district reporting; and organizes data collected for the federal government. The section provides liaison between the state, the ESV Regional Computer Centers, and school districts for the financial support and maintenance of mandated computer systems. It also develops reports for public use through requests provided by other sections in the department.

### **Office of Library Development and Services (612) 296-2821**

**William G. Asp, director.** This office works to strengthen library and information services for all Minnesotans, and provides library services directly to blind and physically handicapped persons and to six state government agencies. The office advises librarians, library trustees and government officials on the organization of libraries. Staff provide technical assistance on all aspects of library services, planning, management and finance. They administer state and federal grants for public library services, public library construction, and multicounty/multitype library cooperation. The office has a library of books, periodicals and audiovisual materials relating to library services.

### **Minnesota Library for the Blind and Physically Handicapped (507) 332-3279**

**Myrna Wright, librarian.** The library offers its services free to all Minnesota residents who qualify for them. Books and magazines in braille, cassette and disc are sent and returned by postage-free mail. The library also offers reference, readers' advisory and other services.

The Library of Congress provides the free books, magazines and special playback equipment. Every year approximately 2,000 new titles are added. Currently there are more than 40,000 titles in the library's collection.

There are no fines: all services are free. Anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations may receive services. For applications and/or further information, contact the librarian.

The library is located on Hwy. 298 in Faribault and is open Monday-Friday, 8 a.m.-5 p.m. Mailing address is Box 68, Faribault, MN 55021, and its toll-free number is 1-800-722-0550.

### **Interagency Resource and Information Center (612) 296-6684**

**Patsy Tupper, director.** The center provides literature and computer searching, file development, electronic mail, facsimile transmission, reference and retrieval services for employees in the Department of Education, the Community College Board, the Higher Education Coordinating Board, the State Board for Vocational Technical Education, the State Planning Agency, and the State University Board. Service is also provided to the Division of Vocational Rehabilitation of the Department of Jobs & Training. The public may use library materials, but materials are not taken from the library.

### **School Personnel Licensing and Placement Section, (612) 296-2046**

(See also State Board of Teaching, page 357.)

**George B. Droubie, manager.** This section licenses teachers and administrators at the preschool, elementary, and secondary levels. The office is also responsible for coordination of institutional and teacher preparation program approval activities.

License fees are: Original Application—\$40, Renewed Application—\$40, Limited Permit

Application—\$40, Endorsement Application—\$40, and Placement Bureau Enrollment—\$27.50. Licenses are issued within three weeks. The original license is valid for two years. The continuing license is valid for five years. The limited permit license is valid for one year.

The section operates the State Education Placement Bureau, which provides vacancy lists and a credentials service for enrollees. A free vacancy listing service is provided to school districts including public, private, and parochial schools and Minnesota Community Colleges. The listing is published biweekly and is sent to teachers on a subscription list. To be placed on the list, teachers must complete an application for placement services. This entitles a subscriber to receive the vacancy listing from October 1 to September 30.

## Education Statistics Section (612) 296-2400

**Mildred Mueller, director.** The section provides information and analysis to state officials, school districts, the legislature, and the public concerning enrollments, enrollment projections, education staff, graduates, nonpublic school enrollments, finances, school census and education finance. the section prepares or cooperates with other sections in preparing:

***School District Profiles***, an annual summary and interpretation of student, staff and financial data on Minnesota school districts.

***Minnesota Education Directory***, published annually, including names and addresses for all education institutions, summary statistics, MDE staff and phone numbers for key national, state and local education organizations.

***Minnesota Public School Enrollment Projections***, published each spring with public school district's current and past enrollment and five year projections.

***Information on Minnesota Nonpublic Schools***, includes enrollment numbers, affiliations, names and locations of nonpublic schools and is available annually early to late spring.

***Information on Minnesota Licensed Public School Staff***, published annually with information on licensed professional staff, staff characteristics, salaries and assignments.

***Annual School Census***, compiled annually with district, county and state totals of residents 0-20 by sex.

***Information on Public Secondary and Middle Schools***, includes information on public school enrollments with lists of all secondary and middle schools by district, county and type of school.

***Information on Minnesota High School Graduates***, includes trends, current and projected graduate numbers, retention and graduation rates for the state. Educational attainment, post-secondary attendance and post high school employment status of graduates is included.

***Minnesota Public School Membership***, includes historical, current and projected enrollments for public school districts.

For information about these publications, call the Section. Single copies of all publications, except the *Minnesota Education Directory* are free. The *Minnesota Education Directory* and multiple copies of *School District Profiles* may be purchased through the Department of Administration's, Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

## School Support Services Section (612) 296-0495

**Ken Zastrow, director.** Section staff provides technical assistance in the areas of child nutrition; financial management; transportation, facilities, and district organizational alternatives; and publications and public information.



### **Management Assistance/Interdistrict Cooperation Unit (612) 296-2899**

**Robert Buresh.** The section provides management assistance at no cost to school districts or a single district in the areas of organizational alternatives and financial management. Assistance is also provided to districts dealing with issues of formal interdistrict cooperation arrangements, including the open enrollment program.

### **Child Nutrition Section (612) 296-6986**

**Charles L. Matthew, director.** The section administers the School Lunch Program, School Breakfast Program, Special Milk Program, Food Distribution Program, Child Care Food Program, and Summer Food Services Program.

The **School Lunch and School Breakfast Programs** are primarily federally funded. The U.S. Secretary of Agriculture prescribes fiscal year reimbursement and adjustments based on the consumer price index. Free and reduced-price meals are made available to eligible students based upon current family income and family size guidelines that are revised and published annually. For eligibility requirements and information, contact the section.

The **Special Milk Program.** Any school or nonprofit child care institution which does not participate in a meal service program authorized under the National School Lunch Act of the Child Nutrition Act of 1966 shall receive the special milk program upon its request. For information on eligibility requirements, contact the section. Forms include: Form ED-01234-03, Form ED-00103-04, Form ED-01494-02, Form ED-0048-02, and Form ED-0049-02.

The **Food Distribution Program** provides donated foods to help schools and other agencies improve the diets of school children and other needy persons and increase the market for domestically produced food acquired under surplus foods or support programs. Eligible participants include local education agencies operating nonprofit lunch programs, agencies participating in the child care food programs, summer food service programs for children, Indian women and children on reservations, summer camps operated by nonprofit organizations, and institutions for the elderly. The form, Application-Agreement for Use of USDA Donated Foods, must be completed by all participants except school districts and nonpublic schools participating in the school lunch breakfast program and sponsors of the child care food program. They are automatically included in the food distribution program. There are no fees. Processing requires 30 days.

The **Child Care Food Program** offers grants-in-aid for food service programs in non-residential child care institutions. Eligible participants include private, nonprofit institutions or public institutions such as child day-care centers, family day-care homes, settlement houses, or recreation centers providing day-care services. Forms used include ED-01583-01, ED-01586-01, ED-01587-01, ED-01176-03, ED-01588-01, EDK-00061-3, and ED-01563-01. There are no fees. Processing applications requires 30 days.

The **Summer Food Service Program** provides a food service during school vacation that is similar to the food service offered in the schools during the school year. The program serves children 18 years of age or under in areas where poor economic conditions exist. At the local level, the summer programs are organized and operated by public or private nonprofit school food authorities: state, local, municipal, or county governments, and residential public or private nonprofit summer camps. They are set up to benefit children from areas in which at least 50 percent of the children are eligible under USDA family size and income standards for free or reduced price school meals. The administering agency deals directly with the sponsors operating within its domain. Forms and information are available from the Child Nutrition Section.

### **District Financial Management and Transportation Section (612) 296-5032**

**Len Nachman, director.** The section provides Uniform Financial Accounting and Reporting Standards (UFARS) to be used by all school districts, Area Vocational Technical

Institutes, Educational Service Cooperative Units, special education and vocational educational cooperatives, and other joint powers agencies (co-ops) serving elementary, secondary, and post-secondary pupils within the Minnesota public school system. School districts and other reporting units are required to make an annual financial report to the section via a regional computer system. A copy of each district's audit must also be submitted each year.

Reports on school district financial conditions are made available in summary form annually to the school districts, the public, and the Legislature. Management assistance is provided to all districts in poor financial health as well as other districts who request assistance from the section.

Assistance is provided to those school districts who wish to apply for a state capital loan. On behalf of the commissioner of education and the State Board of Education, on-site visits are made to determine the need to replace facilities as well as to study alternatives to the proposed construction. Applications for a capital loan are made between October 1 and June 1 of the following year; the board makes a recommendation at its regular meeting within 30 days after receipt of the application, and the commissioner of education makes a recommendation to the legislature.

In the areas of transportation laws and rules that are administered, reports are processed to determine state aid eligibility.

All plans for school construction over \$400,000 must be reviewed by the commissioner of education. There are no fees. In addition, the review and comment process is provided to school districts within 60 days of receipt by the commissioner. Assistance is provided to school districts who request assistance in the planning of new district facilities and asbestos issues. A program on risk management is being developed.

### **Public Information/Publications Section (612) 296-6418**

**James Lee, supervisor.** The Public Information/Publications Section provides publications on the programs of the department and policies of the State Board of Education. The section informs the public and the media of state and local education trends and assists department staff on editorial and audio-visual projects and exhibits. The section publishes a newspaper, *Education Update*, during the school year which is distributed free to schools and discusses state education policies and exemplary practices in the schools. The publication is available free to nonprofit education related agencies. Contact the office for information on *Update* and other Education publications and information services.

## **Board of Electricity**

**N-191 Griggs Midway Bldg., 1821 University Ave., St. Paul, MN 55104**

**John Quinn, executive secretary, (612) 642-0800**

**Minnesota Statutes, sections 326.241-326.248; Minnesota Rules 3800-3899**

The board promulgates rules for licensing electricians and electrical contractors and inspects new electrical installations. Regular board meetings are held the second Tuesday of each month. The board conducts examinations for eight classes of electrician's licenses. Each class has specific pre-examination qualifications. Examinations are conducted once a month. To receive specific license qualifications, application forms or testing dates and locations, contact the board office.

• License and examination fees are:

Class of License	Exam fee	2 year license fee (Original and renewal)
*Class A Master	\$25.00	\$70.00
*Master Elevator Constructor	\$25.00	\$70.00
Class A Journeyman	\$25.00	\$20.00
Elevator Constructor	\$25.00	\$20.00
Maintenance	\$25.00	\$20.00
Lineman	\$25.00	\$20.00
Installer A & B	\$25.00	\$20.00
*New licenses pro-rated monthly if less than two years. Expiration date 3-1 of next even numbered year.		

Upon receiving a passing grade and paying for the license fee, a renewable license will be issued for two years.

The board issues electrical contractor's licenses. Contact the board to request application forms. An electrical contractor's license will be issued after an applicant has submitted an application form, a \$5,000 electrical contractor's bond (performance bond), a certificate of insurance showing general liability and property damage insurance as specified by statute, evidence that the applicant is a licensed master electrician or that the firm employs a licensed master electrician, and a license fee of \$150.00 for a two year period. When forms are properly filed, a license may be issued effective the day received and will expire March 1 of the next even number year. The fee is pro-rated quarterly if license period is less than two years.

The board maintains a file of licensed electricians and electrical contractors in the state. The complete file cannot be sent to an individual, but questions regarding specific persons or firms will be answered. Information regarding licensing laws and procedures is also available upon request.

The board inspects new electrical installations throughout Minnesota except in cities of the first class (St. Paul, Minneapolis and Duluth) or any other city which by ordinance established its own inspection department. The latest edition of the National Electrical Code is used as the minimum required for electrical work in the state. Electrical work must be installed by a licensed contractor, although a resident homeowner may install wiring on his or her property if it is inspected for code compliance.

The person or firm performing the electrical work must file a request for inspection including the inspection fee on or before beginning installation. A rough-in inspection is made before concealing any wiring, and a final inspection is made after all work is completed.

Inspection fees are based on the ampere capacity of the electrical service being installed and the ampere capacity and number of circuits installed. The board can tell a person the exact fee required. An inspection form costs \$1.00 and a copy of the electrical code costs about \$17.00 (tax included). Both are available from the board's office.

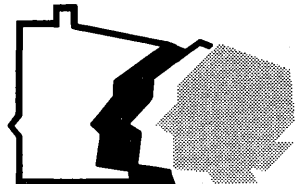
There are 44 contract electrical inspectors who work for the board. The name, address and telephone number of the inspector in your area may be obtained from the board. Complaints are handled in accordance with Minnesota Statutes, section 214.10.

## Department of Employee Relations

3rd Floor, 520 Lafayette Road, St. Paul, MN 55155  
Nina Rothchild, commissioner (612) 296-2616

Minnesota Statutes, chapters 43A, 179A, and 355; Minnesota Rules 3900-4099

The department serves as the employer for the executive branch of Minnesota state government. It directs and coordinates a comprehensive personnel management and labor



relations program embodied in a set of laws, collective bargaining agreements, rules, policies, procedures, equal employment opportunity and merit principles. And it offers training and development courses and orientation classes.

The department's mandate, stated in Minnesota Statutes, section 43A.01, is to "maintain an efficient and effective merit-based personnel management system to meet the management needs of the state and the social, economic and program needs of the people of the state." A further mandate is stated in the Public Employment Labor Relations Act, *Minnesota Statutes*, chapter 179A, empowering the department to act as the employer for all state employees for the purpose of collective bargaining. Chapter 179A makes note of special responsibilities to the public and a need for cooperation and employment protection which are different from those which are found in the private sector.

## Background

The state of Minnesota was one of the first states to adopt a State Civil Service law in 1939. The system was first administered through the Civil Service Department. During the late 1960s a Training Division within the department was added and the Career Executive Service (CES) was established. The CES was to recognize outstanding professional and managerial employees and assist in their retention.

In 1971, the Public Employee Labor Relations Act (PELRA) was passed, authorizing public sector collective bargaining. During 1973, the legislature adopted changes designed to strengthen the recruiting and the hiring of personnel for supervisory and management positions, and renamed the department the Personnel Department. PELRA was also modified in 1973 to include impasse procedures and grant a limited right to strike.

In 1979, the legislature reviewed how civil service and collective bargaining were working together. At this time, negotiations were done by individual departments or sub-departments. The Legislative Commission on Employee Relations (see page 478) was created to provide a structured mechanism for legislative oversight of the collective bargaining process.

In 1980, the legislature merged the Department of Personnel and the Department of Labor Relations into a new department, the Department of Employee Relations (DOER). The concept of the state as one employer was statutorily established, employees were placed in statewide occupational bargaining units, and represented employees were given an expanded right to strike. The legislature further removed much language from the Civil Service Law that was contained in contractual agreements between the state and employee representatives.

The State Civil Service Law was completely rewritten during 1981; it is codified as Chapter 43A. Topics which were excluded from collective bargaining were explicitly incorporated into the statute. The role of the Commissioner of the Department of Employee Relations was also strengthened.

In 1984, PELRA was recodified as Chapter 179A, making it easier to read.

There are two bureaus in the department, each headed by a deputy commissioner. The work of the Personnel Bureau involves placing jobs within a consistent class structure, filling those jobs through an open and objective process, assuring equitable compensation, and providing training for state workers in a safe and healthy environment. The Labor Relations Bureau negotiates and administers collective bargaining agreements covering terms and conditions of employment between the state and exclusive representatives of 90% of the state's employees. In addition, the department ensures a representative work force through its Affirmative Action Program and administers the Employee Benefits Program.

## Special Assistant Attorney General (612) 296-6590 and -7960

**Steve Gunn and Scott Strand.** The department is represented by a special assistant attorney general in all legal matters which arise primarily from the department's responsibilities and authority under *Minnesota Statutes*, chapter 43A, the state civil service law, and the Public Employment Relations Act, *Minnesota Statutes*, chapter 179A.

### Assistant to Commissioner (612) 296-3095

**Connie Nelson.** The assistant serves as the department's legislative liaison and administers those sections of *Minnesota Statutes*, chapter 43A that deal with conflict of interest, employee code of ethics, and the job sharing program. The assistant also represents the Commissioner in various forums and carries out special projects.

State employees are cautioned to know the rules on political activities before getting involved. *Minnesota Statutes*, section 43A.32 imposes specific limitations on political activities of state employees, and the federal Hatch Act places restrictions on employees who work on a job that is financed in whole or in part by federal funds. Questions concerning political activity should be directed to this office.

Employees eligible to vote are entitled to time off work to vote in state general elections without penalty or deduction from wages according to *Minnesota Statutes*, section 204C.04. However, employees must arrange for time off in advance with their supervisors to minimize disruption of each agency's activities.

### Equal Opportunity Division (612) 296-4600

**Elsa Vega-Perez, director.** This division ensures that the state of Minnesota, as an employer, is in full compliance with federal and state equal employment opportunity (EEO) and affirmative action (AA) laws, rules and regulations. It establishes rules, guidelines and administrative procedures and monitors all of the state's executive branch agencies for compliance with the state's Affirmative Action Program.

The division provides staffing to the Governor's Council on Affirmative Action. The council's charge is to review the state's personnel system and to suggest ways to provide more opportunities for members of protected classes to enter and advance in state employment. Classes protected under Minnesota Statutes include members of the following groups: American Indian/Alaska native, Asian/Pacific Islander, Black, Hispanic, females, handicapped persons, and Vietnam era veterans.

The principal clients of this division are state agencies and their Affirmative Action Officers or designees. The division provides technical services to the agencies regarding: 1) their annual Affirmative Action Plans, 2) establishment of goals and timetables for achieving equity, 3) assessment of adverse impact in any personnel policies or practices, 4) establishment of Affirmative Action Committees and internal grievance procedures, 5) design of action steps and monitoring procedures for maintaining a representative and balanced work force, 6) internal training of agency personnel with respect to EEO/AA. The division provides training for Affirmative Action Officers and designees in carrying out the responsibilities at the agency level. The division provides quarterly information to state agencies regarding their current work force composition and approves and monitors the annual Affirmative Action Plans.

The division annually reports on the state's progress in affirmative action to the governor and the legislature, identifying those executive branch agencies in and out of compliance with EEO/AA regulations.

### Benefits Division (612) 296-2642

**Robert Cooley, manager.** This division administers an insurance benefit program for state employees and their dependents, including the executive, legislative, and judicial branches, the University of Minnesota, semi-state agencies, and retirees. Starting in 1989 this division will also offer and administer a statewide insurance plan for employees of school districts and local units of government. The division works with insurance carriers and health maintenance organizations to obtain life, medical, hospital, disability, and dental insurance coverage on a cost effective basis. Administration of the program includes enrollment, premium collection and payment, resolution of coverage and claims disputes, and management of reserves. Services to state employees generally are furnished through designated insurance representatives working in each state agency and institution. Health promotion for state employees is also coordinated through this office.

### **Administrative Services Division (612) 296-6538**

**Richard Thorkee, manager.** The division provides internal support services to the department, including budgeting and accounting, personnel, office management, records management, centralized statewide personnel files, word processing, data entry, and mail delivery.

The division also administers, for state of Minnesota employees, the Central Personnel/Payroll System which is the joint responsibility of the Departments of Employee Relations and Finance. The **Central Personnel Transactions Unit** processes employee appointments and changes in the personnel records of all state employees and certifies to the Department of Finance that all state payrolls are in compliance with *Minnesota Statutes*, rules, administrative procedures, bargaining agreements, and total compensation plans relating to appointments and rates of pay. In addition, this unit provides technical assistance, interpretation and development of policies and procedures related to state agency personnel transactions. No services are provided directly to the public.

The commissioner of the department declares weather emergencies. As a general rule, an emergency will be considered when the buses do not run, the plows have been pulled off the roads, or the conditions are so hazardous that a real threat is posed to the safety of state employees. Weather emergencies are not "fair" to all state employees because a substantial number are required to work regardless of the weather, for example, highway crews, the state patrol, and employees at state hospitals and prisons. After a determination is made that the state offices should close, the following are notified: WCCO, KSTP and KSJN radio stations and the AP and UPI wire services. Also notified are the governor's office and each of the cabinet members. The announcement specifies the time of the emergency and the geographic areas involved.

### **Social Security Division (612) 296-2808**

This division administers federal social security coverage for all state and local government employees. The division negotiates the required social security agreements with federal authorities and serves as liaison between the political subdivisions and the federal Social Security Administration. In the past, this division also collected social security contributions from state and local government; however, effective January 1, 1987, this responsibility has been assumed by the Internal Revenue Service.

The handling of benefit claims is not a function of this division, but is a responsibility of the federal district and branch social security offices.

### **Management Information Services Division (612) 297-4709**

This division provides information systems support for personnel/labor relations management and operations. The division primarily serves other divisions within the Department of Employee Relations, but also provides services for other state agencies, the governor and staff, the legislature and staff, exclusive representatives of state employees, the news media, and the general public.

When personnel information (such as that shown on the employment summaries) is desired, the division can be contacted by telephone. The requester will be advised about the availability of data, its cost and anticipated time to retrieve it from computer files. Complex requests should be made in writing, stating as precisely as possible the information requested. All requests should include a telephone number in the event it is necessary to seek clarification.

Availability of information is limited by computer files, program retrieval capability and the Data Practices Act (*Minnesota Statutes*, chapter 13). Charges for information may include the actual cost of computer time required to produce it, as well as costs for programmer/analyst services. Estimates will be provided. Information on hand will be reproduced free, subject only to the cost of making copies. A blank magnetic tape or 5¼" diskettes must be provided if the information requested is to be supplied in machine-readable form.

**Employment in the 20 Largest Executive Branch Departments  
(Ranked by Full-Time Classified Employment)  
Data as of Payroll Period Ending April 14, 1987**

Department	Full-Time Classified	Full-Time Unclassified	Full-Time Total	Grand Total
Human Services	5,624	40	5,664	7,192
Transportation	4,476	15	4,491	4,830
Jobs & Training	1,896	9	1,905	2,101
Corrections	1,730	28	1,758	1,947
Natural Resources	1,466	72	1,538	2,422
State Universities	1,427	2,333*	3,460*	4,951*
Public Safety	1,121	524	1,645	1,777
Revenue	914	9	923	1,266
Administration	674	20	694	809
Health	671	7	678	744
Education	508	11	519	617
Community Colleges	482	1,038*	1,520*	3,153*
Pollution Control Agency	411	12	423	447
Agriculture	354	3	357	437
Veterans Affairs	301	4	305	437
Labor & Industry	306	8	314	354
Military Affairs	268	10	278	401
Commerce	206	9	215	230
Trade & Economic Development	143	20	163	233
Zoo	125	3	128	233
All Others	1,718	490	1,708	2,083
<b>TOTAL</b>	<b>24,321</b>	<b>4,365*</b>	<b>28,686*</b>	<b>36,664</b>

\*Includes Faculty

(Employee Relations — included in "All Others")

## Personnel Bureau (612) 297-3859

**Elaine Johnson, deputy commissioner.** The Personnel Bureau administers the merit (civil service) system for state government. The personnel functions located within the bureau include recruitment, testing, selection, classification, compensation, training/development, and health/safety/workers compensation. The bureau establishes policies and guidelines for these functions, but delegates much of the implementation to personnel offices within each agency. In addition, this bureau works closely with the commissioner to create the Commissioner's and Manager's Plans which contain the terms and conditions of employment for nonrepresented state employees. Both plans must be approved by the Legislative Commission on Employee relations and the legislature as a whole.

## Staffing Division (612) 296-2616

**Julie Vikmanis, manager.** This division publishes and distributes listings of state service positions open for application, recruits job applicants, receives applications, develops and administers job-related examination procedures, and refers successful applicants to state agencies with vacancies.

The *Minnesota Career Opportunities* bulletin lists positions open for application to the general public as well as to current employees of the state of Minnesota. It is distributed to recruiting and referral agencies. All classes currently open for application are also listed on the Job Bank at each area Job Service Office.

Employment applications and one copy of the latest *Minnesota Career Opportunities* bulletin may be obtained by calling the numbers listed above or by writing the department. Applicants may also dial (612) 297-3180 to hear a recorded message listing the

titles of the positions open for application in the bulletins. No fees are charged.

The department offers a subscription service *Minnesota Career Opportunities* bulletins. Cost of the service is \$15.00 for 6 months, or \$20.00 for 1 year. To order, mail your request including name and address to Minnesota Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, and enclose a check or money order payable to the state of Minnesota.

The department has a statewide, toll-free **Helpline** to provide information on application, examination, referral, and selection processes within state service. The number for Minnesota residents inside the Twin Cities metropolitan area is 296-6700. The toll-free number for Minnesota residents outside the Twin Cities metropolitan area is 1-800-652-9747. Any calls through toll-free numbers will first be answered by the capitol switchboard operator; callers should then ask for the Department of Employee Relations.

This division also maintains a position classification system for state government. The division groups state positions into classes by nature of work, level of difficulty, responsibility, and essential requirements, in order to provide a basis for setting salaries and establishing qualifications for positions.

### **Compensation Division (612) 296-2398**

**Jim Lee, manager.** This division administers a compensation program for state employees. It provides no services directly to the public. The division collects data dealing with salary and salary administration practices and, in addition, provides compensation information which is used by the department in the preparation of compensation plans and in the negotiation of collective bargaining agreements. It also writes fiscal notes on personnel-related legislation.

### **Training and Development Division (612) 296-2380**

**Mark L. Sundquist, manager.** This division coordinates the statewide system of training and development activities for state employees. It provides no services directly to the public. The division offers state and local government agencies classroom training, technical assistance, and other resources to help them meet their staff development needs.

The division has a curriculum of more than 40 training courses and conducts nearly 400 sessions during the year in locations throughout the state. Management and supervisory courses include basic supervision, time management, problem solving and decision making, speech preparation and delivery, performance appraisal, labor relations, and employee assistance. General courses include assertiveness, career renewal, writing, handling difficult situations, listening, time management, retirement planning, stress management, and defensive driving. Most of the courses are conducted by division staff; others are conducted by consultants or employees from other agencies. The majority of courses are announced and open to employees from all agencies. About one-quarter of sessions are offered to agencies who contract with the division to provide training for their employees only. Most courses have tuition ranging from \$10-\$50.

Other services provided to agencies include course design and development, design and development of audio-visual training aids and printed training materials, needs analysis, consultation on training plans, and speakers/facilitators for agency programs/meetings.

The division also determines and monitors mandatory training requirements for managers and supervisors. It coordinates the statewide performance appraisal system, provides training to managers and supervisors in using the system, and offers technical assistance to agencies in implementing performance appraisal.

### **Health, Safety and Workers' Compensation Division (612) 296-6287**

**Michael Holmquist, director.** This division has three major responsibilities: to develop and coordinate policies, procedures and programs to ensure a coordinated and consistent approach to safety and health throughout state service, and to provide for early return to work through specialized job development and job placement programs for state employ-



## Representatives of Associations and Unions Representing State Employees July 1, 1987

Unit	Association or Union	Representative	Address and Phone Number
#1 Law Enforcement	MN State Patrol Troopers Assn. MN Bureau of Criminal Apprehension Agents Assn. MN Conservation Officers Assn.	Brian Rice Attorney-at-Law	Best & Flanagan 3500 IDS Center Minneapolis, MN 55402-2113 339-7121
#2 Craft, Maintenance and Labor	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#3 Service	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#4 Health Care Non-Professional	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#5 Health Care Professional	Minnesota Nurses Association	Geraldine Wedel Asst. Executive Director	1821 Griggs Midway Building Room North 377 St. Paul, MN 55104 646-6676
#6 Clerical—Office	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#7 Technical	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#8 Correctional Counselor	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, MN 55107 291-1020
#9 State University Instructional	Inter-Facility Organization/MN Education Association	David Jerde President	41 Sherburne Avenue St. Paul, MN 55103 227-9541 Ext. 216
#10 Community College Instructional	Community College Faculty MN Education Assn.	Jennings Simpson President	41 Sherburne Avenue St. Paul, MN 55103 227-9541 Ext. 270
#11 State University Administrative	MN State University Association of Administrative & Service Faculty/Teamsters Local No. 320	Jack Mogelson Business Representative	3001 University Avenue S.E. Minneapolis, MN 55414 331-3873
#12 Professional Engineering Supervisory	MN Government Engineers Council	David O'Connell Executive Director	555 Park Street St. Paul, MN 55103 227-2316
#14 General Professional	MN Association of Professional Employees	Mike Haney President	411 Main Street—Room 401 St. Paul, MN 55102-1049 227-6457
#15 Professional State Residential Instructional	State Residential Schools Education Association (affiliated with Minnesota Education Association)	Judy Schaubach President	2034 Gernentz Lane Red Wing, MN 55066 388-7268
#16 Supervisory	Middle Management Association	Roger Liska Acting President	6043 Hudson Road Suite 188 Woodbury, MN 55125 738-9344

ees injured on the job and thereby reduce workers' compensation costs.

The director chairs the Statewide Safety Advisory Committee. The office provides technical safety consultation and assistance to those agencies without safety professionals. It also serves as a central focus for a network of health/safety resources and job placement opportunities available to state agencies. Workers' Compensation claims for injured state employees are administered by the state claims management unit within this division.

### Labor Relations Bureau (612) 296-2516

**Lance Teachworth, deputy commissioner, state labor negotiator.** The bureau negotiates and administers collective bargaining agreements between the state and exclusive representatives of state employees. It represents state management in developing and implementing all other facets of comprehensive labor relations programs for all state em-

## Executive Branch Employment by Civil Service Status, Employment Conditions, and Bargaining Unit

Data as of payroll period 4-1-87 to 4-14-87

Unit #	Bargaining Unit	CLASSIFIED		UNCLASSIFIED		TRAINEE		ACADEMIC		FULL-T	GRAND
		Full T	Total	Full T	Total	Full T	Total	Full T	Total	Unlim	
		Unlim		Unlim		Unlim		Unlim		Total	Total
201	Law Enforcement	217	217	455	455					672	672
202	Craft, Maintenance, Labor	2,494	2,547							2,494	2,547
203	Service	1,665	2,266		17					1,665	2,283
204	Health Care Non-Professional	2,502	3,376							2,502	3,376
205	Health Care Professional	450	567		2					450	569
206	Clerical-Office	4,446	5,774	20	121					4,466	5,895
207	Technical	2,302	2,579	15	182	2	2			2,319	2,763
208	Correctional Guards	821	875							821	875
209	State University Instructional							1,674	2,331	1,674	2,331
210	Community College Instructional							894	1,713	894	1,713
211	State University Administrative							204	294	204	294
212	Professional Engineering	691	702	3	6					694	708
213	Health Treatment Professional	59	73		1					59	74
214	General Professional	4,686	4,976	124	307	1	1	14	92	4,825	5,376
215	State Residential Instructional	187	199							187	199
216	Supervisory	2,518	2,539	17	22			1	8	2,536	2,569
217	Confidential	577	615	22	142				4	599	761
218	Excluded-Work Time		1,043		134		12	37	725	37	1,914
219	Severed-Minn. Stat. 179.741/2	74	79	61	68					135	147
220	Excluded-Managerial	529	531	358	391	5	5	247	264	1,139	1,191
221	Excluded-All Other	103	116	219	281					322	397
		24,321	29,074	1,294	2,129	8	20	3,071	5,431	28,694	36,654

ployees such as unit determination, policy development, and arbitration proceedings. It also provides centralized liaison with governor and staff and the Legislative Commission on Employee Relations on behalf of state management with regard to collective bargaining agreements and other labor relations matters.

## Public Employment Relations Board

Suite 205 Summit Bank Bldg., 205 Aurora Ave., St. Paul, MN 55103

Claudia M. Hennen, executive director (612) 296-8947

Minnesota Statutes, section 179A.05; *Minnesota Rules* 7300-7399

The board promotes consistent and orderly labor relations between public employers and public employee organizations by assisting in the resolution of disputes arising under the Public Employment Labor Relations Act. The board is made up of five members: two represent public employees, two represent public employers and one represents the public at large. The board is part-time and employs a full-time executive director.

The board hears and decides appeals from decisions rendered by the Bureau of Mediation Services relating to appropriate bargaining unit determinations, fair share fee challenges and the statutory definitions of "supervisory," "confidential," "essential" and "professional" employees. The board decides these appeals based on the record established by the Bureau of Mediation Services. The board reviews the record, hears oral arguments from the parties to an appeal, conducts deliberation sessions and issues a decision. The decisions rendered by the board establish precedents and lend interpretation to the statute under which public employment labor relations activities in the state are conducted. An appeal must be filed within 10 working days of the date of the decision of the Bureau of Mediation Services.

The board also maintains a roster of qualified labor arbitrators. From that roster, the board proposes lists of names to labor and management advocates for the selection of arbitrators to hear disputes. The board proposes lists of arbitrators in the arbitration of grievances arising from the interpretation of the terms of a labor contract and in the arbitration of impasses relating to the finalization of a labor-management agreement. In addition, the board administers a process providing for the independent review of grievances of individual public employees where no other procedure for such review exists.

Appeals, requests for lists of arbitrators and requests for independent review must be filed in writing as outlined in the board's rules. Copies of the board's rules may be obtained from the Minnesota Documents Division (612) 297-3000. Persons who wish to apply for the position of labor arbitrator must file an application and appear before the board for an interview. Arbitrator application forms are available upon request from the board's office.

The board has established the following fee schedule for copies of its documents: hearing transcripts cost \$2.30 per page for the original and \$1.15 per page for a copy; all other documents cost 25¢ per page. Appeals and independent reviews are generally decided within two months of the date of the board's hearing. Requests for lists of arbitrators are usually processed within 10 working days of the receipt of the request.

## Environmental Conservation Library

Minneapolis Public Library and Information Center

300 Nicollet Mall, Minneapolis, MN 55401

William Johnston, librarian (612) 372-6570

Minnesota Laws of 1971, chapter 864

Designated as a state center for environmental information by the Minnesota Legislature in 1971, the Environmental Conservation Library (ECOL) is supported jointly by the

state and the Minneapolis Public Library and Information Center. It is located in the Technology and Science Department on the first floor of the Minneapolis Public Library. ECOL supplies information on all aspects of the world's natural resources, environmental problems and ecological stress, with special emphasis on Minnesota and the Upper Midwest.

Environmental information is provided through loans of materials, research assistance, referrals to specialized information sources, computer-assisted bibliographic searching, and public photocopy machines.

ECOL is a depository for state environmental assessments and impact statements, and for documentation on Minnesota's nuclear power plants. The newsletter, *ECOL News*, published twice a year, is free. Copies will be mailed on request.

Requests for information may be submitted in person, by telephone, or mail. Book requests may be made in Hennepin County or Minneapolis Public Libraries, or by contacting a local library and instituting an inter-library loan.

## Environmental Quality Board

300 Centennial Square Building, 658 Cedar Street, St. Paul, MN 55155

Jack Ditmore, chairman; Michael Sullivan, executive director (612) 296-2603

Minnesota Statutes, chapter 116B-11D; Minnesota Rules 4400-4499

The Environmental Quality Board (EQB) is the state's principal forum for discussing environment issues and provides an opportunity for the public to have direct input into the development of the state's environmental policy. The EQB is an independent decision-making body and is staffed by the Environmental Division of the State Planning Agency, see page 279.

The EQB is composed of a chairperson and five citizen members appointed by the governor, the commissioners of the state departments of Agriculture, Transportation, Health, Public Service, Natural Resources; and the State Planning and Pollution Control Agencies. The board holds monthly meetings as required.

During the 1986-87 biennium the EQB identified ten priority environmental issues, assumed a major coordinating role in water resources planning, sponsored an "Environmental Congress," and initiated a new environmental education effort. In addition to these new issue/policy oriented efforts, the Board has published an *Environmental Directory* and continued to carry out the following programmatic responsibilities:

- **Environmental Review (EIS) Program** provides information to units of government and the public on the environmental impacts of a proposed project before government permits and approvals are given.
- **Power Plant Siting Program** is responsible for locating large electric power facilities in an orderly manner compatible with environmental preservation and the efficient use of resources, and providing for the evaluation of the effects of such power facilities on land, water and air resources and on public health and welfare.
- **Biological Indicators of Air Pollution Study** is a research project designed to use selected native plant species as well as important agricultural and forest crops as indicators of air pollution. The work, which is being done under contract by the University of Minnesota, is funded by the EQB with additional financial support from the university, the National Park Service, and Voyageurs National Park.
- **Critical Areas Program** provides a process for planning and management of a geographic area of regional or statewide significance. The purpose of the program is to protect historical, cultural, scientific or natural resources while allowing compatible development.
- **Environmental Conservation Library (ECOL)** (612) 372-6570 is designated as a state center for environmental information and is supported jointly by the EQB and the Minneapolis Public Library and Information Center. It is located on the first floor of the Minneapolis Public Library in the Technology and Science Department. ECOL is a re-

pository for state environmental assessment and impact statements. It supplies information on natural resources and the impact of human actions on them, with special emphasis on Minnesota and the Upper Midwest. See page 123.

- **EQB Monitor** is a bi-weekly publication, providing notice of activities of the EQB. The publication is free and can be obtained by calling the EQB.

## Ethical Practices Board

625 North Robert St., St. Paul, MN 55101-2520  
 Mary Ann McCoy, executive director (612) 296-5148  
 Minnesota Statutes, chapter 10A: *Minnesota Rules 4500-4525*



Established in 1974 by the Ethics in Government Act, the board administers programs that provide disclosure of political campaign registration and reporting of candidates for legislative and statewide constitutional offices and elective judgeships; registration and reporting of lobbying activities, personal economic interests of certain public officials at the state and metropolitan level; and public financing of candidates for legislative and constitutional offices who appear on the general election ballot.

The board is a bi-partisan six-member citizen body whose goals include maintaining public confidence in the integrity of government through public disclosure and public financing of candidates. Members are appointed to staggered four-year terms by the governor and approved by three-fifths of the membership of each house of the legislature. The board annually elects its leadership, holds regular meetings open to the public, and reports on its activities annually to the governor, the legislature and the public.

Reports and statements filed with the board are available in the office of the board within 48 hours of receipt for public viewing and photocopying at 10 cents per page for self service and 50 cents per page for staff service, prepaid.

Copies of the Ethics in Government Act, administrative rules, annual and summary reports, brochures describing each of the board's programs, advisory opinions, and findings, as well as notices, agendas, and minutes of board meetings are available free of charge from the board.

### Campaign Finance Disclosure (612) 296-1721

The Ethics in Government act requires every candidate, political committee or fund to register with the board within 14 days after raising or spending more than \$100 per year to influence the nomination or election of candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative, elected judgeships (supreme court, court of appeals, district court, and county court), and to promote or defeat a state ballot question. Registration forms and handbooks are provided by the board. There is no registration fee.

Registered political committees and funds file reports of receipts and expenditures once in a nonelection year and three times in an election year. Report forms are mailed to registered committees and funds automatically before each of the reporting dates.

Copies of registration statements and reports of receipts and expenditures of legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of statements and reports provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

A list of registered political committees and political funds is available free of charge from the board.

### Public Financing (612) 296-1721

The board administers the program of public financing of candidates, with funds designated by the voluntary checkoff system by Minnesota residents on state income tax or property tax and renter refund forms. Public financing is available for candidates for gov-

ernor, lieutenant-governor, attorney general, secretary of state, state treasurer, state auditor, state senator, and state representative in general election years. Candidates who wish to participate in public financing must file an agreement with the board by September 1 of each election year. There is no charge for filing an agreement. Agreements are sent automatically to each candidate who files for office.

Candidates who sign agreements are limited in the amount they may raise in contributions and spend for campaign expenditures. Estimates of the amount of public financing that is available are provided each candidate. No public financing is available for special elections.

#### **Conflict of Interest Disclosure (612) 296-1720**

The board administers provisions of law by which public officials may remove themselves from decision making when the decision would substantially affect their financial interests or those of a business with which they are associated. If a potential conflict of interest occurs, a potential conflict of interest disclosure form must be filed by the public official with the board and the immediate superior of the public official, or if a legislator, with the presiding officer of the house in which the legislator serves. Forms are available from the board. There is no filing fee.

#### **Lobbyist Registration and Reporting (612) 296-5616**

The board administers a system of lobbyist registration and reporting of lobbying disbursements by individuals who seek to influence legislative or administrative actions by communicating with or urging others to communicate with a public official. The definition of public official includes legislators; constitutional officers and their chief deputies; members, chief administrative officers or deputy chief administrative officers of state boards and commissions that have rulemaking power; commissioners, deputy and assistant commissioners of major state departments (*Minnesota Statutes*, chapter 15.01); individuals of the executive branch with rulemaking powers; heads and deputies of certain state agencies; administrative law judges, attorneys in the office of the attorney general, certain legislative employees; members and chief administrative officers of metropolitan agencies. Public officials are listed on pages 127-129.

Any individual who is paid or authorized to spend money who spends in excess of five hours in any month or more than \$250 in a calendar year for lobbying purposes in a calendar year or an individual who spends more than \$250 of the individual's own money for lobbying purposes must register with the board within five days. Registration forms and handbooks are provided by the board. There is no registration fee. Registered lobbyists must file quarterly reports of lobbying disbursements. Report forms are provided automatically to registered lobbyists.

A list of registered lobbyists and the associations they represent is issued annually in February by the board and is available for viewing, at the board office, and prepaid from the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. Supplements to the list are available in May, August, and November.

#### **Representation Disclosure (612) 296-5148**

The board administers provisions of law which require a public official who represents a client for a fee before a state board, commission, or agency to publicly disclose participation in the action within 14 days after participating in the hearing by filing a form with the board. Representation disclosure statement forms are available from the board. There is no filing fee.

#### **Hennepin County Disclosure Law (612) 296-1720**

Elected officials and candidates for elective office in Hennepin County and the cities of Minneapolis and Bloomington are required by law (*Minn. Stat.*, sections 383B.041-.058) to disclose their personal economic interests and campaign contributions and expenditures. Statements, registrations, and reports are filed with the Hennepin County Auditor.

This law requires the Ethical Practices Board to prepare and supply to the Hennepin County Filing Officer all forms required by the law. Individuals and associations seeking

to guide their conduct under this law may request an advisory opinion from the board.

**Public Employees Retirement Association (PERA) Candidate Contribution Disclosures (612) 296-1720**

Any candidate for PERA trustee who receives or spends more than \$100 to bring about the candidate's election must file a report with the Ethical Practices Board within 30 days after results of the election are announced. The report must disclose the source and amount of all contributions received. The board prescribes and furnishes report forms to the candidates. Reports filed by PERA trustee candidates are available for public inspection in the board office. Candidate reports are on file for the first two elections held under this 1985 amendment to *Minn. Stat.* section 353.03; 1986 (1 trustee elected); 1987 (2 trustees elected). The next trustee candidate filings are due in March, 1990 (1 trustee to be elected) and March, 1991 (2 trustees to be elected).

**Advisory Opinions (612) 296-1720**

Individuals or associations seeking to guide their own conduct under the Ethics in Government Act may request an advisory opinion from the board regarding an interpretation of the act, adopted rules of the board, or *Minn. Stat.*, sections 383B.041-.058, Hennepin County Disclosure Law. The board must issue an advisory opinion within 30 days of receipt unless a majority agrees to extend the time. Individuals and associations are encouraged to express opinions to staff and members of the board about any pending advisory opinion and may appear at board meetings. Advisory opinions are published in the *State Register* and distributed to the public. Compilations of advisory opinions are available free of charge from the board. An advisory opinion lapses the day the regular session of the legislature adjourns in the second year following the date of the opinion.

**Complaints (612) 296-1720**

Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act.

The board notifies and provides a copy of the complaint to the individual or association about whom the complaint has been filed. Investigations of complaints and audits are conducted in confidence. Meetings concerning any complaint, investigation, or audit are confidential and are not open to the public. When the board reports a public finding of probable cause or no cause to believe the law has been violated, the matter becomes public along with any materials as determined by the board. The board publicly directs a finding of probable cause to the appropriate law enforcement authorities.

**Economic Interest Disclosure (612) 296-5148**

The board monitors a system of reporting personal economic interest by public officials and candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, and state representative.

Candidates must file a statement of economic interest within 14 days after filing for office. Statements must be filed by public officials within 14 days after their appointment becomes effective, if their appointment is subject to senate confirmation. Other appointed public officials must file statements within 60 days of accepting office. In addition, statements must be filed on or before April 15 each year, unless the public official has previously filed a statement in that calendar year. Individuals who no longer are public officials are required to file statements covering the period in which they served as public officials. Forms and handbooks are provided by the board. There is no filing fee.

Copies of statements by legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of statements provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

**Public officials required to file statements of economic interest are:**

**Abstractors Board**—members, chief and deputy administrative officers.

**Accountancy Board**—members, chief and deputy administrative officers.

**Administration Department**—commissioner, deputy and assistant commissioners.

**Administrative Hearings Office**—chief, assistant chief, administrative law judges, compensation judges.

**Aging Board**—members, chief and deputy administrative officers.

**Agricultural Society**—members, chief and deputy administrative officers.

**Agriculture Department**—commissioner, deputy and assistant commissioners.

**Amateur Sports Commission**—members, chief and deputy administrative officers.

**Animal Health Board**—members, chief and deputy administrative officers.

**Architecture, Engineering, Land Surveying and Landscape Architecture Board**—members, chief and deputy administrative officers.

**Arts Board**—members, chief and deputy administrative officers.

**Assessors Board**—members, chief and deputy administrative officers.

**Attorney General's Office**—attorney general, deputy attorney general, solicitor general, deputy solicitor general, special assistant attorneys general.

**Auditor's Office**—state auditor, chief deputy.

**Barber Examiners Board**—members, chief and deputy administrative officers.

**Boxing Board**—members, chief and deputy administrative officers.

**Capitol Area Architectural and Planning Board**—members, chief and deputy administrative officers.

**Charitable Gambling Control Board**—members, chief and deputy administrative officers.

**Chiropractic Examiners Board**—members, chief and deputy administrative officers.

**Commerce Department**—commissioner, deputy and assistant commissioners.

**Community College Board**—members, chancellor and vice chancellor.

**Corrections Department**—commissioner, deputy and assistant commissioners, ombudsman and deputy ombudsman.

**Crime Victims Reparation Board**—members, executive and deputy director.

**Dentistry Board**—members, chief and deputy administrative officers.

**Designer Selection Board**—members, chief and deputy administrative officers.

**Education Board**—members, chief and deputy administrative officers.

**Education Department**—commissioner, assistant commissioners.

**Educational Computing Corporation**—members, chief officer.

**Electricity Board**—members, chief and deputy administrative officers.

**Employee Relations Department**—commissioner, deputy and assistant commissioners.

**Environmental Quality Board**—members, chief and deputy administrative officers.

**Ethical Practices Board**—members, executive director.

**Export Finance Authority**—members, chief and deputy administrative officers.

**Finance Department**—commissioner, deputy and assistant commissioners.

**Governor's Office**—governor, chief deputy.

**Hazardous Substance Injury Compensation Board**—members.

**Health Department**—commissioner, deputy and assistant commissioners.

**Higher Education Coordinating Board**—members, executive and deputy directors.

**Housing Finance Agency**—members, executive and deputy directors.

**Human Rights Department**—commissioner, deputy and assistant commissioners.

**Human Services Department**—commissioner, deputy and assistant commissioners.

**Indian Affairs Council**—executive director.

**Investment Board**—executive and assistant executive secretary.

**Investment Advisory Council**—members.

**Iron Range Resources and Rehabilitation Board**—commissioner, deputy commissioner.

**Jobs and Training Department**—commissioner, deputy and assistant commissioners.

**Jobs Policy and Coordination Council**—executive and assistant.

**Labor and Industry Department**—commissioner, deputy and assistant commissioners.

**Legislative Employees**—chief clerk of the house, legislative auditor, house researchers and attorneys, revisor of statutes, secretary of the senate, senate counsel attorneys, senate research researchers.

**Legislature**—state representatives and state senators.

**Lieutenant Governor's Office**—lieutenant governor and chief deputy.

**Marriage and Family Therapy Board**—members, chief and deputy administrative officers.

**Mediation Services Bureau**—director, deputy director.

**Medical Examiners Board**—members, chief and deputy administrative officers.

**Medical Services Review Board**—members.

**Metropolitan Airports Commission**—members, chief administrative officer.

**Metropolitan Council**—members, chief administrative officer.

**Metropolitan Parks and Open Space Commission**—members, chief administrative officer.



**Metropolitan Sports Facilities Commission**—members, chief administrative officer.

**Metropolitan Transit Commission**—members, chief administrative officer.

**Metropolitan Waste Control Commission**—members, chief administrative officer.

**Military Affairs Department**—adjutant general, deputy and assistant adjutants general.

**Municipal Board**—members, chief and deputy administrative officers.

**Natural Resources Department**—commissioner, deputy and assistant commissioners.

**Nursing Board**—members, chief and deputy administrative officers.

**Nursing Home Administrators Board**—members, chief and deputy administrative officers.

**Occupational Safety and Health Review Board**—members, chief and deputy administrative officers.

**Optometry Board**—members, chief and deputy administrative officers.

**Peace Officer Standards and Training Board**—members, chief and deputy administrative officers.

**Pharmacy Board**—members, chief and deputy administrative officers.

**Planning Agency**—executive and deputy directors.

**Podiatry Board**—members, chief and deputy administrative officers.

**Pollution Control Agency**—members, executive and deputy directors.

**Private Detective and Protective Agent Services Board**—members, chief and deputy administrative officers.

**Psychology Board**—members, chief and deputy administrative officers.

**Public Employees Retirement Assn. (PERA)**—members, executive director.

**Public Facilities Authority**—members, chief and deputy administrative officers.

**Public Employment Relations Board**—members, chief and deputy administrative officers.

**Public Safety Department**—commissioner, deputy and assistant commissioners.

**Public Service Department**—executive and deputy directors.

**Public Utilities Commission**—members, executive director.

**Racing Commission**—members, executive secretary, medical officer, inspector of pari-mutuels, stewards.

**Regional Transit Board**—members, chief and deputy administrative officers.

**Rehabilitation Review Board**—members.

**Retirement System**—members, chief and deputy administrative officers.

**Revenue Department**—commissioner, deputy and assistant commissioners.

**Rural Development Board**—members, chief and deputy administrative officers.

**Rural Finance Authority**—members.

**Secretary of State's Office**—secretary of state, chief deputy.

**Sentencing Guidelines Commission**—members, chief administrative officer.

**Social Work Board**—members, chief and deputy administrative officers.

**State University Board**—members, chancellor, vice-chancellor.

**Teachers Retirement Association Board**—members, chief and deputy administrative officers.

**Teaching Board**—members, chief and deputy administrative officers.

**Trade and Economic Development Department**—commissioner, deputy commissioner, senior administrative officer.

**Transportation Regulation Board**—members.

**Transportation Department**—commissioner, deputy and assistant commissioners.

**Treasurer's Office**—state treasurer, chief deputy.

**Unlicensed Mental Health Service Providers Board**—members, chief and deputy administrative officers.

**Veterans Affairs Department**—commissioner, deputy and assistant commissioners.

**Veterinary Medicine Board**—members, chief and deputy administrative officers.

**Vocational Technical Education Board**—members, chief administrative officer.

**Waste Management Board**—members, chief administrative officer.

**Water and Waste Water Operators Board**—members, chief and deputy administrative officers.

**Water and Soil Resources Board**—members, chief and deputy administrative officers.

**Workers' Compensation Court of Appeals**—judges.

**Zoological Board**—chief and deputy administrative officers.

## Executive Council

50 Sherburne Avenue, 200 Administration Bldg., St. Paul, MN 55155

Sandra J. Hale, executive secretary (612) 296-3862

Minnesota Statutes, chapter 9

The council consists of the governor, lieutenant governor, attorney general, secretary of state, state auditor and state treasurer. The commissioner of the Department of Administration acts as executive secretary.

The council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits, cancellation of uncollectible accounts, and the sale and disposal of certain state lands. It also acts as a calamity board and may grant emergency relief in certain cases and may expend and borrow not more than \$150,000 during any fiscal year to cover emergency or disaster situations.

The council usually meets quarterly. In order for the Executive Council to consider an item, a request must be received by the executive secretary two weeks prior to the meeting date. An original and 11 copies of the request, including appropriate documentation, are needed.

## Department of Finance

50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155

Tom Triplett, commissioner (612) 296-2438

Minnesota Statutes, chapter 16A

The Department of Finance plans, analyzes and manages the budget, financial operations and debt of the state. It develops policy options to make state services effective and efficient for the public. In addition, the department forecasts revenues, controls expenditures per law, and reports financial information for the governor, legislature and the public on the operation, financial condition, and economic future of the state. It also assists state agencies in accomplishing their missions by providing financial services, consultation and information.

### Background

The legislature created the Department of Finance in 1973. All of the duties and functions performed by the Department of Administration and the State Auditor's office relating to the management of the state's financial resources were centralized into the new department. The Commissioner of Finance became the state's chief financial officer, and with the staff of the department, manages the financial affairs of the state.

Prior to July, 1973, the State Auditor had the responsibility for all state accounting and debt management, while the Department of Administration had the responsibility for development of the state budget, payroll and the automation of the state accounting system. In July, 1973, all state agencies began using a new computerized Statewide Accounting System.

By October, 1973, the responsibilities formerly under the control of the State Auditor, including the Statewide Accounting System were assumed by the Commissioner of Finance. In November, 1973, the responsibilities for payroll, preparation of the biennial budget, attributable costs, fees, financial forecasts, and "any other law relating to the supervision and control of accounts and expenditures of state government, its department and agencies" were transferred to the new department.

Until the legislature transferred the State Treasurer's cash management functions to the department in July, 1985 (subsequently transferred back to the State Treasurer in January,

1987) and created the Rural Farm Administration in FY 1986, the department has remained relatively stable in responsibilities and functions.

**Nellie Johnson, deputy commissioner.** The department administers the financial affairs of the state. It operates a uniform statewide accounting system, the central payroll system, the biennial budget system, manages the state's cash balances, issues state bonds and provides executive budget officers to all state agencies. It also develops policies and procedures necessary to all financial, budget and accounting systems and administers the Rural Farm Administration.

The department also provides staff support to the governor and the legislature. It coordinates the development and processing of the biennial and capital budgets, submitted by the various state agencies. Further, the agency assists the governor in preparing biennial budget recommendations to the legislature. Finally, the department produces economic and tax analysis, revenue forecasts and expenditure projections.

### **Economic Analysis (612) 297-2799**

**Dr. Thomas Stinson, state economist.** The section analyzes economic factors as they affect the state's financial affairs. The section serves the biennial budget process by providing revenue projections and assists during state bond sales to insure that state bonds are sold at minimum cost. It prepares statements of the state's revenue position develops financial forecasts, and provides economic analysis to other units of government.

### **Administrative Services (612) 296-9473**

**Gordon B. Yurich, director.** This section provides all internal administrative services to the agency. Services include: accounting—(612) 296-7858, personnel—(612) 296-5907, payroll, training, procurement, space utilization, communications, copiers, receptionists, clerical and office equipment. Further, the section serves as the legislative liaison as well as the department liaison for many extra-agency activities.

### **Cash and Debt Management (612) 296-8372**

**Peter Sausen, assistant commissioner.** The division manages the state's long and short term general obligation debt, including planning and timing of the sale of bonds, preparing the legal documentation, providing information on the sale and conducting the actual sale. Further, every three years the division rebids the state's bank accounts located throughout the state. The division also provides support in capital budgeting and in the administration of school energy loans. Finally, the division administers the **Rural Farm Administration**.

### **Rural Farm Administration (612) 296-5943**

**David Johnson, director.** The Rural Farm Administration restructures farm real estate loans to eligible borrowers through their lenders. The RFA processes loan applications, approves loan participations, communicates with lenders and borrowers, and monitors approved loans throughout the term of the loan.

### **Accounting Services Division (612) 296-1699**

**Geri Benting, assistant commissioner.** The division operates the statewide accounting system, the central payroll system, the financial reporting activity and provides systems support.

### **Statewide Accounting (612) 296-5903**

**Roy Muscatello, director.** This section operates the state accounting system, serving as the operating and financial base for the state. The system records revenues and expenditures for all state agencies and provides the fiscal information necessary for financial management. The section is also responsible for the identification and proper recording in the accounting system of all legislative appropriations and appropriation transfers. Finally, it receives and records all documents related to state land acquisitions.

### **Central Payroll (612) 296-4061**

**Don Smith, director.** This section processes payroll data and issues payroll warrants for all employees in the executive branch of state government, and for supreme court justices, and district court judges in the judicial branch. The section also operates the U.S. Savings Bond program.

### **Financial Reporting (612) 296-2429**

**Rosalie Greeman, director.** The section publishes the state's annual financial report, providing financial information of all state funds. The report presents the state's financial position and the fiscal results of state operations in accordance with generally accepted accounting principles. The section also forecasts and monitors cash flow for the state.

### **Financial Systems (612) 296-5600**

**James Stavsvick, director.** This section reviews and approves financial systems and reviews financial systems conceived or designed by other agencies. It determines the feasibility of the proposed financial systems and, upon approval, designs or acquires new financial related systems. The unit also provides systems maintenance and support to the statewide accounting system, the central payroll system, and the biennial budget system.

### **Budget Services Division (612) 296-5904**

**Brian Roherty, assistant commissioner.** The division plans the biennial budget and monitors it through the biennium. Special teams monitor and analyze financial data in specific activities to help manage the state's budget.

### **Budget Support Section (612) 296-5188**

**Bruce Reddemann, director.** Budget support plans the biennial budget process, operates the biennial budget system, performs position control functions, develops and controls the statewide indirect cost plan, and reviews and approves fees.

### **Financial Planning and Analysis (612) 296-4724**

**Charlie Bieleck, director.** The section prepares periodic budgetary statements and analyzes on historic, current, and projected revenues and expenditures used to prepare and monitor the state budget. It develops financial planning information, including long range projections and identification of budget issues and alternatives. The section also produces materials that summarize and provide information on the state budget and responds to inquiries from the executive and legislative branches, the financial community and the general public.

**Budget Services Teams:** The four budget teams provide professional financial assistance to state agencies, state managers and the commissioner, legislature and governor on matters relating to general and managerial accounting functions, budget services, and financial procedures and systems. The executive budget officers advise agencies regarding fiscal control, budget and program analysis, and proposed legislation. Teams play an integral role in planning, development, and execution of the state budget. In addition, the teams work closely with the legislature in providing information regarding the biennial and capital budgets. Finally, the team's executive budget officers provide independent evaluative judgment, recommendations and program policy analysis to all levels of state government.

### **Education and Pensions (612) 296-5618**

**Ron Hackett, team leader.** This team handles matters relating to the following: Higher Education Coordinating Board, Higher Education Facilities Authority, Mayo Medical School, State University System, University of Minnesota, Community College System, Education Department, Minnesota Education Computing Consortium, Minnesota State Retirement System (MSRS), Public Employees Retirement Assn. (PERA), School and Resource Center for the Arts, State Council for Vocational-Technical Education, Teachers

Retirement Assn., Vocational Technical Systems, Jobs Skills Partnership Board, and Education Aids.

**Human Resources (612) 296-5631**

**Nancy Feldman, Team Leader.** This team handles matters relating to the following: Policy Analysis, Health Care Policy Analysis, Health Department, Hazardous Substance Victims Compensation Board, Corrections Department, Jobs and Training Department, Jobs Policy and Coordination Council, Ombudsman for Corrections, Sentencing Guidelines Commission, Health Boards, Human Services Department.

**Transportation, Development and Environment (612) 296-1326**

**Dale Nelson, team leader.** This team handles matters relating to the following: Commerce Department, Historical Society, Public Service Department, Public Utilities Commission, Science Museum, Uniform Laws Commission, Academy of Science, Agriculture Department, Disabled American Veterans, Horticultural Society, Humane Society, Minnesota Safety Council, Veterans of Foreign Wars, Minnesota-Wisconsin Boundary Area Commission, Public Safety Department, Racing Commission, Transportation Department, Voyageurs National Park Council, and the following Boards: Abstractors; Accountancy; Architects, Engineering, Land Surveying and Landscape Architecture; Barbers; Boxing; Electricity; Ethical Practices; Municipal; Animal Health; Peace Officers Standards and Training; Regional Transit; and Transportation Regulation.

**State Departments (612) 296-4846**

**Ted Spiess, team leader.** This team handles matters relating to the following departments and offices: Administration, Administrative Hearings, Capitol Area Architecture and Planning Board, Employee Relations, Executive Council, Finance, Governor/Lt. Governor, Investment Board, State Planning, Attorney General, Housing Finance Agency, Public Defender, Public Defense Board, Revenue, Secretary of State, Tax Court, Council on Disability, Human Rights, Judicial Branch, Military Affairs, Revisor of Statutes, Legislature, Mediation Services, Public Employment Relation Board, Veterans Affairs, Trade and Economic Development, IRRRB, Labor and Industry, State Auditor, State Treasurer, Workers Compensation Court, World Trade Center, Legislative Commission on Minnesota Resources, Natural Resources, Pollution Control Agency, Waste Management Board, Water Resource Board, Minnesota Zoo, and the following councils: Asian-Pacific Minnesotans, Blacks, Indian, and Spanish.

## Governor's Council on Fire Prevention and Control

Market House, 289 East 5th Street, St. Paul, MN 55101

**Richard P. Larson, secretary (612) 296-7641**

**Executive Order #85-13, June 6, 1985**

The council has operated under various titles and executive orders since its initial establishment by statute in 1969. It was created to encourage the development of improved fire protection for the people of Minnesota.

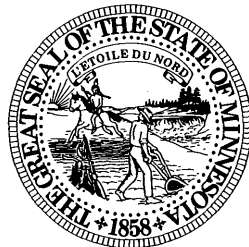
The council is composed of 21 people, six members from state agencies and 15 appointed by the commissioner of public safety representing a variety of fire service organizations, the general public, the private sector and local government units. The council meets quarterly at various locations in the Twin Cities. Meetings are open to the public. Persons wishing to be placed on the agenda or to make a presentation should contact the council secretary.

The council coordinates the efforts of existing fire protection delivery systems at state, federal and local levels. It advises the governor, commissioner of public safety and other state agencies and political subdivisions on the development, administration, and scope of the fire protection research, fire prevention and control. The council monitors the needs of Minnesota's fire suppression and control services, and encourages the development and

provision of education and training programs for firefighters and the general public.

## Office of the Governor

130 State Capitol, St. Paul, MN 55155  
 Rudy Perpich, governor (612) 296-3391  
 Minnesota Statutes, chapter 4



The governor is elected by the people for a four-year term which begins on the first of January of an odd numbered year. The governor must be 26 years old, have resided in the state at least one year and be a United States citizen.

As Minnesota's chief executive officer, the governor is responsible for the administration of state government, the proposal of biennial budgets, appointments, proposal and review of legislation and the preparation of comprehensive long range plans for state growth. Every two years, the governor submits a proposed budget to the joint legislature.

The governor also makes two "State of the State" addresses to joint sessions of the legislature during his term within three weeks after the inauguration and again in the second half of the term for the following biennium. These major speeches serve to inform the legislators of the general condition of Minnesota, and provide a means for the governor to outline his present and future goals. In addition, the governor is able to deliver special messages to the legislature as necessary, and on extraordinary occasions, the governor may call a special session of the legislature to complete necessary work of a regular session or consider emergency actions between sessions.

As administrator, the governor appoints agency heads and commissioners, approves departmental budgets and controls policies regarding hiring, purchasing and travel.

The governor proposes legislation, some of which is drafted by the departments and agencies of the executive branch. The governor reviews all laws passed by the legislature and either approves a bill by signing, or vetoes a bill by returning it to the legislature with objections. A two-thirds vote in each legislative body is required to pass a bill over the governor's veto. When the governor does not sign a bill passed in the final three days of a legislative session within 14 days after adjournment, he exercises a pocket veto and the bill does not become law.

The governor appoints more than 1500 citizens to positions on approximately 175 Minnesota boards and commissions during his four-year term. The terms of such appointments vary from two to six years. The 1978 Open Appointments Law established procedures that enable any citizen to apply for such a position through the secretary of state's office. A 15-member Governor's Appointments Advisory Committee reviews the applications, interviews candidates and makes recommendations to the governor. As determined by statute, the senate confirms most, but not all, such appointments.

By virtue of the office, the governor is an ex officio member of the State Pardon Board, the Executive Council, the State Board of Investments, and the Land Exchange Board. He is also presiding officer of the Legislative Advisory Commission.

The governor's office also issues Proclamations and Certificates of Commendation upon request. Proclamations are declared by the governor to designate a special day of celebration, remembrance, or attention to a given cause. A draft must be written stating the request for a proclamation, why it is requested, (include a brief history of the day's significance or why it should be noteworthy) the date of the proclamation is needed, and by whom it is requested. Certificates of Commendation can be requested for individuals, groups or organizations, schools, special projects, and public and private agencies who have made outstanding achievements in their field. Requests must be made in writing with a brief history of the individual's or group's achievement, why the certificate is being requested, by whom it is being requested, and the date it is desired. All drafts for Proclamations and

Certificates should be mailed to the Governor's Office, 130 State Capitol, St. Paul, MN 55155.

The governor must safeguard the health and safety of the citizens of Minnesota. He fills vacancies which occur in municipal, district and supreme court judgeships by appointment that does not require senate confirmation. The governor issues extradition papers, restores civil rights to felons and commissions notaries public (approximately 5,500 each year). The governor is the commander-in-chief of the military forces in Minnesota. He may call out such forces as necessary to execute the laws, suppress insurrections, repel invasion, and for other emergencies such as natural disasters.

The governor's office operates to assist the public with matters concerning state government and its agencies by either resolving the issue directly, or by referring the person to the appropriate office for assistance.

## Hazardous Substance Injury Compensation Board

2700 University Ave. W., #115, St. Paul, MN 55114

Virginia Reiner, executive director, (612) 642-0455

Minnesota Statutes, sections 115B.25-.37

The Hazardous Substance Injury Compensation Board was created by the 1985 Legislature to administer funds to compensate persons who suffer certain kinds of injury or property damage due to exposure to hazardous substances in Minnesota.

The board consists of five members appointed by the governor for staggered six-year terms. The members include: a physician knowledgeable in toxicology; an attorney; a health professional knowledgeable in the area of hazardous substance injuries; and two representatives of the general public.

**Personal Injuries**—The board can compensate for the following personal injury losses: medical expenses not covered by other sources such as insurance or social security; lost wages to a limit of \$24,000 per year; lost household labor to a limit of \$24,000 per year; death benefits to survivors to a limit of \$2,000 per month.

Injuries eligible for compensation from the board include: a chronic or progressive disease, illness, or disability such as cancer, organic nervous system disorders, reproductive disorders or physical deformities; an acute disease or condition that's obvious after limited exposure to the hazardous substance, if the person responsible for the release of the hazardous substance is unknown or unable to compensate the victim; death, including medical expenses and benefits to the surviving dependents.

**Property Damage**—The board can compensate for the following property damage losses: the actual cost of replacing a contaminated water supply to a maximum of \$25,000; 75% of the difference between the appraised market value and the selling price of a home, but not to exceed \$25,000.

Property damage eligible for compensation by the board includes: the cost of replacing or decontaminating drinking water at a home; losses for the sale of a home at less than appraised value if the sale was necessary due to hardship circumstances of the owner and the persons responsible for the release of the hazardous substance are unknown or unable to compensate the owner.

**Amount of Compensation**—No claimant may receive more than \$250,000, and in the case of a death, the total paid to all persons on behalf of a claimant may not exceed that amount.

**Restrictions**—No claim may be filed on losses already compensated from the person responsible for the release of the hazardous substance. No court action may be started to recover damages while seeking an award from the board.

Injuries that result from work place exposures and for which an award is made under workers' compensation are not eligible for an award by the board, nor are injuries caused by the use of consumer products.

**Time Frame for Filing a Claim**—A personal injury claim must be filed within two years after the injury and its connection to exposure to a hazardous substance was or reasonably should have been discovered. A property damage claim must be filed within six years after the damage was or reasonably should have been discovered. Claims that would otherwise be barred by these time limits may be filed no later than January 2, 1988.

**How to File a Claim**—For an information brochure and eligibility checklist or claim form, contact the board offices. The board staff is available to answer questions and assist potential claimants in filling out the claim form. There is no charge for the board's service. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

## Department of Health (MDH)

717 Delaware St. S.E.

Box 9441, Minneapolis, MN 55440

General Information: (612) 623-5000

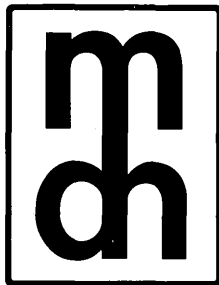
Commissioner's Office: (612) 623-5460

Sister Mary Madonna Ashton, commissioner

Daniel McInerney, deputy commissioner

Minnesota Statutes 144, 144A, 145, 149, 156A, 157, 326 and 327

Minnesota Rules 4600-4799



MDH is the state's official health agency. It is responsible for developing and maintaining "an organized system of programs and services for protecting, maintaining and improving the health of the citizens of Minnesota." MDH is headed by the commissioner of health, who is appointed by the governor. NOTE: Statistical information, copies of public documents, and other informational materials are available to the public upon request from various programs and activities within MDH. A copying fee may be charged for some items.

## Background

Minnesota became the fourth state to establish a state board of health in 1872, preceded by Massachusetts, California, and Virginia. Originally located in Red Wing at the office of the first secretary of the board of health, Dr. Hewitt, the labs were moved to the University of Minnesota campus in 1893. The following year the offices of the board were moved to the Pioneer Building in St. Paul.

In 1902 the legislature appropriated funds for a laboratory animal house and additional space was provided in 1907 in what is now the university's psychology building.

Albert J. Chesley, M.D. served the longest term as secretary and executive officer of the state board of health from May 13, 1921 until his death at the age of 78 on October 15, 1955. During his tenure the board had offices in the university's Westbrook and Eddy Halls from 1922-1938. The board's maternal and child health unit was housed on the university's St. Paul campus, and from 1932-1969 the board also had offices in the State Capitol and the State Office Building where, among other health offices, birth and death records were kept.

The department's current building on the University of Minnesota-Minneapolis campus was dedicated on July 13, 1969. The state health department and the university have long been interlinked, with many health department employees holding faculty appointments at the U of M and working closely with the university.

A name change occurred in 1977 creating the Minnesota Department of Health (MDH) and abolishing the state board of health, with the powers and duties of the board being transferred to the commissioner of health. Today MDH is one of Minnesota's largest state agencies, headquartered in Minneapolis with district offices in seven locations around the state.



## **Bureau of Administration (612) 623-5460**

**Thomas Maloy, assistant commissioner.** In addition to providing support services for the agency, the bureau of administration maintains birth and death records, provides statistical information and educational materials, maintains the state's public health library, and regulates funeral establishments and practitioners.

## **Vital Records Services Section (612) 623-5120**

**Frederick King, state registrar.** Maintains records of all births, deaths, and fetal deaths occurring in the state. Contact this section to request a birth or death certificate. **Fees:** \$10 for the first copy of birth certificate, \$4 for each additional copy requested at same time; \$8 for the first copy of death certificate, \$2 for each additional copy requested at same time. Two brochures, *Agency Services for Adopted Persons, Adoptive Parents and Birth Parents*, and, *Answers to Your Questions about Adoption*, are available free from the Department of Human Services at (612) 296-3470.

## **Mortician, Funeral Director/Establishment Licensing (612) 623-5491**

**David Schweitz, supervisor.** Licenses all morticians, funeral directors and funeral establishments in the state. The state no longer licenses or registers cemeteries. For more information see Minnesota Statutes, chapters 306-307, or call your local cemetery association.

A mortuary science license (which covers embalmers and funeral directors) is issued by the commissioner of health to persons who have met prescribed qualifications, upon the recommendation of the state **Mortuary Science Advisory Council**. A practitioner can be licensed by endorsement, if already licensed in another state with comparable licensing requirements.

**Fees:** Licensing exam is \$50; trainee registration is \$25; and reciprocity exam is \$200. Renewal of practitioner license is \$50. Permit for funeral establishment is \$135. There is a penalty of \$10 for late renewal of any license or permit.

## **R.N. Barr Library (612) 623-5090**

**Diane Jordan, librarian.** It provides information and reference services to MDH employees, community health services (local health agency) personnel, public health nurses, other state employees, school nurses and public health professionals. Students and members of the public may use library materials, but may not check items out. Photocopying available.

**Hours:** 8-4:30, M-F

**Film and Video Library (612) 623-5478** loans health related films or video cassettes to any interested group or organization within Minnesota. **Literature Library (612) 623-5274** provides health-related pamphlets, brochures and information sheets to interested Minnesota residents. Non-resident health professionals can obtain single sample copies of items produced by MDH. Both services are free. Catalogs available.

## **Minnesota Center for Health Statistics (612) 623-5353**

**Paul Gunderson, director.** Develops and publishes statistical information on the health of Minnesota residents. Sources of data include records of events such as birth, death, abortion, marriage, divorce, occupational illness or injury, and surveys dealing with health related behaviors (smoking, drug and alcohol use, seat belt use, etc.). Available information includes leading causes of death, and relative health status of local communities in state.

Contact the Center to request specific statistical information. No forms or fees are usually required, but requestor may be charged for data processing. The center produces reports at routine intervals on a variety of subjects, and publishes quarterly newsletter.

## **Bureau of Health Protection**

**Michael Finn, assistant commissioner.** Programs within this bureau are responsible for activities which focus directly on controlling or preventing disease. Includes MDH pro-

grams in the areas of epidemiology, health education/promotion, environmental health, and laboratory services.

### **Division of Disease Prevention and Health Promotion (612) 623-5363**

**Michael E. Moen, director.** Responsible for the prevention, investigation and control of chronic and communicable disease. Identifies health problems within population groups through the use of surveys, case reports, and other data collection methods. Develops methods for preventing and controlling health problems, conducts disease control programs, and provides technical advice to other health agencies and health professionals. Assists local agencies in the investigation of disease outbreaks, and the application of control measures. Conducts statistical research and other special studies in an effort to identify disease patterns, including unusual "clusters" of disease, so control measures can be developed.

Publishes the monthly *Disease Control Newsletter* for distribution free of charge to physicians, nurses, public health professionals, and other interested parties. Call to be placed on mailing list.

### **Acute Disease Epidemiology Section (612) 623-5414**

**Michael Osterholm, section chief and state epidemiologist.** Monitors the occurrence of acute disease in the state, in order to identify potential outbreaks. Investigates disease problems, determines the need for measures to prevent or control disease, and identifies appropriate prevention and control measures. Provides free consultation to local health agencies on disease control issues, and works with the Epidemiological Field Services Section (see below) in implementing control measures.

Provides some statistical information to the public, but does not do research in response to requests.

The **AIDS Epidemiology Unit**, the **AIDS Programs Unit** and the **Retrovirus Disease Investigation Unit** are responsible for programs to prevent transmission of the virus that causes Acquired Immunodeficiency Syndrome. Included are programs for monitoring the spread of the virus and the occurrence of virus-related disease, and for preventing transmission of the virus through education, public information, and other appropriate means. In addition to conducting programs in these areas, these units distribute grant money, provide technical consultation, and offer support to other agencies and organizations working to prevent the spread of AIDS.

### **Acute Disease Programs Section (612) 623-5237**

**Diane Peterson, section chief** operates a number of ongoing programs for the control of specific acute diseases.

**Tuberculosis Unit (612) 623-5206** investigates all cases of tuberculosis occurring in the state, working both with those who are already infected and those who may have been exposed, in an effort to prevent the spread of the disease. The unit advises and assists physicians in dealing with the disease, and provides some kinds of medications for use in treatment, to infected persons, free of charge.

**Sexually Transmitted Disease Unit (612) 623-5203** provides laboratory services, to assist physicians and clinics in diagnosing gonorrhea, syphilis, and other sexually transmitted diseases. The unit investigates venereal disease cases, working with infected persons and their sexual contacts, to ensure that they receive appropriate treatment and to prevent the further spread of disease. The unit also provides educational services to health professionals and members of the public.

**Immunization Unit (612) 623-5237** works with communities and schools to ensure that children are immunized against the seven major vaccine-preventable childhood diseases—measles, mumps, rubella, diphtheria, tetanus, pertussis (whooping cough) and polio—in compliance with Minnesota's school immunization law. The unit also monitors for outbreaks of these diseases, and works to bring them under control quickly. It provides educational services to the public, trains immunization clinic personnel and volunteers,

buys vaccines in bulk to reduce costs for clinics and physicians, and provides some equipment and supplies for community-based immunization efforts.

The unit provides information about immunizations required or recommended for international travel.

**Refugee Health Unit (612) 623-5569** coordinates health screening services and related follow-up activities for refugees who have recently arrived in Minnesota. It maintains demographic information on all refugees who arrived after 1978, as well as health screening results for individual refugees and immunization records for most Southeast Asian refugees. The unit consults on recommended screening and follow-up procedures, and provides summary data on the results of health screenings.

### **Chronic Disease and Environmental Epidemiology Section (612) 623-5216**

**Alan Bender, section chief.** Investigates specific chronic diseases (cancer, diabetes, and others), in an effort to describe patterns of occurrence, and develop appropriate methods for the monitoring and control of these diseases. Assists in developing programs for monitoring the occurrence of disease, and identifying factors that raise or lower a person's risk of developing a particular chronic disease. Operates statewide cancer surveillance system, to provide continuous monitoring of newly diagnosed cancer cases in Minnesota.

### **Centers for Health Promotion and Education (612) 623-5479**

**Donald Bishop, director.** Operates programs to prevent or lessen the impact of chronic diseases like cancer, heart disease, stroke, hypertension (high blood pressure) and diabetes. While some efforts focus on the proper diagnosis and treatment of existing disease, the major emphasis is on reducing an individual's risk of developing these diseases, through a variety of community-based programs and activities. The strategy is to focus on factors which serve to increase or decrease that risk, including personal habits and behaviors. The centers include the Chronic Disease Programs Unit, the Health Education Unit, the Center for Nonsmoking and Health and the Center for Nutrition and Health.

#### **Center for Nonsmoking and Health (612) 623-5272**

**Kathleen C. Harty, manager.** Conducts programs to prevent tobacco use in Minnesota through public information and mass media messages, education, economic incentives, and other strategies. It provides technical advice, distributes grant monies, and otherwise supports the efforts of other agencies and organizations working to promote nonsmoking.

#### **Center for Nutrition and Health (612) 623-5289**

**Patricia Elmer, chief.** Operates programs to prevent nutrition-related disease and health problems by encouraging appropriate changes in diet. Emphasis is on educational strategies, with heavy reliance on community-based effort to implement those strategies. The center works with health professionals, the educational community, the business community, health care providers and others, to achieve program goals. It provides public information, educational services, technical consultation, and other forms of support for these efforts.

The center also provides technical consultation for other public health programs, inside and outside MDH. Included are local health agencies; the Special Supplemental Food Program for Women, Infants and Children (WIC); other maternal and child health programs; and the hypertension and diabetes programs.

### **Dental Public Health Section (612) 623-5441**

**Richard Hastreiter, section chief and state dental director.** Provides information and educational services dealing with oral health. Assists in the planning, development and operation of programs for the prevention and early detection of oral diseases. Provides technical assistance, supervision, management and consultation services.

Works with public health agencies, schools, professional organizations and groups, health care providers, local government, intermediate and long term care facilities, and other in-

terested groups and individuals. The areas covered include oral diseases and conditions, fluoridation and the use of fluorides, dental sealants, dental health education, dental treatment and preventive services, oral health research, and occupational health in dental offices.

### **Epidemiological Field Services Section (612) 623-5414**

**Jack Korlath, section chief.** Has responsibility for monitoring and controlling the occurrence of communicable disease in all areas of the state except St. Louis County and the seven county Twin City metropolitan area. The section also consults with health professionals regarding the control of communicable diseases, and provides information to the general public about communicable disease.

### **Environmental Health Division (612) 623-5320**

**Raymond W. Thron, division director.** Has responsibility for protecting the public from potential health hazards associated with drinking water, the workplace, food and beverage establishments, hotels and resorts, swimming pools and beaches, individual sewage treatment facilities, radiation, and other forms of environmental exposure to potentially hazardous physical or chemical agents. Responsible for licensing programs and regulatory activity relating to these areas. Performs examinations and inspections, for MDH and other government agencies, to identify potential problems associated with chemical or physical agents, bacterial contamination, or exposure to radiation.

### **Water Supply and General Engineering Section (612) 623-5330**

**Gary L. Englund, section chief.** Responsible for enforcing state and federal safe drinking water laws, including development and enforcement of standards for protecting the health of the public.

Also responsible for enforcing health standards relating to soil absorption sewage disposal systems, swimming pools and beaches—contact the **Engineering Unit (612) 623-5227** for more information.

Publishes three newsletters: *Waterline*, for water utility operators; *The Catch Basin*, for licensed plumbers, and water conditioning installers or contractors; and *The Minnesota Groundwater Newsletter*, for people in the well drilling industry. These publications appear twice a year, and are available free of charge. To be placed on mailing list, call (612) 623-5525.

The section is also responsible for licensing or regulation in the following areas:

**Water supply systems.** Jurisdiction includes community and non-community public water supply systems. A community system is one that has 15 or more service connections, or that serves 25 or more people a day. Plans must be reviewed and approved by this section before a new community system can be constructed, or before modifications or improvements can be made in an existing system, if water is for public use. The plans must be submitted by an engineer registered with the state. There is a fee for review of plans, and construction projects must be inspected upon completion. For information and forms, or to request an inspection, contact the Engineering Unit (612) 623-5227. The section also enforces health standards relating to the smaller, non-community systems.

**Water Well Contractors.** All well-drilling contractors must be licensed. Licensed contractors must have at least three years experience and pass a written test. Individuals may drill their own private wells without being licensed, but they must follow MDH rules governing well construction. Engineers who drill monitoring wells must be registered, and a license is required for mineral exploration. For information or license application forms contact the Ground Water Quality Control Unit (612) 623-5338. Fees: To take the test is \$50. Initial license or annual renewal is \$50 for first drilling rig, plus \$5 for each additional rig covered by the license. Late fee of \$10 for failure to renew by January 31. A construction permit is also required for vertical loop heat pump installations. Fee: \$50.

**Public Water Supply Operators.** Operators of municipal or other community water sup-

ply systems must be certified by the state, and complete mandatory training offered through this section. For information about certification, contact the Water and Wastewater Operator Certification Council (612) 623-5525. Fees: To take required certification test is \$15. Retest after failure of initial test is \$15. Issuance of certificate for three year period is \$15. Renewal of certificate is \$15. Duplicate of lost or destroyed certificate is \$5. Reinstatement of certification, or issuance of reciprocity certificate to operator certified by another state is \$20. For information about training programs, contact the Engineering Unit (612) 623-5525. Fees: Average charge is \$10 for 8-hour course, \$45 for 20-hour course.

**Plumbers.** Plumbers working in communities with a population of 5,000 or over must be licensed by the state. Applicants must have four years experience for journeyman license or five years for master plumber license, and take a written test, usually offered in March and September. Plumbers apprentices must register annually. For information or applications contact the Plumbing Unit (612) 623-5328. Fees: To take test, journeyman or master is \$30. License (renewable annually) is \$45 for journeyman, \$80 for master plumber. Annual bond filing for master plumber is \$40. Apprentice registration fee is \$15.

**Water Conditioning Contractors and Installers.** Must be licensed if working in community with population of 5,000 or more. Must complete written test, offered in the MDH building, Minneapolis, at the convenience of the applicant. For application forms or information contact the Plumbing Unit (612) 623-5328. Fees: Contractor is \$30 for test, \$50 annually for license. Installer is \$30 for test, \$30 annually for license. Annual bond filing fee for contractor is \$40.

**Swimming Pools.** Plans for construction or alteration of public swimming pools must be submitted for review and approval prior to construction. For more information, contact Plumbing Unit, (612) 623-5328. Plan review fee must be submitted with plans: \$300 for first pool, \$200 for each additional pool at same site on same set of plans; \$100 for alteration to existing pool.

## **Environmental Field Services Section (612) 623-5335**

**Charles Schneider, section chief.** Responsible for preventing food-related disease outbreaks, through the licensing and regulation of establishments that serve food and beverages, including hotels, resorts, restaurants, boarding and lodging establishments, mobile home parks, recreational facilities, children's camps and migrant labor camps. Has direct responsibility for licensing and regulation, including investigation of complaints, in areas where local agencies do not provide this service.

Operates a registration program for environmental health specialist sanitarians. Applicants for registration must have undergraduate degree in environmental health or related field, have one year of supervised work experience in related field, and take test. For more information contact section. Fee charged for two year registration period.

Contact section for license applications and information, including instructions governing construction of new food and beverage establishments. Also contact the section to make a complaint about a regulated facility.

**Annual license fees/Lodging establishments:** \$50 for facility plus \$2 per room or unit.

**Annual License fees/Food or beverage services:** Fewer than 5 employees \$52.50; 5-18 employees \$90; 19-28 employees \$135; 29-35 employees \$187; 36 or more employees \$225; limited or temporary service \$37.50.

**License fees/Manufactured (mobile) home parks & campgrounds:** One-time initial fee is \$75 for every 50 sites or fraction thereof. Annual fee/facilities open six months or less per year is \$11.25 for every 10 sites or fraction thereof, up to maximum of \$337.50. Annual fee/facilities open more than six months a year is \$15 for every 10 sites or fraction thereof, up to maximum of \$450.

The section is also responsible for enforcement of Minnesota Clean Indoor Air Law, which regulates smoking in public places.

### **Community Environmental Services (612) 623-5335**

**M. Frederick Mitchell, section chief.** Provides support and technical assistance to local health agencies that provide environmental health services, including licensing and enforcement activities, by formal agreement with MDH. The section promotes development of environmental health programs at the local level, and evaluates local programs, to ensure that they conform with state standards and procedures.

### **Occupational Health Section (612) 623-5333**

**Darrell Anderson, section chief.** Works with the Department of Labor and Industry to identify and control job-related health hazards, under Minnesota's Occupational Safety and Health Program. Handles inquiries about industrial health problems, primarily involving toxic materials, noise, non-ionizing radiation, or generally unhealthy and unsafe work environments.

Section licenses individuals, business firms and others who perform asbestos-related work. Certifies individuals who work with asbestos as employees of a licensee, upon completion of required training and examination. The section must receive notification and issue a permit for any asbestos-related project. It advises the commissioner in establishing health standards for exposure to asbestos in indoor air. Inspects asbestos-related projects to assure compliance with applicable standards. Annual fee of \$100 charged for license to perform asbestos-related work. Certification fee of \$50 charged for employees who work with asbestos. Fee for project permit is equal to 1% of the cost of the project.

**Enforcement Unit (612) 623-5372** is responsible for enforcement activities and responds to questions from the public.

**Consultation Unit (612) 623-5510** works with small employers, responding to questions and providing on-site consultation about occupational health issues.

### **Radiation Control Section (612) 623-5351**

**Alice Dolezal Hennigan, section chief.** Registers and inspects all x-ray machines and other sources of ionizing radiation in the state. Approximately 10,000 registered radiation sources are currently in use statewide at medical, dental, veterinary, industrial and educational facilities. The section also regulates the transportation of radioactive materials within Minnesota, and responds to accidents and emergencies involving radiation.

**Registration fees** for x-ray and radium sources cover fixed two-year period. Fees are due again at end of each registration period, even if equipment was registered after beginning of current period.

**Fees:** Dental x-ray is \$25 per tube for 5 or fewer tubes, \$10 each additional tube. Medical, industrial or educational x-ray is \$40 per tube for 5 or fewer tubes, \$10 each additional tube. Linear accelerator is \$50. Radium source is \$100 per facility. Inspection of x-ray or accelerator facility is \$40. Late registration penalty is \$15. **Maximum fee per facility:** \$500.

### **Health Risk Assessment Section (612) 623-5352**

**David Gray, section chief.** Provides expert consultation for MDH and other state agencies on the health impact of environmental exposure to physical or chemical agents. Types of problems evaluated have ranged from chemical contamination of water supplies to potential health effects of high voltage power transmission lines. Publishes annual fish consumption advisory for Minnesota waters.

### **Division of Public Health Laboratories (612) 623-5640**

**Robert Lindner, division director.** Performs laboratory analysis of environmental samples for MDH and other government agencies. Provides medical/clinical laboratory services in support of MDH programs. Operates programs to maintain and enhance the general quality of laboratory services in the state.

Publishes quarterly newsletter, the *Medical Lab Forum*, available free upon request. To be placed on mailing list call (612) 623-5243.

### **Chemical Laboratories Section (612) 623-5300**

**Bruce E. Wenzel, section chief.** Performs physical, chemical, bacteriological and radiological examination of environmental samples including air, water, waste water, sludge, sediment, soil, and hazardous waste. Service is provided primarily in support of programs at MDH, the Minnesota Pollution Control Agency, the Minnesota Department of Transportation, and other government agencies. A fee is charged for routine analysis of community water supplies. Results of analyses conducted by the section are used to set standards and monitor compliance for state and federal environmental programs. Programs within MDH served by the section include occupational health, health risk assessment, community environmental services, water supply programs, and radiation control.

### **Clinical Laboratories Section (612) 623-5258**

**Mary J.R. Gilchrist, section chief.** Provides medical laboratory support for MDH programs in the areas of bacteriology, parasitology, mycology, virology, serology, and cytogenetic and neonatal metabolic testing. Provides testing services which extend and supplement the services provided by hospitals, clinics, and other laboratories, as well as local public health and community health agencies. These services include reference and confirmatory testing, using sophisticated techniques not generally available in most clinical laboratories. Conducts research, investigations and special studies as part of an ongoing effort to improve the quality of medical laboratory services. Acts as referral center for specimens being sent for testing by the federal Centers for Disease Control, Atlanta.

A handling fee is charged for certain types of specimens.

**Lab Improvement Unit (612) 623-5409** operates quality control (proficiency testing) program for clinical laboratories, and provides training and consultation services for over 500 medical laboratories statewide. The unit has audio-visual materials available for loan that can be used for self-directed study of laboratory-related topics.

### **Laboratory Services Section (612) 623-5680**

**Allen Tupy, section chief.** Provides support services for laboratory operations within MDH. Obtains, prepares and maintains supplies, equipment and reagents required for effective operation of laboratories. Provides data processing support for laboratories, to ensure accurate and timely record-keeping, tabulating and reporting.

### **Bureau of Health Delivery Systems (612) 623-5436**

**Nancy Feldman, assistant commissioner.** Responsible for providing liaison between MDH and local community health services agencies in the state. Oversees MDH maternal and child health programs. Responsible for planning, regulation and quality assurance activities relating to Minnesota's health care system.

### **Office of Health Systems Development (612) 623-5615**

**Kathleen P. Burek, director.** Regulates health maintenance organizations (HMOs) in the state, and addresses policy concerns relating to HMOs and other "alternative" health care delivery systems. Advises the commissioner of health on the need for regulation of various health-related occupations. Addresses public policy concerns in the area of health economics including the need to hold down health care costs, and to ensure that all Minnesotans have proper access to health care services.

### **Alternative Delivery Systems Section (612) 623-5365**

**Kent E. Peterson, section chief.** Regulates all health maintenance organizations (HMOs) in Minnesota, and enforces the state HMO law. Reviews applications for "certificates of authority" to operate HMOs, contracts between HMOs and health care providers or man-

agement companies, and contracts for individuals or groups covered by HMOs. Responds to questions from the public, and conducts informational programs about HMOs. Receives and investigates public complaints about HMOs.

### **Health Economics Section (612) 623-5520**

**Marianne Miller, section chief.** Analyzes policy options for holding down the rising cost of health care, and ensuring that economic forces do not prevent Minnesotans from obtaining needed care. As part of cost containment effort, oversees Minnesota Health Care Cost Information System. Also provides information about hospital costs to insurers and the general public, on a regular basis, in cooperation with the Council of Hospital Corporations, the Minnesota Hospital Association, and the Metropolitan Council. Explores policy issues and options relating to "charity care," and access to health care for the uninsured or underinsured.

### **Occupational Analysis Section (612) 623-5443**

**Norman Hanson, section chief.** Receives applications from representatives of various human service occupations, asking that their occupational group be regulated by the state. Applications are reviewed by section and by state Human Services Occupations Advisory Council (HSOAC). Section and HSOAC advise commissioner of health regarding the need for regulation, and the most appropriate form of regulation (licensing, registration, etc.) for each occupation. When it has been determined that regulation is necessary, state law requires the commissioner to choose the "least restrictive" form of regulation that will adequately protect the public from harm.

### **Health Resources Division (612) 623-5440**

**Janet G. Brodahl, director.** Oversees the licensing of hospitals, nursing homes, ambulance services, home care providers, hospice facilities and other health care providers in the state. Reviews plans for construction or remodeling of health care facilities. Ensures that providers meet quality control standards, and eligibility standards for participation in government health insurance programs. Reviews the quality of care provided to residents in Medicaid-certified nursing homes. Classifies nursing home residents based on the level of care they require to determine the level of reimbursement a facility will receive under Medicaid.

### **Technical Consultation and Training Section (612) 623-5447**

**Marlene J. Deschler, section chief.** Provides technical information and education programs for health care providers, dealing with requirements for participation in federal programs. Areas covered include nursing, physical and occupational therapy, medical records, social services, nutrition, infection control, patients' rights, planning for patient care, and review of patients' use of services. Also participates directly in surveys (inspections) of health care facilities and providers, on a selective basis.

### **Engineering Services Section (612) 623-5451**

**Hans P. Larsen, section chief.** Reviews and approves all construction plans and specifications for new health care facilities, additions, and remodeling projects. Inspects completed projects, to ensure that they meet standards for state licensing and federal certification.

### **Survey and Compliance Section (612) 623-5240**

**Clarice U. Seufert, section chief.** Licenses and/or certifies all health care facilities in the state. Conducts all necessary inspections to determine if health care facilities are complying with applicable rules and statutes, both state and federal, including requirements for participation in Medicare and Medicaid. Reviews, on a regular basis, the quality of care received by a selected sample of patients in licensed or certified facilities. Issues correction orders or reports certification deficiencies, if health care facilities or providers fail to comply with applicable rules or statutes. Conducts follow-up inspections of facilities or



providers that have had certification deficiencies or received correction orders. Issues penalty assessments (fines) or initiates other disciplinary action when legally appropriate. Investigates all complaints involving a possible violation by a facility or provider of requirements for participation in Medicare or Medicaid.

It publishes an annual *Directory of Licensed and Certified Health Care Facilities* in Minnesota. Directory includes facility names, addresses, phone numbers, ownership information, names of current administrators, and the number of licensed or certified beds in each facility. Copies may be purchased from the Minnesota Documents Division, Department of Administration, 117 University Ave., St. Paul 55155, (612) 297-3000.

**Licensing fees:** For hospital accredited by the Joint Commission on the Accreditation of Hospitals \$450. For unaccredited hospitals \$468 plus \$29 per licensed bed. Nursing homes, boarding care homes and supervised living facilities \$68 plus \$17.50 per licensed bed. Freestanding outpatient surgical center \$450. Licenses are renewable annually, upon receipt by mail of written notice.

### **Quality Assurance and Review Section (612) 623-5295**

**Marian E. Lewis, section chief.** Conducts annual inspections as required by federal law to determine the quality of care received by residents of long term care facilities under the Medicaid program, at institutions certified to participate in that program. The types of facilities for which these inspections are required include skilled nursing facilities, intermediate care facilities, intermediate care facilities for the mentally retarded, and institutions for mental disease.

The section also assigns each resident, in each state-licensed and federally certified nursing home, to one of eleven "case mix" classifications based on the amount of care required by the resident. Information about the case-mix classifications of residents in a particular home area then used by the Department of Human Services, to determine reimbursement rates for that facility under the Medicaid program. The case-mix classifications of residents in a nursing home are also used by the MDH Survey and Compliance Section, to determine the staffing requirements for that facility.

Questions about nursing home rates and Medicaid reimbursement should be directed to the Division of Long Term Care Management, Department of Human Services.

### **Emergency Medical Services Section (612) 623-5281**

Licenses and regulates all ambulance services in the state. Responsible for developing and administering state emergency services plan including improvements in statewide emergency medical services system, and development of regional systems for providing emergency medical care. Receives and investigates complaints about ambulance services.

The section certifies emergency personnel as emergency medical technicians (EMTs) upon completion of basic and intermediate emergency care courses, and after passing both written and practical tests. Registered paramedics must complete state-approved paramedic training program and pass national registration test.

Contact the section for information about ambulance licensing, certification of EMTs, or registration of paramedics. Also contact the section to make a complaint about an ambulance service, or for general information about emergency medical services.

### **Maternal and Child Health Division (612) 623-5166**

**Carolyn McKay, director.** Operates or administers programs for children with handicaps, and for mothers and children with special nutritional needs. Administers grant program for agencies and organizations that provide services to mothers and children. Provides consulting and planning services for agencies and organizations working in the area of maternal and child health.

## **Maternal and Child Health Technical Services Section (612) 623-5265**

**Ronald Campbell, section chief.** Provides technical assistance and general support to local health agencies and health professionals, as they work to improve the health of mothers, children and families in the state. Coordinates and participates in planning efforts, aimed at improving the effectiveness of maternal and child health (MCH) programs in the state. Administers a program of grants, provided to local health agencies and organizations for the operation of MCH programs.

**Reproductive Health Unit** operates programs in the areas of **Family Planning (612) 623-5267** and **Perinatal Health (612) 623-5594**. The unit administers a statewide system of family planning grants, which are available to local agencies and organizations. Local programs funded through these grants offer help in dealing with fertility problems, as well as preventing pregnancy. The unit also promotes and supports efforts to ensure that pregnant women and their infants receive appropriate perinatal health care services, as part of comprehensive effort to improve health of mothers and babies in the state. It operates a statewide, toll-free **Family Planning/VD Hotline (1-800-752-4281)** in cooperation with Family Tree, Inc., St. Paul.

Upon request, the unit will assist other agencies and organizations in providing reproductive health services. It also provides consulting and training services, educational literature, other educational resources, and assistance in obtaining information or materials.

**Child Health Screening and Health Promotion Unit (612) 623-5542** works with the Departments of Education and Human Services, to promote and coordinate health and developmental screening programs for children, in community settings. Trains nurse/screeners, and provides monitoring and evaluation of screening programs. The unit also encourages and supports health promotion activities and comprehensive health service programs for children.

**Human Genetics Unit (612) 623-5269** provides consulting services for physicians, nurses and other health professionals, and educational services for the general public, in the area of human genetics. Responsible for MDH's a newborn screening program, which identifies certain types of genetic disease in newborns. Provides counseling to families and individuals concerned about genetic disease, upon referral by a physician. No fee for counseling services.

## **Services for Children with Handicaps Section (612) 623-5150**

**Alpha Adkins, section chief.** Administers state and federally funded programs for the diagnosis, treatment and rehabilitation of handicapped children. Offers diagnostic evaluation of Minnesota children, under the age of 21, who have a known or potential physical handicap. Approximately 300 diagnostic clinics are held each year in the state. Contact the section for dates and locations.

The section also offers total or partial subsidy for treatment costs for handicapped children, depending on financial status of parent or guardian. An application is required. The section also administers a state program which helps pay for treatment of hemophilia and cystic fibrosis in persons over age 21, and of children who require the growth hormone somatotropin.

## **Women, Infants and Children (WIC) Program (612) 623-5266**

**Patricia Maier, state program administrator.** Administers the federally funded Special Supplemental Food Program for Women, Infants and Children (WIC) in Minnesota. Program provides supplemental food and nutrition counseling to eligible participants who may include pregnant and breastfeeding women, infants, and young children. Participants must meet income guidelines, and have nutrition-related health problems. WIC services are offered through local health agencies and non-profit organizations throughout the state.

## Community Health Services Division (612) 623-5480

**James Parker, director.** Provides liaison between MDH and local health agencies in the Community Health Services (CHS) system. Provides support and technical assistance to local CHS agencies in the area of public health nursing. Maintains network of MDH Field Offices throughout the state. Clientele of the field offices may include local units of government, community health boards, CHS agencies, nonprofit organizations, business and professional groups, and the general public. District representatives provide CHS agencies with administrative, fiscal, and program-related advice. They assist CHS agencies in developing and maintaining successful public health programs at the local level.

### Non-Metro Field Offices and MDH District Representatives

**Bemidji:** William Heisenfelt, 1819 Bemidji Ave., Bemidji 56601, (218) 755-3820.

**Duluth:** Marie Margitan, Room 207/Government Services Ctr., 320 W. 2nd St., Duluth 55802, (218) 723-4642.

**Fergus Falls:** Robert Poyzer, Box 675, Fergus Falls Hosp./Bldg. 4-C, Fergus Falls 56537, (218) 739-7585.

**Mankato:** Rodney Church, 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501.

**Marshall:** John D. Blohm, Box A-50, 226 Social Science Bldg., Southeast State University, Marshall 56258, (507) 537-7151.

**Rochester:** Eric Anderson, 2116 Campus Dr. S.E., Rochester 55904-4744, (507) 285-7289.

**Sauk Rapids:** LeMar J. First, 215 N. Benton Dr./Box 426, Sauk Rapids 56379, (612) 255-4216.

### Community Development Section (612) 623-5595

**Wayne Carlson, section chief.** Directs efforts to maintain and improve the state's system of local Community Health Services (CHS) agencies. Helps CHS agencies maintain strong working relationships with MDH programs and activities. Ensures that needs, issues, trends and other factors affecting the CHS system are identified and addressed in an appropriate fashion, from both the state and local perspectives. Assists CHS agencies with policy development, establishes management and program guidelines for agencies, and provides a vehicle for communication between MDH and local agencies. Monitors legislation relating to the operation of the CHS system. Provides staff support for the State CHS Advisory Committee, as well as other advisor groups or bodies dealing with CHS issues. Offers technical assistance to CHS agencies in planning and evaluating programs, and conducts educational activities designed to address CHS needs and concerns.

### Public Health Nursing Section (612) 623-5468

**LaVohn Josten, director.** Provides information, consulting services, and continuing education programs dealing with public health nursing and related services for CHS agencies and other organizations. The areas covered include general information about public health, the practice of nursing, and public health administration. The section staff works closely with professionals throughout MDH, in planning, conducting and evaluating programs related to local public health. The focus is on four major areas of local public health programming in which nurses are actively involved: health promotion, home health, disease prevention and control, and family health.

The section also works with organizations at the state and federal level that dealt with policy issues relating to public health. Section staff also includes representatives assigned to MDH field offices. Current district nursing representatives include:

**Bemidji:** Terre St. Onge, 1819 Bemidji Ave., Bemidji 56601. (218) 755-3820.

**Duluth:** Marie Margitan, Room 207/Government Services Ctr., 320 W. 2nd St., Duluth 55802, (218) 723-4642.

**Fergus Falls:** Karen Zilliox, Box 675, Fergus Falls 56537, (218) 739-7585.

**Mankato:** Yvonne Krenik, 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501.

**Marshall:** Ann Moorhous, Box A-50, Marshall 56258, (507) 537-7151.

**Sauk Rapids:** Sue Strohschein, 215 N. Benton Dr., Box 426, Sauk Rapids 56379, (612) 255-4216.

**Rochester:** Jane Sheehan, Minnesota Department of Health, 717 Delaware St. S.E./Box 9441, Minneapolis 55440, (612) 623-5469.

**Other key staff assigned to MDH Minneapolis office:** Lorene Wedeking, Assistant Director of Nursing, (612) 623-5235. Cheryl Smoot, Metro Nursing Representative, (612) 623-5433; Linda Olson Keller, Program Development Specialist, (612) 623-5434.

### **Minnesota Office of Health Facility Complaints (612) 623-5562**

**Arnold Rosenthal, director.** The office, directly responsible to the commissioner of health, receives and acts upon complaints about licensed health care facilities in Minnesota, as well as reports of maltreatment of vulnerable adults (patients in any such facilities). Licensed health care facilities include hospitals, nursing homes, boarding care homes and supervised living facilities. Actions relating to such facilities of any division, official or employee of a state or local government agency or any health care provider may be investigated.

The office assists residents of health facilities in enforcing their rights under Minnesota law (Minnesota Statutes, chapter 144A). The office cooperates with other agencies to assure that the complaint will be handled by the agency with the appropriate jurisdiction. The office will respond to any complaint, anonymous or identified. Personnel of the office can enter any health facility at any time to investigate a complaint and will issue correction orders to health care facilities when violations are found. This service is offered to residents of Minnesota.

To register a complaint, write or call this office collect. There are no forms or fees. A complaint may be resolved in a matter of days or weeks depending on its complexity. However, matters involving a potential hazard to patient/resident health or safety are acted upon immediately.

The office distributes two free brochures: one describes the office, and the other, titled "Looking for a Nursing Home", assists in nursing home placement. The office prepares an annual report for the legislature and the commissioner of health.

## **Higher Education Coordinating Board**

**400 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101**

**David Longanecker, executive director (612) 296-3974**

*Minnesota Statutes chapter 136A; Minnesota Rules 4800-4899*

**Kathleen Kies, deputy director.** The board conducts planning for all post-high school education in Minnesota and coordinates the state's post-secondary education systems which include the University of Minnesota, the state universities, community colleges, area vocational-technical institutes, and many privately-controlled schools. The board recommends post-secondary education policies to the governor and legislature. In addition, the board administers several state and federal higher education programs, including Minnesota's student financial aid programs.

The board is composed of 11 voting members appointed by the governor, with the advice and consent of the senate, for six year terms. There is one member from each of the state's eight congressional districts and three at-large members. The chair of the board's Student Advisory Council serves as a nonvoting member.

Advising the board, but not voting, are the chancellors of the State University System and the Community College System, the commissioner of education, the president of the University of Minnesota, the state director of vocational-technical education, the president of the Minnesota Private College Council and a representative of the Minnesota Association of Private Post-Secondary Schools. They constitute the Higher Education Advisory Council.

The Student Advisory Council, authorized by statute, includes the chair of the University of Minnesota Student Senate, the state chair of the Minnesota State University Stu-

dent Association, the president of the Minnesota Community College Student Association, the president of the Minnesota Vocational Technical Student Association, the president of the Minnesota Association of Private College Students, and a student who is enrolled in a private vocational school and is appointed by the Minnesota Association of Private Post-Secondary Schools. The council advises the board, making recommendations, reviewing, and commenting on proposals before the board.

Meetings are held once a month either in the capitol area or at a post-secondary institution in the state and are open to the public. Call (612) 296-9665 for specific meeting locations.

#### **Communications Office (612) 296-9684**

**Phil Lewenstein, director of communications and legislation.** This office manages communications to the public, the news media, and other constituencies. It compiles and writes the board's reports and publications, including a newsletter, *Mhecb report*; a tabloid on financial aid, *Focus on Financial Aid*, and a biennial report submitted to the governor and legislature. These and other board publications and videotapes are available by contacting the office.

The office also provides information to students and parents about educational opportunities available beyond high school, academic expectations and requirements, and financial assistance.

#### **Financial Aid Division (612) 296-5715**

**H. James Leskee, director.** The division administers the following student financial aid programs for Minnesota students.

##### **State Scholarship and Grant-in-Aid Programs (612) 296-5715**

State scholarships and grants are awarded to Minnesota residents who attend or plan to attend an eligible institution of learning at least half time (six or more credits). Eligible institutions include the state universities, the University of Minnesota, community colleges, public area vocational-technical institutes, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions.

Scholarship awards are based on both scholastic achievement (high school rank) and financial need. Grants are based only on need. Students may apply during any year of their undergraduate study. Grant applicants must be a graduate of a secondary school or its equivalent, or be 17 years of age or over. Students must apply each year to renew both scholarships and grants.

Awards are based on a design that assigns a specific responsibility for paying costs of attendance to the student, parents, and government. The main variable is the amount parents are able and expected to contribute. All applicants are required to contribute at least 50 percent of their cost of attendance from savings, earnings, loans, or other additional assistance from institutional or private sources.

The cost of attendance consists of tuition and fees plus an allowance established by the board for room and board, books and supplies and miscellaneous expenses. The remaining 50 percent of the cost is met by a contribution from parents determined by a national need analysis and by the combination of federal Pell Grant and State Scholarship and Grant Awards.

The maximum amount of state and federal Pell aid in 1987-88 ranges from \$2,135 at an AVTI to \$4,430 at a private four-year college. These amounts change each year as the cost of attendance changes. The minimum state award is \$100.

Application forms are available from high school counselors, post-secondary financial aid officers, and the board. By submitting one application, a student will be considered for both a State Scholarship and Grant-in-Aid. Applicants must fill out the Family Financial Statement-Minnesota edition. The form is used to determine financial need. Students may use this same form to apply for a federal Pell Grant and other types of aid from institutions.

Applicants are charged a fee for each Family Financial Statement report they want sent

to a college, state agency, or scholarship program. The fee for 1987-88 is \$6.00 for one report, \$9.00 for two reports, \$12.00 for three, and \$15.00 for four. If the Family Financial Statement is processed and returned with errors, they must be corrected. If the report is sent to the State Scholarship or Grant Program, it will cost an additional \$2. Parents and students may request that the need analysis be sent directly to them. Students can apply for an award for the 1987-88 school year after January 1, 1987 and continue to apply through May 1988.

#### **Part-Time Student Grant Program (612) 296-5715**

Awards are made to students attending post-secondary education institutions less than half time (under six credits) and for one term to returning students enrolled for between 6 and 11 credits at an eligible school in a program or course of study that applies to a degree, diploma, or certificate.

The award amount is based on financial need and is determined by the school. Awards are for a single term and are not renewed automatically; however, students may apply for additional awards in subsequent terms.

To apply for a part-time grant the student should contact the institution he or she attends or plans to attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

#### **Minnesota Veterans' Dependents Student Assistance Program (612) 296-5715**

This program provides tuition assistance to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary education institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

#### **Minnesota Work-Study Program (612) 296-5715**

The work-study program enables students to earn money for school by working an average of 15 hours a week, and earn up to \$2,500 per year. The board allocates state work-study funds among post-secondary education institutions based on a formula set by the legislature. All Minnesota public post-secondary institutions and most private ones participate. They select students on the basis of financial need and arrange the employment. Minimum wage laws are followed. The maximum hourly wage depends on the job and the student's qualifications.

To be eligible for the work-study program, students must attend an institution on a full-time basis and demonstrate financial need. Students will be employed either in a post-secondary institution, in a non-profit, non-sectarian agency located in the state, or at the residence of a handicapped person or person over 65 years of age.

To apply for the work-study program, students should contact the institution they attend or plan to attend. Forms are obtained from the educational institution the student attends or plans to attend. There are no fees for this service. The financial aid director of each school will give the student an estimate of the time it takes for applications to be processed.

#### **Student Educational Loan Fund (SELF) (612) 296-5715.**

The Student Educational Loan Fund (SELF) Program is designed to supplement existing student loan programs. It provides a long-term, low-interest educational loan to students who cannot obtain the financing they need from traditional financial aid programs. The board is the only lender in the program.

Minnesota residents attending eligible post-secondary institutions in-state or out-of-state, and non-residents attending eligible post-secondary institutions within Minnesota are eligible to apply.

Undergraduate students may borrow up to \$4,000 per year; graduate students may borrow up to \$6,000 per year. Other student loans borrowed can reduce these annual maximums. Aggregate borrowing maximums are \$16,000 for undergraduate students, and \$25,000 for graduate students. There is a \$1,000 loan minimum.

The interest rate on the SELF loan will vary throughout the life of the loan. The simple

interest charged will be the sum of 3.50% and the cost of funds. From December 28, 1984 to December 1, 1986, the interest rate to the borrower has varied from 6.875 percent to 14.5 percent. The cost of funds can change weekly, so the interest rate to the borrower could go up, or down.

There are no application or processing fees for SELF, but a guarantee fee equal to 6.25 percent will be deducted from each disbursement of the total approved amount. For example, assuming an approved loan of \$4,000 and a single disbursement, the borrower would receive a single check for \$3,750. If two disbursements were necessary, the borrower would receive two checks for \$1,875 each. The guarantee fee goes into a reserve fund to partially cover nonpayment of principal and/or interest by the borrower and/or co-signer. The fee is nonrefundable.

The SELF loan is always in repayment. There is no "grace" period, and no deferment of payment is available. Quarterly payment (interest only) begins 90 days after disbursement, and continues as long as the student is in school. At termination of study, monthly payment (interest only) begins and continues for up to 12 months. On the 13th month out of school, monthly payment of both principal and interest begins.

The length of the repayment periods is determined by the following variables: a) 10 years from termination of study; b) 15 years from the date of the first loan check; c) a shorter period arranged with the board, or; d) until November 1, 2000; whichever is earliest.

There is no minimum income threshold or requirement for the demonstration of financial need. Rather, eligibility is determined by subtracting available financial aid from the yearly cost of attendance. Aggregate student loan indebtedness is also an important consideration. Every applicant must have the SELF application certified by the financial aid officer, and completed by a credit-worthy co-signer.

The student should: a) Make sure the school has joined the SELF program; b) Exhaust all eligibility for other aid programs except ALAS, Work-Study, and HEAL programs; c) Talk with the school's financial aid officer about loan participation requirements and responsibilities; d) Obtain an application materials booklet from the school or the Board, and e) Find a credit-worthy co-signer and follow the directions on the SELF application.

The student can talk with the financial aid officer at the member school, or the student can call (612) 296-5715.

### **Congressional Teacher Scholarship Program (612) 296-5715**

The Congressional Teacher Scholarship Program is a federally funded program established to make scholarships available to outstanding high school graduates who demonstrate an interest in teaching at the pre-school, elementary, or secondary levels. To be eligible, a student must:

- be a resident of Minnesota;
- be a high school graduate or equivalent (GED score of 308 or above) from the top 10 percent of his/her graduating class;
- be enrolled in a college or university preparing teachers for a teaching career at the pre-school, elementary, or secondary level;
- never graduated from a teacher education program;
- for students classified as freshmen or sophomores: students must be enrolled in liberal arts or other courses that qualify them for admission to a teacher licensure program at their post-secondary institution or at a post-secondary institution to which they transfer;
- for students classified as juniors, seniors, or graduate students: students must be enrolled in a state-approved teacher licensure program.

Students with an undergraduate or graduate degree in a discipline other than education are eligible to apply for a Congressional Teacher Scholarship if they have returned to secure their teacher licensure at the pre-school, elementary, or secondary level.

Each scholarship is approximately \$5,000. If when combined with other financial aid, however, the award exceeds the student's cost of attendance, it will be reduced.

Congressional teacher scholarships are competitive awards. Recipients are chosen by a

seven-member selection panel named by the governor. It consists of educators, administrators, students, and parents.

Students are eligible to receive scholarships for a maximum of four years if they are in school full time and making satisfactory progress toward completion of their program. They must continue to meet eligibility requirements and be chosen by the selection committee.

All scholarship recipients are obligated to teach for two years for each year of assistance they receive. Teaching economically disadvantaged students, handicapped students, or students with limited English proficiency reduces the obligation to one year of teaching for each year of scholarship assistance. Students are not required to teach in Minnesota.

Students who fail to fulfill their teaching obligation within 10 years of graduation must repay all or part of this scholarship, including substantial interest plus collection fees.

A student in a teacher education program or pre-teacher education program may secure an application from the office of the Education Department at eligible post-secondary institutions, or the student may contact the Higher Education Coordinating Board, scholarship and grant department.

The completed application will provide information for the selection committee. The selection committee will rank applicants, and recipients will be chosen based on the ranking. Applicants will be informed in writing of the results of their applications by the coordinating board. Students should contact the board for information about application deadlines.

### **Minnesota-Wisconsin Reciprocity Program (612) 296-5715**

The program is designed to make post-secondary educational opportunities more available and accessible to residents of Minnesota and Wisconsin. Minnesota residents may attend any University of Wisconsin System school or Center System institution. And Wisconsin residents may attend any Minnesota public post-secondary institution.

Students attending a public higher education institution in the neighboring state pay approximately the average tuition that they would have paid at a comparable school in their home state. For example, an undergraduate student from Minnesota who attends the University of Wisconsin at Madison pays approximately the tuition rate charged at the University of Minnesota's Twin Cities campus. Vocational students pay the resident tuition charged at the institution they attend.

The program covers full-time, part-time, undergraduate, and graduate students.

Initial students entering the Colleges of Medicine, Veterinary Medicine, and Dentistry at the University of Minnesota-Twin Cities or Duluth, and University of Wisconsin-Madison or Milwaukee for the 1987-88 academic year will not be eligible for reciprocity benefits. Students enrolled in these programs during the 1986-87 academic year will have their benefits renewed each year until the completion of their program.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively. Students wishing to participate in the program for the entire school year must have their application postmarked by the last day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she must also apply and qualify for admission to the out-of-state school according to the institution's procedures.

Information can be obtained from the institution the student attends, or by mailing or phoning the board. Application forms are available at all Minnesota high schools and eligible post-secondary institutions. They also may be obtained from the board. Applicants for reciprocity in an area vocational-technical institution should apply to the director's office at the nearest AVTI.

Students should contact the institution they plan to attend to determine the exact tuition they will be charged. Students will receive the results of their applications approximately four weeks after applying.



**Minnesota-North Dakota Reciprocity Program (612) 296-5715**

Students attending institutions in the neighboring state pay a regional reciprocity tuition rate. This rate varies by cluster of institutions as follows:

- All North Dakota graduate and professional students enrolled in Minnesota institutions pay the resident tuition rate of the institution attended. North Dakota undergraduate students enrolled at the University of Minnesota-Twin Cities and Minnesota AVTIs pay the resident tuition rate of the institution attended.
- All Minnesota professional students enrolled in North Dakota institutions pay the resident tuition rate of the institution attended.
- All Minnesota graduate students enrolled in the North Dakota institutions pay the tuition comparable to the resident rate charged at the Minnesota state universities.
- Undergraduate students enrolled in the Minnesota State University System pay a tuition rate reflecting the average of the resident rate at these institutions and the resident rate at the University of North Dakota and North Dakota State University. North Dakota residents attending the University of Minnesota's campuses at Crookston, Morris, Waseca, and Duluth also will pay this average rate.
- Undergraduate students enrolled at the University of North Dakota and North Dakota State University pay a tuition comparable to the resident rate charged at the Minnesota state universities.
- Students enrolled in the Minnesota Community College System pay a tuition rate reflecting the average of the resident rate at these institutions and the resident rates at the North Dakota School of Science, Dickinson State College, Mayville State College, Minot State College, North Dakota State University in Bottineau, Valley City State College, Bismarck Junior College in Bismarck, Lake Region Community College in Devils Lake, and the University of North Dakota—Williston Center.
- Students enrolled at the North Dakota School of Science, Dickinson State College, Mayville State College, Minot State College, North Dakota State University in Bottineau, Valley City State College, Bismarck Junior College in Bismarck, Lake Region Community College in Devils Lake, and the University of North Dakota—Williston Center pay a tuition comparable to the resident rate charged at the Minnesota community colleges.

The program includes virtually all students: full time, part time, undergraduate, graduate, professional and vocational.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively. Students wishing to participate in the program for the entire school year must have their application postmarked by the last day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she also must apply to the out-of-state school according to the institution's procedures. Applications are available at all Minnesota high schools and eligible post-secondary education institutions. They also may be obtained from the board.

Students will be notified of the results of their applications approximately four weeks following receipt of the applications.

**Minnesota-South Dakota Reciprocity Program (612) 296-5715**

Students attending institutions in the neighboring state pay a regional tuition rate negotiated between the two states. This rate varies by cluster of institutions as follows:

- Graduate and professional students and South Dakota undergraduates attending the University of Minnesota-Twin Cities pay the resident tuition rate of the state in which the institution is located.
- Undergraduate students attending the University of South Dakota (Vermillion), South Dakota State University (Brookings), the South Dakota School of Mines and Technology (Rapid City), and the University of Minnesota coordinate campuses (Duluth, Morris, Waseca, Crookston) pay the average of the resident rates at these institutions.
- Undergraduate students enrolled in the following institutions pay a reciprocity rate de-

terminated by averaging the resident rates at these institutions: Northern State College (Aberdeen), Black Hills State College (Spearfish), Dakota State College (Madison), Minnesota State University System, and Minnesota Community College System.

South Dakota residents may attend any of the 34 Minnesota AVTI campuses at resident tuition rates; Minnesota residents may attend any of four eligible South Dakota institutions at the resident tuition rate. They are Lake Area Vocational-Technical Institute in Watertown, Mitchell Vocational-Technical Institute in Mitchell, Southeast Vocational-Technical Institute in Sioux Falls, and Western Dakota Vocational-Technical Institute in Rapid City.

Students should contact the institution they plan to attend to determine the exact tuition charges. Applications are available at Minnesota high schools and eligible post-secondary institutions. The program covers virtually all students—full-time, part-time, undergraduate, graduate, and professional.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively. Students wishing to participate in the program for the entire school year must have their application post-marked by the last day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she must also apply and qualify for admission to the out-of-state school according to the institution's procedures.

### **Minnesota-Iowa Reciprocity**

No statewide reciprocal agreement exists between Minnesota and Iowa, but two limited agreements with individual institutions are in effect. One agreement provides for tuition reciprocity between Pipestone AVTI, Jackson AVTI and Worthington Community College in Minnesota and Iowa Lakes Community College which has campuses in Estherville and Emmetsburg. The second agreement provides for tuition reciprocity between the same three Minnesota schools and Northwest Iowa Technical College in Sheldon. Under the agreements Minnesota residents may be able to attend the two Iowa institutions and pay Iowa resident tuition and fees. Residents of northwestern Iowa may be eligible to attend the three Minnesota schools at resident rates. Students should contact the institution they plan to attend.

### **Summer Scholarships for Academic Enrichment Program (612) 296-5715**

The program provides financial aid to Minnesota students in grades 7-12 who attend eligible summer academic programs sponsored by Minnesota post-secondary schools—University of Minnesota campuses, state universities, community colleges, and private colleges.

An eligible student must be a resident of Minnesota, have completed at least 7th grade but not graduated from high school, earned at least a B average for the most currently awarded school term, and demonstrate need for assistance. Financial need considers the cost of the program, parental Adjusted Gross Income, and the number of dependent children in the family. The maximum award is \$1,000. The State Board of Education approves eligible programs. The program must be offered in Minnesota, not be available for credit to post-secondary students, and not provide remedial instruction. Eligible programs must provide academic instruction for student enrichment in curriculum areas, including, but not limited to communications, humanities, social studies, social science, mathematics, fine or performing arts, or foreign language.

Guidelines and deadlines for each program vary. Applications and addresses of the colleges and universities sponsoring eligible programs are available at secondary schools from the principal or counselor. Information also is available from the board. Students and parents or the principal or counselor complete the application and return it to the post-secondary institution.

### **Minnesota Student Loan Program (612) 296-5715**

Under this program, eligible undergraduate students may receive loans of up to \$2,625 a year for their first two years and \$4,000 a year for three additional years. Graduate stu-

dents can borrow \$7,500 a year for five years. The total borrowing limit is \$54,750.

In order to qualify, the student must be a Minnesota resident enrolled at least half time in an eligible school in Minnesota or another state. Non-residents attending eligible Minnesota schools also are eligible. Undergraduate, vocational, graduate and professional students are eligible to borrow from the state program.

All borrowers are required to take a need test to determine their eligibility. Most post-secondary institutions are eligible.

Applicants should first try to find a participating private lending institution—the family's bank, a credit union or savings and loan association. Loans are made at the discretion of the private lender, and the student is responsible for repaying the loan. Students unable to obtain loans from private lenders may apply to the state program. Application forms are available from private lenders and from financial aid offices at post-secondary institutions. Different schools use different application materials. Contact the school to find out the application method it prefers and how long it will take to apply. They also may be obtained from the board. Students should complete the application and take it to the financial aid office at the school they attend or plan to attend.

There are no fees for application forms; however, there is an annual interest charge.

For new borrowers whose loan periods begin on or after July 1, 1988 the interest rate is 8 percent during the first four years or repayment and then 10 percent on the outstanding balance thereafter.

Borrowers with loans outstanding at either 7, 8, or 9 percent will continue to receive new loans at the interest rate of their prior loans. The federal government will pay the interest while the student is in school and until the start of the repayment period. In most cases, the student begins repaying the loan principal six to nine months after leaving school. Students have up to 10 years to complete repayment. The amount of payments depends on the size of the debt, but in most cases the student will pay at least \$50 per month.

GSL loans made either by the state or by private lenders are guaranteed by the Higher Education Assistance Foundation, a non-profit corporation created to insure loans against default. Loan applications must be approved by the foundation. In return for the foundation's guarantee, some borrowers will be required to pay a one-time insurance premium which is deducted from the loan amount. The guarantee fee varies from zero to 3 percent, depending on the type of post-secondary school attended. In addition, the student will pay a one-time 5 percent fee to the lender. This fee, called an origination fee, also is deducted from the loan amount.

A student may apply any time during the year but should allow 8 to 10 weeks for processing from the time of the initial application.

### **Graduated Repayment Income Protection Program (GRIP) (612) 296-4275**

The program assists graduates whose loan repayments exceed 10 percent of the average annual income for their profession. A graduate's loan payments increase in proportion to the growth in average incomes.

To be eligible a student must have graduated from the University of Minnesota or the Mayo Medical School, Mayo Graduate School of Medicine, or Northwestern College of Chiropractic with a degree in one of the following fields: bio-medical sciences, chiropractic, dentistry, hospital administration, medicine, pharmacy, public health, or veterinary medicine. The graduate must be a U.S. citizen or permanent resident, have never defaulted on a student loan, be employed more than 30 hours a week, and have student loan repayments that exceed 10 percent of adjusted gross income. Applicants must obtain a co-signer.

In addition to completing an application and submitting loan verification forms to student loan noteholders for completion, an applicant is also required to submit his federal income tax return for the most recent tax year. A phone or personal interview is required before a potential borrower is accepted into the GRIP program. In the first month of participation, the borrower makes two payments—one on his own student loans and one to the Board according to his payment schedule. This payment is received by the Board one month prior to the time it begins making student loan payments for the borrower.

Under the program, the borrower makes one payment to the Board each month representing 10 percent of his average annual income for the respective profession. The Board loans the borrower each month the remaining amount necessary to repay the student loans, combines the payments, and forwards them to the noteholders. The program does not consolidate or pay off a borrower's student loans; rather, it acts as a paying agent and centralizes the student loan payments. Throughout the program, the borrower remains responsible for making monthly scheduled loan payments.

The current interest on the loan from the board is 8 percent and will remain at this rate for the duration of the borrower's participation in the program, a maximum of 20 years. No guarantee or insurance fees are charged. For information and applications students or graduates of eligible schools should contact their financial aid office or the board.

### **Policy and Program Planning Division (612) 296-9672**

**Helmut Schweiger, director.** The division conducts long-range planning for Minnesota post-secondary education. It identifies issues, analyzes and evaluates alternative policies, and develops recommendations for state policy. The division collects and studies information about the financial conditions of post-secondary education and the financing of post-secondary education. It analyzes budget requests and appropriations for the University of Minnesota, the State University System, the State Community College System, and the state's public area vocational-technical institutes.

The division also collects and analyzes information on post-secondary education enrollments in the state and biennially prepares institutional enrollment projections. It develops and maintains an information system for post-secondary education in Minnesota.

The division evaluates new and existing instructional program proposals submitted to it by post-secondary systems and submits its recommendations to the board, which then reviews the programs and approves or disapproves the proposals.

These services are not offered directly to the public, however, citizens interested in obtaining information may contact the board. The division also manages state and federal programs.

### **Private Institutions Registration Program**

All private post-secondary institutions and out-of-state public institutions which are non-profit, which grant degrees, or which use the term "academy", "college", "institute", or "university" in their name are required to register annually with the board and receive approval to grant degrees or use one of those terms in their names. Information about registered institutions is available to the public. Contact the board at (612) 296-9699 for information or assistance. There are no fees for public information or assistance.

### **Minnesota Inter-Library Telecommunications Exchange (MINITEX)**

The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. Libraries which cannot meet the information needs of their patrons transmit requests to the MINITEX central office (University of Minnesota, Wilson Library). MINITEX staff locate and retrieve the material from over 160 libraries in Minnesota and libraries in neighboring states, and prepare it for delivery.

Information about the MINITEX program and names of participating libraries can be obtained by contacting the MINITEX Office, Wilson Library, University of Minnesota, Minneapolis, MN 55455, (612) 624-4002. Forms are available at all participating libraries. There are no fees for this service.

### **Enterprise Development Partnership Centers**

The board administers a program of competitive grants to stimulate the creation of business through cooperative efforts including post-secondary institutions, businesses, financial, and community leaders. Communities establish a center operated by a board of representatives from the community. Communities interested in applying for a grant should contact the board. Currently, four centers are in operation. Expansion of the program will

depend on the availability of additional funding. The 1987 Legislature did not provide funding beyond the middle of FY1988.

### **Minnesota Post-High School Planning Program**

Under the program, guidance, testing, and information are provided to assist Minnesota residents in eighth grade through adulthood in making career plans and decisions regarding post-secondary education or work. The program is offered at high schools in the state and is administered to all eleventh grade students who desire to participate. A \$5.25 fee is assessed to students who take the **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test**. (Some schools may add a small charge for administration.)

This test is intended for students who expect to enter college programs leading to a baccalaureate degree. It measures verbal and math abilities. It also is the first step in entering the National Merit and National Achievement Scholarship Program. Most Minnesota colleges and universities that require test scores for admission or for placement and advising accept the PSAT/NMSQT scores with no additional testing required.

The **School and College Abilities Test (SCAT)** is an alternative for students who do not plan to get a four year college degree. There is no charge.

The **Career Planning Program** component is an instrument that measures a student's skills in six ability areas, vocational interests, and experiences, and relates them to career groups. Information is available from high school counselors and the board.

The testing part of the program is administered in the fall and a plans and background survey, given free of charge, is administered in the spring. Results are given to the student during the junior and senior years, and with the student's permission, results are sent to Minnesota post-secondary institutions.

The program provides information to eighth grade students and parents about the benefits of continuing their education beyond high school, opportunities available to them, appropriate ways to prepare for post-secondary education, and available financial assistance.

### **Administrative Services Division (612) 296-9696**

**Arlon Hauptert, director.** The division prepares and manages the budget for the board, personnel services, agency administrative support, fiscal management of the State Student Loan Program and management of the Optometry and Osteopathy Contracting Program.

### **Optometry and Osteopathy Contracting Program**

The board administers a program of optometry and osteopathy contracting. It contracts with schools located outside the state to assure that a limited number of seats will be available to Minnesota residents seeking to pursue professional studies leading to degrees in these fields. The program does not provide direct financial assistance to students.

Any Minnesota resident who is accepted into an optometry or osteopathy program at any of the schools with which the state has signed a contract is eligible to apply for one of the spaces. Applicants must agree to practice optometry or osteopathy in Minnesota for a period of not less than three years. The board reviews the list of applicants and submits to each contracted institution a list of those students eligible to occupy contract seats.

The contract seats are awarded to students on a competitive basis after the school reviews and evaluates the eligible applicants to their institutions.

Each optometry contract seat student receives a reduction in tuition and fees as determined in the contract between the coordinating board and the institution. For state institutions, students pay the tuition and fees charged for in-state students; for osteopathy students, the tuition and fees are the same as in-state tuition and fees at the University of Minnesota Medical School; for students at private optometry schools, students receive a tuition reduction or scholarship. The contracts state that continued participation by Minnesota is contingent upon the availability of appropriations for the program.

Students interested in applying for a contract seat may obtain information and applications from the coordinating board. The availability of seats depends on legislative funding. No new seats are available during 1987-88 and 1988-89.

### **Minnesota Job Skills Partnership Program (612) 296-3974**

The board administers the program which acts as a catalyst to bring together employers with specific training needs with educational or other nonprofit institutions that can design programs to fill those needs. The partnership makes grants to institutions to train displaced workers. Participating businesses must match the partnership grant. An 11-member board governs the partnership. For further information, contact the board.

### **Federal Title II Grants for Science Math Instruction**

Grants are provided to higher education institutions on a competitive basis for inservice training, retraining, and preservice training of teachers of mathematics, science, computer learning, and foreign languages. For information, contact the board.

### **Grants for Dislocated Rural Workers**

The program provides grants to dislocated rural workers. Post-secondary institutions select recipients based on guidelines, policies, and rules established by the board. The board allocates funds to campus financial aid offices, and interested applicants should contact the aid office at the campus they plan to attend.

Applicants must be residents of rural Minnesota and be enrolled in an adult farm management program or program designed to provide preparation for available employment within the local labor market or in an area to which the individual is willing to relocate. The applicant must meet the financial need criteria determined by the board.

The applicant must demonstrate that one of the following criteria has been met:

- the applicant or applicant's spouse has been separated from employment or has received a notice of separation from employment as a result of job obsolescence, plant shutdown, regional decline in the applicant's customary occupation, or industry slowdown, and
- the applicant or applicant's spouse is unlikely to return to work for that employer in the occupation within 12 months following separation from employment;
- the applicant or applicant's spouse is a farmer who can demonstrate severe household financial need.

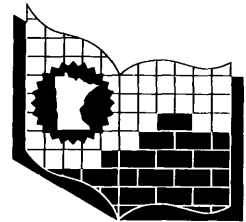
## **Minnesota Higher Education Facilities Authority**

**278 Metro Square Building**

**7th and Robert Streets, St. Paul, MN 55101**

**Joseph E. LaBelle, executive director (612) 296-4690**

**Minnesota Statutes, sections 136A.25 to 136A.42**



The authority assists institutions of higher education within the state to finance construction projects, renovate existing buildings, or purchase capital equipment. Institutions eligible for assistance by the authority include non-profit, educational institutions authorized to provide a program of education beyond the high school level. Sectarian institutions are not eligible for assistance. However, the fact that an institution is sponsored by a religious denomination does not of itself make the institution sectarian. The authority acts as an agent for institutions of higher education by securing loans for them at lower interest rates than might otherwise be available to them. The loans are financed by the sale of tax-exempt revenue bonds by the authority. Bonds issued by the authority can be payable only from the rentals, revenues and other income, charges and moneys pledged for their payments. The bonds of the authority do not represent or constitute a debt or pledge of the faith or credit or moral obligation of the state of Minnesota.

Application to the authority is voluntary. The first step in the application procedure is to submit a preliminary letter of application describing the institution, the nature of the pro-

posed project, the cost of the project and how the institution hopes to repay the loan. When a preliminary application is approved by the authority, the institution will receive an application manual as a guide in the preparation of a formal application. The formal application is reviewed by the authority's executive director, the fiscal consultant and the bond counsel. From this review process, recommendations are made to the authority. If the authority approves the formal application, a financial program and various legal documents are prepared and a sale date is set for issuing tax-exempt revenue bonds.

A fee of \$1,000 must accompany the submission of the formal application. This fee is refunded to the institution at the closing of a successful bond issue.

## Minnesota Historical Society

### Administrative Office & Headquarters

690 Cedar Street, St. Paul, MN 55101

Nina M. Archabal, director, (612) 296-2747

John J. Wood, deputy director

for finance and planning, (612) 296-2155

Minnesota Statutes, chapter 138

The Minnesota Historical Society (MHS), chartered by the 1849 Minnesota territorial legislature to collect, preserve, research, and interpret Minnesota history, is the oldest institution in the state. The society receives funds from the Minnesota legislature, memberships, gifts and endowments. It is not a state agency, although it performs certain state functions and is the official custodian of the state's history. The society is governed by a volunteer board of directors.

One of the largest historical societies in the United States, the MHS is a nationally recognized leader in the field of state and local history, directly serving more than three-fourths of a million people each year. The resources of the society are available to the public. Books, pamphlets, and exhibits, both in the society's headquarters and at its historic sites, tell the story of Minnesota from prehistoric times to the present. The society works closely with more than 300 county and local historical organizations throughout the state.

The society's services are carried out by the director, two deputy directors and four divisions: administration; library and archives; publications and research; and historic sites and museums. The divisions operate from four principal locations: The main building, 690 Cedar Street adjacent to the State Capitol, St. Paul; the Research Center, 1500 Mississippi Street, St. Paul; the James J. Hill House, 240 Summit Avenue, St. Paul; and the Fort Snelling History Center located at Fort Snelling. In addition, the society operates historic sites throughout the state.

A new home for the Minnesota Historical Society, scheduled for completion in the spring of 1990, will provide better spaces for public use and preservation of collections. There will be larger gallery spaces, an auditorium, a restaurant, areas for educational programs for all age levels, a "one stop" reference area where the public can view or use books, photos, newspapers, and other two and three dimensional materials; and a "Great Hall" to welcome visitors and display large objects. Less than 1% of the society's collection can be displayed currently. The history center will be built in the Capitol area just south of highway I-94.

## Administration Division

### Information Office (612) 297-1827

**Diane Disse, information officer.** The information office is located at 690 Cedar Street, St. Paul, MN 55101. It provides information to the public about the society and promotes



the activities of the society through media contact, mailings to interested special audiences, advertising, and regular publications to members.

### **Business Operations (612) 296-2155**

**Mary Dooley, assistant director for fiscal operations.** The Business Operations Group is located at 1500 Mississippi Street, St. Paul, MN 55101. It provides budget development and management, contracting and purchasing, personnel services, facility planning and management, accounting management and services, and operates the main museum shop located in the building at 690 Cedar Street in St. Paul and the museum shop and sutler's store at Historic Fort Snelling. It also provides management and marketing supervision to the museum shops located in historic sites throughout the state, mail order processing of books, shipping and receiving for the society, and all of the membership functions of the society.

### **Membership (612) 296-0332**

**Connie Murray, membership secretary.** Membership in the society is open to all through several membership classifications from individual (\$20.00) and family (\$25.00) to corporate patrons. Members receive the award-winning quarterly magazine *MINNESOTA HISTORY*; *MINNESOTA HISTORY NEWS*, a bimonthly newsletter; a 25% discount at the society's museum shops; special invitations to "members only" events; and free admission to historic sites operated by the Minnesota Historical Society.

### **Library and Archives Division (612) 296-9984**

**Lila J. Goff, assistant director for library and archives.** The MHS research collections at 690 Cedar Street contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps and other sources about Minnesota life and Minnesota people. The archives and manuscripts collections at 1500 Mississippi Street contain the private papers of many Minnesotans, the records of Minnesota corporations and organizations, and the official records of the state and many local units of government.

The libraries at 690 Cedar Street are open to the public Monday through Saturday 8:30 a.m. to 5 p.m. the patron reading room at 1500 Mississippi Street is open Monday through Friday, 8:30 a.m. to 5 p.m., and on Saturday from 9 a.m. to 1 p.m. Mail and phone inquiries are answered. Photocopies are available for a small fee.

### **Reference Library (612) 296-2143**

**Patricia Harpole, chief librarian.** This library consists of more than 500,000 printed books, pamphlets, periodicals, microforms, and documents. These rich resources include the nation's major collections of official and unofficial Minnesota publications, as well as important works in American and Canadian history with emphasis on the Upper Mississippi Valley and the Great Lakes areas, the fur trade, books of travel in America, works on ethnic groups with significant collections on Scandinavians and Native Americans, publications of state and local historical societies and extensive holdings on local genealogy and biography.

### **Newspaper Library (612) 296-2152**

**Faustino Avaloz, newspaper curator.** This resource includes more than 3,000,000 issues of approximately 5,000 newspapers, ranging from the first issue of the first paper published in Minnesota in 1849 to those that came off the presses this morning. In many instances the papers preserved by the society are the only surviving copies. Current Minnesota newspapers are collected and microfilmed at the rate of 35,000 issues per year in the hope of preserving a complete record of Minnesota's community newspapers.



### **Special Libraries (612) 296-2489**

**Bonnie Wilson, curator.** An impressive collection of photographic maps, slides, prints, lithographs, films, video and audio tape recordings, phonograph records, paintings, and historical maps and atlases is preserved in this department.

As the best visual collection on Minnesota in existence, this library is heavily used by authors, publishers, researchers, the news media, genealogists, collectors, and people from all walks of life. More than 200,000 photographs dating from the 1840s to the present as well as about 35,000 maps are cataloged and available for viewing at no cost. The growing oral history collection housed in this library preserves on magnetic tape the candid recollections of a cross section of Minnesotans. A film and video tape collection also documents contemporary history. Brochures describing the audio-visual and map collections are available on request.

### **Archives and Manuscripts (612) 296-6980**

**Dallas R. Lindgren, head of reference services.** The collections housed and available at 1500 Mississippi Street contain more than 75,000 linear feet of archives and manuscript records.

Manuscript collections of 25,000,000 items in more than 6,000 collections include diaries, letters, account books, reminiscences, scrapbooks, minutes, and other materials, largely unpublished. The personal papers of politicians, fur traders, diplomats, farmers, business people, soldiers, householders, labor activists and many others and the records of churches, businesses, unions, political parties, social clubs, and other organizations provide information on a multitude of subjects. Collections relating to labor, politics and government, the co-operative movement, 19th-century family life, conservation and the environment, transportation, and business and industry are especially rich.

The State Archives hold the official noncurrent and historically valuable records of the state and local units of government, including records of governors, other executive officers, state agencies, judicial and legislative branches of state government, counties, townships, and many local governments. These records begin in 1849 and total about 39,000 linear feet.

Some of the major collections have been microfilmed and are for sale or available on interlibrary loan. Guides to microfilm editions and to some of the larger manuscripts collections also are available. A checklist of State Archives holdings is available in the reading room. Some collections have restrictions on use.

Bus shuttle service is provided weekdays from 690 Cedar Street to 1500 Mississippi Street, departure at 9 a.m. and return at 4 p.m.

In addition to the public service areas listed above, the division includes the State Archives, Acquisitions and Curatorial Department, and Conservation Department.

### **State Archives (612) 296-6980 (In-WATS 1-800-652-9747)**

**Sue Holbert, state archivist.** The State Archives acquires noncurrent, permanently valuable records of state and local governments. It carries out certain statutory functions relating to government records. Archives staff assists governments in inventorying, transferring, or otherwise planning for the care of permanent records; identifies records that must be retained because of their continuing value; provides quality testing of microfilm of archival records; approves disposal of records no longer needed; and determines access to records in the archives that otherwise are restricted by state or federal law. Applications for authority to dispose of government records must be filed with the State Archives.

### **Acquisitions and Curatorial Department (612) 296-9989**

**James E. Fogerty, head.** The acquisition of many of the Society's major collections is handled by a staff of curators: art works, Thomas O'Sullivan, 296-3732; books, Patrick Coleman, 296-9986; photographs and sound recordings, Bonnie Wilson, 296-1275; maps, Jon Walstrom, 296-4543; manuscripts, Richard Cameron and Hampton Smith, 296-6980.

### **Conservation Department (612) 297-3896**

**Robert Herskovitz, head.** The conservation department includes four labs which perform work only on the Society's collections but will provide technical advice and assistance to the public.

### **Publications and Research Division (612) 296-2264**

**Jean A. Brookins, assistant director for publications and research.** This division is comprised of the Minnesota Historical Society Press and the Research Department. The MHS Press is the publishing arm of the MHS, issuing a quarterly journal and books written both by staff members and by authors not affiliated with the institution. The Research Department conducts research projects resulting in publications by the MHS Press and encourages scholarly research and writing by persons outside the society. The division's offices are located in the Main Building at 690 Cedar Street.

### **Minnesota Historical Society Press (612) 297-4457**

**Anne Regan, managing editor.** The Minnesota Historical Society Press is the oldest publisher in the state and issues a wide range of publications that explore Minnesota history and culture in its regional, national, and international contexts. MHS Press has published editions of historical documents; biography; books on politics, folklife, and ethnic studies; local history; American Indian history; social history; agriculture and industry; and geography and archaeology; as well as guides to the society's collections. Its publications have won several awards; a number are considered the most authoritative references on their subjects. While continually exploring new areas of publication, the MHS Press maintains its tradition of editorial excellence and fine craftsmanship.

MHS Press publications are sold at all MHS Museum Shops, at most of its historic sites, and at bookstores throughout the nation. They may also be ordered by mail from the society's order department at 1500 Mississippi Street. To order a free publications catalog or to place a book order, call (612) 297-3243, (1-800-322-0067 in Minnesota outside the metro area).

### **Minnesota History Magazine (612) 297-4462**

**Mary D. Cannon, editor.** *MINNESOTA HISTORY*, the society's quarterly journal, is now in its 72nd year of publishing informative, authoritative, and entertaining articles in the areas of local, state, and regional history. In addition to the regular articles, the well-illustrated magazine features biographical profiles, the MHS collections, book reviews, and news and notes. Each year the journal offers the Solon J. Buck Award, which carries a monetary prize, for the best article to appear in that period. The editor welcomes submissions of manuscripts relating to Minnesota and the surrounding regions, including Canada.

*MINNESOTA HISTORY* is sent to all MHS members and to schools, libraries, and other institutions by subscription.

### **Research (612) 297-4464**

**Deborah L. Miller, research supervisor.** Scholars wishing to conduct research in the MHS collections are offered advice and guidance by the research supervisor. A brochure entitled *A GUIDE TO RESEARCH AND PUBLISHING OPPORTUNITIES AT THE MINNESOTA HISTORICAL SOCIETY* is available at no charge.

### **Historic Sites and Museums Division (612) 726-1171**

**Donn Coddington, assistant director for historic sites and museums.** The division brings the programs and resources of the Minnesota Historical Society directly to the people of Minnesota through an extensive network of historic sites and markers, interpretive exhibits, educational programming, an active historic preservation office, statewide archaeological excavation and research, and many kinds of assistance to counties and communities

anxious to preserve and interpret local history. The division's offices are located at all four Twin Cities facilities. Each department location is identified below.

### **Historic Sites Department (612) 726-1171 (Fort Snelling History Center)**

**Patricia Dooley, acting head.** Since 1958, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Sixteen landmarks are now preserved and operated by the society. These include significant places related to agriculture, American Indians, the fur trade, politics, lumbering, transportation, and military history. They offer visitors an exciting opportunity to learn about history where it happened. Most of the sites offer guided tours, demonstrations of skills and crafts, and visitor centers with exhibits and gift shops. Many special lectures, films, festivals, exhibits, and re-enactments are presented each year at these historic locations. For a listing and description of Minnesota Historic Sites, see pages 533-564.

### **Archaeology Department (612) 726-1171 (Fort Snelling History Center)**

**Robert Clouse, head.** Although focusing on state-owned historic and prehistoric sites, the department also conducts cultural resource surveys for state agencies and other units of government. Assistance is also provided to individuals, county and local historical organizations, and governmental units in the identification of artifacts and historic/prehistoric sites. During the field season, group tours may be given of available excavation sites. "Behind the scenes" tours of the archaeological laboratories are also available on a scheduled basis.

### **Field Services (612) 726-1171 (Fort Snelling History Center)**

**David Nystuen, field director.** This program provides technical assistance and advice to county, local, and special interest historical organizations in Minnesota. A monthly newsletter, *THE INTERPRETER*, carries news and features dealing with organization, funding, interpretation, programming, and other items of interest to historical groups. The program sponsors a series of workshops throughout the state and an annual conference in the spring. Field Services also administers the Minnesota Historical Society's "Adventures in History" tour program, which offers a series of history-related travel opportunities each year, and coordinates the state historic marker program.

### **Grants Office (612) 726-1171 (Fort Snelling History Center)**

**Timothy Glines, grants manager.** This office administers a program of grants-making for history work throughout the state. The state grant-in-aid program allocates funds from the Minnesota legislature for projects in several areas, including historic preservation, oral history, artifact collections, interpretation, photographic collections, private records and manuscripts, and publications. The Certified Local Government grants program allocates federal funds to local governments with certified heritage preservation commissions for historic preservation survey and planning projects. Other grants programs may be offered should funds become available.

Grants manuals which describe the application and award process for each program are available on request. A Grants Review Committee comprised of members of the Minnesota Historical Society's Executive Council review and evaluate grant proposals at a series of public meetings each year.

### **State Historic Preservation Office (612) 726-1171 (Fort Snelling History Ctr.)**

**Dennis Gimmetstad, deputy state historic preservation officer.** This office exists to identify, evaluate, register, and protect properties that have played an important role in Minnesota's history. The office administers the federal Historic Preservation Fund programs for the state, including cultural resource surveys, nominations to the National Register of Historic Places, review of all federal undertakings to monitor effects on historic properties, the preservation tax incentive program, and technical assistance for a wide range of parties involved in preservation activity. Assistance is given in the formation of local

heritage preservation commissions and those commissions which qualify may participate in the Certified Local Government program.

### **Exhibitions (612) 296-3830 (690 Cedar Street)**

**Nicholas Westbrook, curator of exhibits.** The department plans and produces imaginative and informative exhibits and audio-visual materials found in the third floor galleries of the Main Building at 690 Cedar Street and at MHS historic sites throughout the state. The department also develops traveling exhibits available to groups around the state and region. For information on traveling exhibits, call Ellen Ferrari, traveling exhibits coordinator, at (612) 297-4497. The department also provides history lessons for school children at the Main Building and sponsors a variety of public programs. Call (612) 296-6126 for more information.

### **Museum Collections Department (612) 296-8071 (1500 Mississippi Street)**

**Marcia Anderson, curator.** The society maintains collections all across the state at historical sites and in St. Paul. These popular collections contain three-dimensional artifacts and archaeological materials from Minnesota's past, ranging in size from tiny buttons to carriages. Most of the collections remain in storage, but many of the items may be viewed by appointment with the collections staff and by visiting displays at 690 Cedar Street and at historic sites operated by the society. The collections are continually used by scholars, researchers, authors, publishers, collectors, donors, school groups, and other educational institutions and museums.

Outstanding collections are those relating to lumbering, railroads, Indians, fur trade, costumes, toys, agricultural equipment, and domestic handicrafts.

The museum collections are housed at 1500 Mississippi Street in St. Paul and can be viewed weekdays by appointment only. Call for more information. Bus shuttle service is provided weekdays from 690 Cedar Street to Mississippi Street, departure at 9 a.m. and return at 4 p.m.

### **Educational Resources Department (612) 296-1055 (James J. Hill House)**

**Stephen Sandell, supervisor of education.** The society brings its resources to school children and the general public through a variety of educational programs. The department publishes *ROOTS*, a magazine for intermediate students, three times a year. It also produces curriculum materials for elementary and secondary students that provide them with informative and colorful classroom resources on Minnesota history. Call James P. Smith (612) 296-8196, education editor, for information regarding publications.

Schools, historical agencies, and community organizations throughout the state and region use the department's circulating videotapes and films that offer vivid images of Minnesota's past. Films are sent U.P.S. to renters for a handling fee of \$10.00 per film and \$5.00 per videotape. Return postage is paid by the renter. Call Jan Christensen (612) 296-3984, program manager, for more information and a free catalog of educational materials and services.

### **Teacher Education Program (612) 296-3252, (James J. Hill House)**

**Maureen Otwell, teacher education specialist.** The program offers a statewide series of workshops and classes that give teachers background information about Minnesota and assistance with curriculum development.

The teacher education specialist will visit school districts to do inservice training at local schools. Two inservice workshops are available: *Teaching Minnesota History: Resources and Approaches*, and *Local History Resources as Classroom Materials*. The specialist also assists individual teachers in designing curriculum projects that use the society's collections.

## Women's Organization of MHS (612) 296-2747

**Ardene Flynn, liaison.** The Women's Organization of the Minnesota Historical Society is an independent body that serves as an auxiliary to the society. It sponsors tours and seminars and provides volunteer guides at the governor's residence. Membership is open to everyone interested in promoting the enjoyment of the state's history and the work of the society. Dues are \$10.00. Membership in the MHS is encouraged but not mandatory. Send inquiries to WOMHS, James J. Hill House, 240 Summit Avenue, St. Paul, MN 55102, or call (612) 296-2747.

## Minnesota State Horticultural Society

161 Alderman Hall, 1970 Folwell Avenue

St. Paul, Minnesota 55108

Executive secretary, (612) 624-7752

Minnesota Statutes, chapter 43A.27;

Laws of Minnesota 1976, chapter III, Section 3, Subd. 1(a)



The society was formed in 1866 by pioneer leaders in Minnesota dedicated to developing the art and science of horticulture in the severe, and hitherto unfamiliar northern climate. It was their conviction that horticulture was "vital to the prosperity of the state, and the welfare of the people." The society's principal objective is "to collect, condense, and collate information relative to all varieties of fruits, flowers, and other horticultural productions, and dispense the same among the people." The society's membership is open to any interested person. The society currently has more than 12,000 members, about half of whom are members of nearly 260 local garden clubs throughout the state which are affiliated with the society.

The society publishes the *HORTICULTURIST* nine times a year. First published in 1873, this journal carries articles written by experienced amateur gardeners as well as university and other professional horticulturists, with emphasis on information specifically for the northern gardener. The *HORTICULTURIST* is free to members, yet is sold to the general public for \$1.50 per copy.

A library of more than 2,000 volumes is maintained by the society in its offices and is open to the public. Only members may borrow books and they may do so via the mail. A library of 2" by 2" slides is also maintained for loan to member organizations.

An annual statewide public meeting featuring workshops and informational sessions is conducted by the society. Through its district and local organizations, the society conducts similar educational sessions in all sections of the state. The society also sponsors an annual plant show at the Minnesota State Fair.

The horticultural society assists local garden clubs with organization and program planning, supports public gardens and other civic landscaping projects, assists in the establishment of long term horticultural programs, and institutions such as the Minnesota Landscape Arboretum and the University of Minnesota Horticultural Research Center, and provides speakers and other program material for community organizations. The cost for a speaker varies with the group and the distance the speaker must travel.

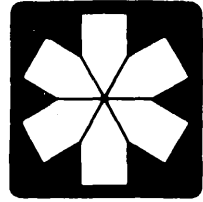
Minnesotans who make notable contributions to state horticulture are honored through the society's annual awards. The society also sponsors the Minnesota Heritage Tree Program which identifies Minnesota trees of outstanding size and/or historical significance. The horticultural society instructs and certifies judges for horticultural shows, and provides information on rules for horticultural exhibition.

To obtain these services, more information, or to join, contact the society. Membership fees are \$12.00 a year, or \$8.00 a year for a member of an affiliated organization. A life membership is \$250. A family membership is \$20.00 a year. Special contributing memberships are also available.

## Minnesota Housing Finance Agency

400 Sibley Street, Suite 300, St. Paul, MN 55101  
James J. Solem, commissioner (612) 296-7608

Minnesota Statutes, chapter 462A; Minnesota Rules 4900-4999



The Minnesota Housing Finance Agency (MHFA) was created by the state legislature in 1971 for the purpose of providing "...sanitary, decent and safe residential dwellings at prices or rentals which persons and families of low and moderate income can afford." MHFA has developed a variety of housing assistance programs for low and moderate income residents of Minnesota, which are funded primarily through the sale of tax-exempt bonds. The nature of those bonds enables MHFA to make below market interest rate loans to qualifying applicants for the construction, rehabilitation, and/or mortgage financing of single and multifamily housing. The Minnesota State Legislature provides the other basic source of funding for MHFA programs. Appropriations have been made for a number of purposes, including the maintenance and improvement of Minnesota's existing homes; the increase of homeownership opportunities for low and moderate income people; the development of new techniques in housing design and construction; the promotion of energy conservation; and enhancement of the ability of Indians, disabled people, elderly people, and large families to meet their housing needs.

A financially self-supporting state agency, MHFA maintains the ability to repay its bondholders from the revenues generated by its finance operations. It should be noted that financing availability under MHFA programs may be limited. For current information concerning financing availability and terms contact MHFA staff.

### Legal Services (612) 296-9793

**Karl Herman, chief counsel.** This division provides legal services to other divisions of the MHFA in the implementation of programs, and to the MHFA's board of directors.

### Research (612) 296-8208

**Monte Aaker, director.** The Research Division assists MHFA staff in developing policies and programs, formulating systems for allocating MHFA resources, and monitoring and evaluating MHFA performance in meeting identifiable housing needs throughout the state. The division conducts research on various housing issues and prepares MHFA publications that are generally available free of charge. For more information contact MHFA staff.

### Fair Housing and Equal Opportunity (612) 296-5602

**Charles Williams, director.** The Fair Housing and Equal Opportunity Division is involved in all MHFA operations, both external and internal, to assure that low income, moderate income, and protected class persons have access to MHFA programs, projects, and employment opportunities.

Staff are involved in affirmative action programs that insure contract compliance by monitoring all developments under construction to assure equal employment opportunity.

To assist in equal opportunity recruiting, staff advertise in minority oriented newspapers, use extensive mailing lists, and utilize community contacts to inform protected class persons of job opportunities within the MHFA and positions created by companies which do business with the MHFA. Staff also act as community liaison with special interest groups, serving as MHFA's handicapped coordinator, maintaining a resource bank of protected class groups, and conducting training and information sessions for agency programs.

In affirmative fair housing marketing, staff monitor and approve all fair housing plans to assure nondiscriminatory rental procedures by management agents in multifamily programs, and provide liaison between MHFA and housing oriented groups.

## **Finance and Accounting (612) 296-8839**

**Robin Hanson, director.** Responsible for providing financial information, this division obtains the necessary financing at the lowest possible interest cost to carry out the MHFA's programs; receives, invests, and disburses funds; and prepares MHFA budgets, cash flow projections, and financial statements, to ensure the continued financial strength of the agency.

## **Home Improvement Programs (612) 296-7615**

**James Cegla, director.** The Home Improvement Programs are designed to assist low and moderate income homeowners and rental property owners in the rehabilitation of existing properties.

### **Rehabilitation Loan Program (612) 296-9807**

**or 1-800-652-9747 (toll-free)—ask for "HOUSING FINANCE AGENCY 296-9807"**

**Susan Ude Luitjens, supervisor.** The Rehabilitation Loan Program makes up to \$7,500 available to a qualifying applicant for the purpose of making basic repairs to an existing home. To be eligible for a rehabilitation loan, an applicant must: 1) own and occupy the property, of no more than two units, to be improved, 2) have an annual adjusted household income of \$7,000 or less, and 3) have assets, excluding the value of the house to be improved, of no more than \$25,000.

Assistance is in the form of a deferred loan, which does not require monthly payments, but which must be repaid if the improved property is sold, transferred, or otherwise conveyed within 10 years of the date of the loan.

MHFA contracts with community action agencies, public housing authorities, and other public agencies for the processing of rehabilitation loan applications. Contact the MHFA for a list of participating agencies, to which application is made, or for further information on the program.

### **Accessibility Deferred Loan Program (612) 296-2257**

**or 1-800-652-9747 (toll-free)—ask for "HOUSING FINANCE AGENCY 296-2257"**

**Diane Sprague, coordinator.** Deferred loans of up to \$10,000 are available to qualifying households with a disabled member. Funding may be used to make permanent modifications that would reduce or eliminate problems with mobility, self-care, or other basic needs in the home caused by a long-term disabling condition. Deferred loans under this program are at no interest and, under certain conditions, may be forgiven in full after five years.

### **Home Improvement Loan Program (612) 296-7615**

**or 1-800-652-9747 (toll-free)—ask for "REHAB"**

**Kathy Dipprey Aanerud, coordinator.** The Home Improvement Loan Program provides reduced interest rate loans to assist low and moderate income homeowners in the rehabilitation of their homes. The program offers interest rates from three to nine percent, depending on the applicant's annual adjusted household income, which may not exceed \$27,000. The maximum loan amount for a dwelling is \$15,000 for a term of not more than 15 years. Improvements may be made on homes which are owned and occupied by the applicant, with up to four dwelling units.

Energy conservation improvements and other permanent improvements that encourage the stabilization and upgrading of existing homes and neighborhoods generally qualify under the program. Acceptable improvements include: additions; interior remodeling; exterior work; plumbing, heating, and electrical improvements; and improvements to increase home accessibility to a disabled occupant.

The MHFA contracts with financial institutions, public housing agencies, and selected nonprofit organizations for the origination and processing of loans. Applications for an MHFA loan should be made directly to one of these participating lenders. Please contact the MHFA for a list of participating local lenders or for further information on the program.

### **Rental Rehabilitation Loan Program (612) 296-7615**

**Greg Baron, coordinator.** The Rental Rehabilitation Loan Program provides loans to owners of rental properties, which are primarily occupied by low and moderate income renters,

for the purpose of making energy conservation and other repairs. The program offers loans at an interest rate of 7.45%. The maximum loan amount for multifamily dwellings is \$40,000 or \$8,000 per unit, whichever is less. The maximum loan for single family dwellings is \$15,000. The maximum loan term is 15 years. There is no limit on the number of dwellings in the structure.

Loan proceeds must be used to finance energy conservation improvements which are necessary to bring the structure into compliance with state energy conservation standards for rental properties. For buildings which are more than 15 years old, improvements other than the energy conservation improvements may also be financed provided that the energy standards are met.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Application for rental rehabilitation financing, which is only available in certain areas of the state, should be made through a public housing agency which is participating in the program. Please contact the MHFA for a list of participating agencies or for information on the program.

**Single Family Mortgage Loan Program (612) 296-7613**  
or 1-800-652-9747 (toll-free)—ask for “HOME”

**Michael Haley, director.** The Single Family Mortgage Loan Program provides financing to low and moderate income residents of Minnesota for the purchase of new or existing housing at below market interest rates. Applicant eligibility is based upon annual adjusted household income, and the applicant must establish the fact that he or she is a reasonable credit risk, with financial ability to repay the loan. Both the maximum purchased price for new and existing homes and the minimum annual adjusted gross income for eligibility under this program are set by requirements prior to each program phase.

Private financial institutions contract with the MHFA for the processing of mortgage loans, which may be made for owner-occupied property. Single family homes, townhouses, condominiums, and existing duplexes may be eligible for financing.

The legislature has also appropriated the Homeownership Assistance Fund for use with the Single Family Mortgage Loan Program, to make housing more affordable. Down-payment assistance of up to \$1,500 and monthly payment assistance of up to \$100 per month are available to MHFA borrowers with qualifying incomes.

Please contact the MHFA for current program information or a list of participating lenders.

**Indian Housing Programs (612) 297-4060**

**Donna Folstad, coordinator.** To date, the legislature has appropriated \$33.95 million for Indian Housing Programs, of which \$28.98 million is for tribal housing programs, and \$4.97 million is for urban Indian housing programs. The administering entities of the tribal programs are: The Minnesota Chippewa Tribal Housing Corporation, The Red Lake Housing Finance Corporation, and The Minnesota Dakota Indian Housing Authority. These programs provide housing loans at below market interest rates, (3½% to 5%) to qualifying low income and moderate income Indian families residing on and off the reservations. Loan terms may not exceed terms set by the MHFA for its mortgage and home improvement loan programs.

The Urban Indian Housing Program areas include: Minneapolis, St. Paul, Duluth, and the metropolitan suburbs. These urban Indian programs provide affordable housing opportunities.

Indians residing in Minnesota are eligible to apply for assistance through MHFA's Tribal and Urban Indian Housing Programs, without regard to tribal affiliation.

For more information, please contact MHFA staff.

**Innovative Housing Loan Program (612) 296-7613**

**Michael Haley, director.** The Innovative Housing Loan Program provides loans to sponsors of innovative projects which involve the construction or rehabilitation of single family or multifamily housing units. To be considered eligible for funding, a project must be innovative; that is, it must involve the use of equipment or materials or a method of design,



construction, marketing, or financing that is not generally in use in the housing industry or of which the public is not generally aware.

Loans made through the Innovative Housing Loan Program are interest-free to non-profit sponsors. (Profit sponsors are eligible to apply for loans at an interest rate determined by the MHFA.) The repayment period is generally two years or less. Plans for permanent financing of the project must be submitted along with the application. Applications are accepted on an ongoing basis as long as funds are available. For additional information and application materials, contact the program director.

#### **Multifamily Development Program (612) 297-3294**

**Marvin J. Tero, director.** Under the MHFA Multifamily Development program, mortgage loans are made for the construction or substantial rehabilitation of multifamily rental housing.

Interim and permanent mortgage financing may be made available to eligible housing sponsors, either limited dividend or nonprofit. A limited dividend sponsor may be in the form of a general or limited partnership, corporation, joint venture or trust. The sponsor and members of the development team should have sufficient experience and financial capabilities to assure MHFA of the successful completion and operation of the development.

Application for residency in an MHFA-financed multifamily development must be made to the development management agent. For more information concerning the location of MHFA-financed developments, call 296-7618. To initiate the development application process, contact MHFA Multifamily Development Staff.

#### **Rental Rehabilitation Grant Program (612) 296-9848 or 1-800-652-9747 (toll free) ask for "RENTAL REHABILITATION PROGRAM"**

**Susan Haugen, coordinator.** The MHFA is administering federal grant funds to assist in the rehabilitation of rental property to be occupied primarily by low and moderate income people. Rental property owners who apply for funding under this program must provide a dollar-for-dollar matching of private funds. Grant amounts may range from \$300 to \$5,000 per unit. Funds are currently available in 25 communities in the state. For more information or a list of communities participating in the program please contact MHFA staff.

#### **Apartment Renovation Mortgage Program (612) 297-3294**

**Jack Jenkins, coordinator.** Under the MHFA Apartment Renovation Mortgage Program, mortgage loans are made for purchasing or refinancing of existing multifamily rental housing that needs repair in order to be brought into compliance with Minnesota State Energy Conservation Standards. Financing may be made available to eligible housing sponsors including profit, nonprofit, and cooperative entities. The sponsor should have sufficient experience and financial capabilities to assure MHFA of a successful operation. For more information, please contact MHFA staff.

#### **Energy Improvement Loan Insurance Program (612) 296-9848 or 1-800-652-9747 (toll free) ask for "GUARANTEE PROGRAM"**

**Susan Haugen, coordinator.** The Energy Improvement Loan Insurance Program provides insurance for loans made by private lenders to owners of rental property. The loans must be used for making improvements which will reduce a property's energy consumption. Rental properties which were constructed prior to January 1, 1976, and are not in conformance with the state energy code, are eligible. This insurance is available from lending institutions who participate in this program. Applications for energy improvement loans should be made directly to a local participating lender. Contact the MHFA for further information on this program.

#### **Elderly Homesharing Program (612) 296-9846**

**Murray Casserly, supervisor.** Under this program the MHFA provides grants to non-profit agencies in the state, to establish or continue homesharing programs. These homesharing programs assist elderly homeowners in finding suitable people with whom to share their homes.

For a list of agencies to which application for homesharing services may be made please contact MHFA staff.

## Department of Human Rights

Bremer Tower, 5th Floor, 7th Place and Minnesota Street, St. Paul, MN 55101

Stephen W. Cooper, commissioner

(612) 296-5663, [TDD 296-1283] or (800) 652-9747

Minnesota Statutes, chapter 363; Minnesota Rules 5000.0050—.3600

The Department of Human Rights enforces the Human Rights Act, a law that protects people in the state from discrimination. While resolving charges of discrimination is the primary function of the department, public education, aimed at eliminating and preventing discrimination, is a crucial part of the department's work.

Established in 1967, the Department succeeded the State Commission Against Discrimination and absorbed the duties of the Governor's Human Rights Commission and the Governor's Commission on the Status of Women. Minnesota was the first state to establish an executive agency with departmental status to administer its equal opportunity law.

### Commissioner's Office (612) 296-5663

To obtain information about the provisions of the Human Rights Act or to request speakers, brochures, the department's biennial report, or other printed materials, contact the commissioner's office by telephone or mail.

### Provisions of the Minnesota Human Rights Act

**Employers, employment agencies, and labor organizations** are prohibited from discriminating against persons on the basis of, or requiring applicants to provide information about one's race, color, creed, national origin, religion, marital status, sex, disability, status with regard to public assistance or age. They may not discriminate in any aspect of employment, including hiring, training, promotion, pay and benefits, conditions of employment, termination, or lay-offs. Most charges of discrimination received by the department are in the area of employment on the basis of age, sex and race.

**Persons selling or leasing property or housing** may not refuse to sell, rent, or lease property because of race, color, creed, national origin, religion, sex, marital status, disability, status with regard to public assistance, age, or, in most cases, familial status. Banks or other financial institutions may not refuse loans or other financial assistance on these bases.

**Discrimination in public accommodations** is prohibited on the basis of race, color, creed, religion, disability, national origin, or sex. Public accommodations include a business, accommodation, entertainment, refreshment, recreation, or transportation which offers, sells, or makes available its goods, services, facilities, or privileges.

**State agencies and local governmental agencies** may not discriminate against any person in access, admission, use, or benefits of public services because of race, color, creed, religion, national origin, disability, sex, or status with regard to public assistance.

**Educational institutions** may not discriminate in the use of, or benefit from, their programs or services because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, or disability. An educational institution may not exclude or expel a person on these bases, nor collect such information in a manner which identifies an applicant for admission prior to an admission decision.

Aiding, abetting or coercing a person to engage in any practice forbidden by the law is also prohibited. Preventing or obstructing compliance with the law or the work of the department is forbidden.

**Reprisals** taken against persons who file charges, participate in investigations, or associate with persons of a different race, color, creed, religion, or national origin are unlawful.

Persons who feel they have been the victim of a reprisal may file a charge with the department.

It is an unfair practice to discriminate in the extension of credit to a person because of sex, marital status, or status with regard to public assistance.

### **Enforcement Division (612) 296-5663**

The division's three major activities are case processing, education and outreach, and contract compliance. The enforcement division performs three major functions: intake, case processing and contract compliance. Case processing and contract compliance units are headed by an enforcement supervisor who reports to the director of enforcement. Each unit includes a human rights enforcement officer at the intermediate level, one or more enforcement officers at the entry level, and a paraprofessional aide.

#### **Intake**

A person who believes s/he has been discriminated against may file a charge of discrimination by contacting the Intake Unit. Complaints must be filed within 300 days of the date the alleged discriminatory act took place. An individual alleging discrimination may call and explain the nature of the complaint or submit a complaint in writing outlining the specific incidents. If the matter(s) complained of meet all of the jurisdictional requirements of the statute governing the department, a formal charge of discrimination can be filed. The charge is signed by the charging party before a notary public and the signed statement serves as a notice to the respondent that a charge of discrimination has been filed. Bilingual and sign language interpreters are available upon request. The office has a telecommunications device for the deaf at (612) 296-1283. Business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

If the department receives a charge of employment discrimination which meets the jurisdictional requirements of Title VII of the U. S. Civil Rights Act of 1964, the charge is jointly filed with the Equal Employment Opportunity Commission (EEOC). As a result of Section 706 of Title VII, the department receives funds to process charges covered by the federal law. EEOC also files charges with the department covered by Minnesota law and, under a work sharing agreement, processes these charges and reports its results to the department.

The department has a worksharing agreement with the U. S. Department of Housing and Urban Development (HUD) in order to avoid duplication of effort by state and federal agencies which enforce similar housing laws. If a Minnesota resident files a housing charge with the department which may also be a violation of federal law, the charge is automatically jointly filed with HUD's regional office. Department staff investigate the charge and forward the results to HUD.

### **Case Processing Units (612) 296-5663**

Once a charge has been filed and entered in the department's computerized case tracking system, the charge is assigned to a human rights enforcement officer for investigation.

Investigation may include a fact-finding conference, a meeting between the individual alleging unfair treatment and the person against whom discrimination has been charged. A department representative convenes the conference to discuss the facts and issues. Either side may provide written documents and witnesses' statements as evidence. The conference convenor is neutral as questions are directed to each party in an attempt to ascertain the facts. Parties are encouraged at the conference to consider a voluntary settlement of the charge.

If the two parties resolve the issue, an agreement is written and signed by each party and the commissioner. If a settlement cannot be reached at the conclusion of the fact-finding conference, further investigation is undertaken. This may involve interviews, requests for documents and onsite visits.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to settle the case. If a resolution is reached, an agreement is written which includes the remedies to be provided to the charging party. If settlement attempts fail, the case is submitted to the commissioner who issues a formal complaint

and notice to appear at an administrative hearing. A special assistant attorney general represents the department at this hearing.

The law provides that if probable cause is not found by the commissioner, a charging party may appeal the determination. The statute details procedural requirements for filing appeals. A respondent may also appeal a finding of probable cause according to the rules of the department. Appeals must be submitted by either the charging party or the respondent 10 days after notification of the cause determination. Following the review of an appealed case, the commissioner either reaffirms, vacates, or reverses the determination of no probable cause within 20 days after receiving the request for an appeal.

The **Mobile Unit** is a specialized case processing unit that has itinerant offices in Duluth, Rochester, Willmar, Mankato, Moorhead and Bemidji. In addition to receiving charges, the mobile unit is responsible for the department's education and outreach, and works with local human rights commissions throughout the state in efforts to resolve complaints of discrimination before they become formalized charges. Called the No-Fault Grievance Process, this informal, voluntary approach permits an individual to file a grievance with a local commission which will assist in attempting to reach settlement. If this no-fault grievance procedure is unsuccessful, a charge may be filed with the department. In order to participate in this program, local commissions must obtain authorization from their governing bodies and have a minimum of two commissioners trained in the process. There are currently 30 cities involved in the program. Except for those located in Minneapolis and St. Paul, the commissions do not have enforcement powers. The mobile unit trains local commission members in the identification and resolution of allegations of discrimination.

#### **Contract Compliance Unit (612) 296-5683**

A firm or business that has employed more than 20 full time employees in Minnesota during the past 12 months must have a certificate of compliance to bid on or be awarded a state contract of \$50,000 or more. The certificate of compliance is issued to businesses that have an affirmative action plan approved by the commissioner for the employment of women, minorities and disabled persons. The contract compliance unit conducts desk audit reviews, onsite reviews, and off-site analyses in order to determine the compliance status of contractors. Certificates of compliance may be revoked or suspended if the contractor fails to make a good faith effort in implementing the affirmative action plan.

#### **Office of the Attorney General (612) 296-7862**

The attorney general assigns special assistants to represent the department when a charge of discrimination goes to an administrative hearing. A case goes to a hearing before an administrative law judge when departmental efforts to conciliate a matter fail. Either party to a complaint may appeal an adverse ruling to district court. The department does not charge fees.

#### **Management Services (612) 296-5663**

Deputy Commissioner. Personnel, accounting, office management, and management information system services are administered by this division. The division provides the department with planning, policy analysis, research, staff training and library services. It also operates the computerized management information system.

#### **Department Publications**

Single copies of the following publications are available at no charge from the department: the **Minnesota Human Rights Act**, and several general information brochures covering the issues of unlawful discrimination in employment, education, disabled persons, rights of pregnant employees, sexual harassment and housing and employment rights of women. Copies of the current biennial report are also available from the department. Copies of Minnesota Human Rights Rules and the Minnesota Human Rights Act may be purchased from the Minnesota Documents Division, Department of Administration, 117

University Ave., St. Paul, MN 55155, (612) 297-3000 or toll free 1-800-652-9747. Contact "Documents" for current price information.

## Minnesota Humanities Commission

580 Park Square Court, 400 Sibley Street  
St. Paul, MN 55101  
Cheryl Dickson, executive director, (612) 224-5739



Minnesota Statutes, section 138.91

The Minnesota Humanities Commission is an independent organization which promotes the understanding and appreciation of the humanities in Minnesota and which strives to emphasize the importance of the humanities in education and in the lives of the citizens of the state.

The commission is both a grant-making organization and a provider of services to all parts of the state.

The commission awards grants to groups and organizations for humanities projects that serve the adult out-of-school public. Eligible projects include conferences, forums, seminars, lectures, film and videotape productions, radio projects, and interpretive exhibitions. All projects must be firmly grounded in one or more of the following humanities disciplines: history, languages, literature, jurisprudence, ethics, philosophy, archaeology, linguistics, comparative religion, cultural anthropology, the history and criticism of the arts, and those aspects of the social sciences that employ historical and philosophical approaches.

The services provided by the commission include: an award and incentive program for independent scholars; a Constitution Resource Center which makes available exhibits, media, and speakers for public programs on the United States Constitution; a Center for Arts Criticism which makes small grants for programs in arts criticism, provides an array of professional development services for critics, and which supports the dissemination of quality arts criticism; a history teaching alliance which provides opportunities for secondary and post-secondary history teachers to engage in collaborative study; an awards program which honors the contributions of scholars, teachers, and other persons who have made significant contributions to the humanities; and a project development program which provides grantwriting workshops throughout the state for groups and organizations wishing to develop expertise in the writing of grant proposals.

The commission is governed by a board of twenty-one members. Sixteen are elected. Five are appointed by the governor. Members represent all regions of the state. Approximately half of the members are humanities teachers or academic administrators, and half represent other groups that comprise the general public. Commission members volunteer their time. They review and act upon all grant applications, establish application criteria, make commission policy, supervise its services, and evaluate the commission's program. All commission meetings are open to the public.

The commission receives funds from the federal government, the Minnesota state legislature, foundations, corporations, and individuals.

Guidelines, annual reports, and grant application forms are available upon request. The commission also publishes a quarterly newsletter, *Minnesota Humanities*, which reports the grants decisions, updates readers on the services provided by the commission, and includes news of the humanities in the state and in the nation.

The commission staff is prepared to offer technical assistance to potential applicants and is available to explain how groups and individuals can take advantage of the services provided by the commission.

## Department of Human Services

**400 Centennial Office Building**

**658 Cedar Street, St. Paul, MN 55155**

**Sandra S. Gardebring, commissioner (612) 296-6117**

**Minnesota Statutes, chapters 245-261; Minnesota Rules 9500.9799**

The public welfare system in Minnesota dates back to 1862 when, in the absence of appropriate facilities in Minnesota, the legislature authorized contracts with other states to care for the "insane." Minnesota's first state hospital was opened at St. Peter in 1867.

The county system of providing relief for the poor, out of which developed the current county-based social service system, was installed in all but one county in 1868.

The Department of Human Services (DHS) as a central state agency began as the State Board of Correction and Charities, established in 1883 "to prevent irregularities in state institutions." It was succeeded in 1901 by the State Board of Control, and then in 1939 by the Minnesota Department of Social Security.

In 1953, the three divisions of the Department of Social Security were split into two functionally aligned agencies. "Employment and Security" became its own department, while "Social Welfare" and "Public Institutions" were paired in a new Minnesota Department of Public Welfare. Responsibility for correctional institutions was shifted to its own department in 1959, and the current mission of the Department of Human Services evolved from the remaining responsibilities.

Today, the Minnesota Department of Human Services is the largest of Minnesota's state agencies. It employs 800 people in the St. Paul central offices to plan, administer and coordinate the state's social services and public assistance programs, though most of the programs themselves are actually operated by each of Minnesota's 87 counties (with about 8,500 financial, social services and other workers). In addition, the department operates eight regional treatment centers and two nursing facilities for treating and habilitating mentally retarded, mentally ill and chemically dependent persons. Including part-time workers, these facilities employ about 6,000 Minnesotans.

The department and the affiliated county social services agencies also administer the federally funded Food Stamps program, which serves 90,000 Minnesota families. Together, Food Stamps and the major assistance programs serve about 500,000 different Minnesotans each year, about 12 percent of the state's population.

As of the 1987-89 biennium, DHS administered the largest budget of any Minnesota agency, about \$4 billion. The majority of that money is dedicated to programs like Medical Assistance and Aid to Families with Dependent Children. Support for such programs comes from various combinations of state, local and federal funding sources.

At the end of 1986, the eight major public assistance programs were providing approximately \$125 million worth of assistance each month. These programs are Aid to Families with Dependent Children (AFDC), Emergency Assistance (EA), Food Stamps (FS), General Assistance (GA), General Assistance Medical Care (GAMC), Medical Assistance (MA), Minnesota Supplemental Aid (MSA), and Work Readiness (WR). The \$125 million includes \$37 million for elderly people in nursing homes, \$18 million for mentally retarded people in institutions or group homes, \$32 million for other MA, \$5 million for GAMC, \$23 million for AFDC, and \$8 million for GA, MSA and WR.

The department will move to 444 Lafayette Road, St. Paul, MN 55101, by January 1988.

The department is divided into six major program areas. Assistant Commissioner Allyn Ashley oversees program development for mental health. Assistant Commissioner Julie Brunner administers: appeals, rules, legislation, licensing, child protection, county supervision and monitoring, Welsch compliance and quality assurance. Assistant Commissioner David Doth administers financial management, information management, management operations, personnel and reimbursements. Assistant Commissioner Maria Gomez oversees health care programs, long-term care management and residential facilities, in-

cluding the eight regional treatment centers and two nursing homes. Assistant Commissioner John Petraborg oversees the assistance payments programs, welfare reform and child support enforcement. An as yet unnamed assistant commissioner will oversee programs for the aging, community social services, deaf services, adult protection, children's programs, chemical dependency, and mental retardation/developmental disabilities.

### **Commissioner's Office (612) 296-2701**

**Charles C. Schultz, deputy commissioner.** The department is charged by the legislature to develop and administer a human services program meeting the needs of Minnesota residents by providing emergency and financial assistance and medical care to low income persons; social services to families, children and adults; and rehabilitative and residential services to the mentally ill, mentally retarded, chemically dependent and physically handicapped, as reflected in federal regulations and state law.

The department is also responsible for licensing and monitoring all out-of-home care and residential programs for children and handicapped adults, for monitoring child and vulnerable adult abuse in Minnesota, and for providing funding for services delivered by community mental health centers (addendum I, page 189). The department supervises programs administered by county human services departments and directly administers the regional treatment centers and nursing homes (addendum III, page 192).

Requests for assistance or information should be directed to county human services departments (addendum II, page 190) and the regional treatment centers and nursing homes (addendum III, page 192).

### **Department Liaison, Problem Resolution, Special Assignments**

**Jerri Sudderth, assistant to the commissioner (612) 297-2171.** The assistant serves as a staff assistant to the commissioner in performing special assignments, resolving problems, and providing a department liaison to private and public sector human services agencies and organizations.

### **Minnesota Council on Children, Youth and Families (612) 297-3381**

**Sheila Moriarty, director.** The council is a 23-member advisory body that provides public advocacy and support on selected issues relating to children, youth and families. The goals of the council are to improve interagency coordination and focus on issues relating to children, youth and families; develop better statewide policies on issues targeted for action by the administration; provide forums through which the families can voice concerns; and serve as an information resource on the needs of children, youth and families.

### **Affirmative Action Office (612) 296-3510**

**Mary Jean Anderson, director.** The office develops and administers affirmative action plans and equal opportunity employment programs for the department and county welfare and human services agencies, as well as for local and county public health and emergency service offices covered under the provisions of the merit system.

### **Communications Office (612) 296-4416**

**Lynna Williams, director.** This office prepares communication policies and plans to assist divisions and programs in the department. It issues news releases, prepares speeches, consults on the preparation of publications, and responds to requests for information from news reports and the public.

### **Controller, (612) 296-7694**

**John M. Schorn, controller.** The controller, financial consultant to the department from the Department of Finance, reviews the fiscal operations of the department and advises the commissioner on matters relating to the department's budget activities.

## **Legal Services (612) 297-1075**

**Beverly Jones Heydinger, assistant attorney general.** The office, staffed by employees assigned by the attorney general, provides in-court and out-of-court legal services required by the department. There is also a Medicaid Fraud Unit in the Attorney General's Office, (612) 296-7575, that is headed by Special Assistant Attorney General Janet Newberg and staffed with employees assigned by the attorney general to investigate and bring civil and criminal action against fraudulent providers in the Medical Assistance program.

## **Medical Director's Office (612) 296-6193**

**Fred Ferron, medical director.** The medical director, a member of the commissioner's staff, proposes, reviews and monitors medical policies of the department. The medical director staffs the Medical Policy Directional Committee on Mental Health, collaborates with the assistant commissioners, and maintains close liaison with health associations, agencies, and facilities throughout the state.

## **Mental Health (612) 296-2710**

**Allyson Ashley, assistant commissioner.** The assistant commissioner for mental health supervises the mental health division which includes the office of refugee mental health.

## **Mental Health Division (612) 296-4497**

The Mental Health Division enforces and coordinates the laws administered by the commissioner of human services relating to mental illness. The division oversees and coordinates services to people with mental illness in both community programs and regional treatment centers throughout the state.

Specifically, the division reviews and evaluates local programs and the performance of administrative and mental health personnel. It makes recommendations to county boards and program administrators, and provides consultative staff services to communities and advocacy groups in determining local needs and planning community mental health programs.

The division evaluates the needs of people with mental illness as they relate to state and federally funded services and adopts rules for minimum standards in community mental health services. The division maintains a data collection system to provide information on the prevalence of mental illness, the need for specific mental health services and other services needed by people with mental illness, funding sources for those services, and the extent to which state and local areas are meeting the needs for services.

For information about mental health services, contact community mental health centers, county social services departments, and state regional treatment centers (see addenda I-III pages 189-192).

## **Office of Refugee Mental Health (612) 297-2096**

**Susan Hacking, director.** The office was established to be a focal point for refugee mental health concerns throughout the state. An adjunct to the office is the Refugee Mental Health Advisory Council, which has 36 members and 4 subcommittees: Funding/Policy, Model Programs, Needs Assessment and Training.

Tasks of the office include statewide assessment of mental health needs of refugees, service utilization and obstacles to the delivery of services. Reports are written on the findings and recommendations regarding strategies to overcome obstacles to service utilization, generation of additional resources, effective use of current resources and innovative/mainstream models of service provision.

The office also provides technical assistance and training throughout the state. The training plan includes workshops in five key outstate areas, speakers and a large conference in the metro area, case consultation throughout the state, and assistance in forming culturally sensitive, multidisciplinary treatment teams.



## **Legal and Regulatory Activities (612) 296-5292**

**Julie Brunner, assistant commissioner.** The assistant commissioner for legal and regulatory activities supervises the legal and regulatory activities of the department.

## **Appeals and Contracts Division (612) 296-5764**

**Vicky Sleeper, chief appeals referee.** The division conducts hearings when an applicant or recipient is appealing a delay in acting upon an application for financial assistance or social services or when appealing a denial, reduction, suspension, or termination of assistance or services. Program jurisdiction includes Aid to Families with Dependent Children, Minnesota Supplemental Aid, Medical Assistance, General Assistance, General Assistance Medical Care, Food Stamps and social services. To file an appeal or for further information, contact your local welfare or human services agency (addendum II, page 190) or the Appeals Office, 444 Lafayette Road, St. Paul, MN 55155.

The division also manages department contracts, ensuring that legal requirements are met and that enforceable, quality contracts are written.

## **Rules Division (612) 296-2794**

**Bob Hamper, supervisor.** This division provides support for all department program divisions in development of rules. The staff ensures that rules meet legal requirements and department goals.

The division also does final editing of all department bulletins and manuals. Groups working with clients may purchase the AFDC, Medical Assistance, Child Support Enforcement, Food Stamps, General Assistance and Minnesota Supplemental Aid manuals for \$15.00 each. The Minnesota Social Services Manual costs \$25.00. Copies of individual bulletins are also available. For more information call 296-2854.

## **Licensing Division (612) 296-3971**

**William T. Fink, director.** The division licenses day programs and residential programs for children and adults with handicaps to ensure they meet the requirements of law and rules. The responsibility is carried out in cooperation with health and safety inspectors from the Department of Health and Department of Public Safety, Office of the State Fire Marshall. The division sends information packets on licensing and lists of licensed programs to interested persons. Inquiries and complaints for investigation should be directed to the division. The division is also responsible for providing technical assistance in the development and revision of licensing rules and regulations.

## **Developmental Services Section (612) 296-3768**

**Beverly Moran, supervisor.** The Developmental Services Section is responsible for conducting field work related to licensing child-care centers and private child-placing agencies. In addition, the section is responsible for coordinating and supervising the work of more than 200 county licensing workers in the family day-care and foster care licensing programs. For additional information, contact the section.

## **Policy Analysis Division (612) 297-4293**

The division conducts studies requested by the legislature, the governor, and the commissioner. The office analyzes policy and budget issues at the commissioner's request and provides technical consultation on data collection and evaluation questions. This office also coordinates the department's legislative program.

## **Child Protection Unit (612) 296-2217**

The unit ensures the development, enactment and enforcement of laws, rules, standards and policies that protect children and vulnerable adults, including the mentally handicapped wards of the state. Activities provide the structure to identify, treat and prevent abuse and neglect, as well as to ensure reasonable efforts are made to maintain and protect

children and vulnerable adults in their own homes or in substitute care when there is clear evidence abuse, neglect or exploitation would continue in their homes.

### **County Administration Supervision Section (612) 296-2725**

**J. Philip Peterson, supervisor.** This section monitors and reviews county programs and compliance by county agencies with state and federal laws and regulations. The reviews are primarily focused on community social service programs or special project reviews. The section is also responsible for review and approval of county social service plans.

### **Tort Claims and Data Privacy Records Management (612) 297-3173**

**Sue Larson, tort claims and data privacy officer.** The tort claims officer investigates all incidents and accidents involving personal injury, death or damage to private property that could result in a claim against the department or its employees. The officer reports all such claims or problems to the state claims officer and the U.S. Solicitor General's Office, and it approves payments to persons making the claims. For further information, contact the tort claims officer.

This office also implements the Minnesota Data Practices Law for the statewide welfare system. It publishes the annual inventory of records, data access procedures, and the data practices manual. It provides training to staff and others on request, and it answers data privacy and practices questions from staff and the public. For further information, contact the office.

### **Finance and Management (612) 297-4293**

**David Doth, assistant commissioner.** The assistant commissioner for finance and management is responsible for supervising a number of administrative support functions that affect more than one program or the entire department. These include: financial management, information management, personnel, collections for cost of care, in state regional treatment centers, and office services.

### **Financial Management Division (612) 296-5733**

**Jon B. Darling, director.** The division provides fiscal services and controls financial transactions by the department. Primary functions include preparing the financial portions of biennial and annual operating budgets, paying department obligations, maintaining financial records, preparing financial reports (internal and external) and providing financial assistance to county and institution accounting offices. In addition, the office prepares the employees' payroll, maintains an agencywide cost accounting system, audits expenditure reports, processes payments for childcare institutions and community facilities, and audits county reports to determine state and federal reimbursement amounts.

### **Information Management Resources Division (612) 296-6779**

**Norberg Bohn, director.** This division assists the programs and supporting operations by developing and maintaining information management systems for collecting and processing data. Accountability for large and complex human services programs depends on computerized recording of essential data about persons and families served and benefits provided. This activity covers both currently operating systems and those that need to be developed in the counties, regional treatment centers and nursing homes, as well as in the department itself. Such systems include data exchange and interface with federal agencies, other state agencies, and local governmental units.

### **Management Operations Division (612) 296-2180**

**Ronald J. Lang, director.** The division provides various office management services for the central office. It also provides forms to welfare agencies and vendors, and it distributes public information brochures and publications for the department.

**DHS Film Library (612) 934-4100**

**Colleen Spadaccini, librarian.** The film library contains audiovisuals about aging, child abuse, developmental disabilities, mental illness, family life education, and related subjects. For information about the audiovisuals or a catalog, contact Oak Terrace, (612) 934-4100.

**DHS Information Center (612) 934-4100**

**Colleen Spadaccini, librarian.** This information center has a book and journal collection specializing in geriatrics, psychiatry and social welfare. For information on computer searches, interlibrary loans, and special bibliographies, contact Oak Terrace, (612) 934-4100.

**Personnel Office, (612) 296-2706**

**Barbara L. Sundquist, director.** The office provides personnel/labor relations management services to all department employees and administers the merit system for county welfare, human services, social services, and local and county public health and emergency services agencies. The office provides advice and counsel to management about personnel practices, workers' compensation and safety. It administers state union contracts and plans containing terms and conditions of employment for nonrepresented state employees. It administers state and federal rules, regulations, procedures and laws pertaining to personnel management, equal employment opportunity, workers' compensation and safety. It recruits qualified job applicants to fill positions in the department and in local and county agencies. For agencies covered by the merit system, it develops personnel policies, administers examinations, classifies positions, and administers a compensation plan.

The office provides for orientation and training of employees in the department and in local and county agencies under the merit system. For information, call (612) 296-5611. The office certifies that counties who want to create their own merit system under the provisions of Minnesota Statutes, chapter 375, have systems that comply with federal standards. It also monitors existing systems for continued compliance. For more information, call (612) 296-3996.

**Reimbursement Division (612) 296-6530**

**Duane Cooney, director.** The division collects from individual payers, private insurance and federal financial assistance programs revenue due the state for the cost of care and treatment provided to clients in regional treatment centers and state nursing home facilities.

**Health Care and Residential Programs (612) 297-3374**

**Maria Gomez, assistant commissioner; Robert C. Baird, deputy assistant commissioner, (612) 296-2766.** The assistant commissioner for health care and residential programs administers the following programs: health care, (including Medical Assistance—MA, and General Assistance Medical Care—GAMC; long term care management; audits, residential facilities, and regional treatment centers and nursing homes. This work group administers the following programs: appeals, audits, long-term care management, and residential facilities.

**Health Care Program Division (612) 296-2766**

**Robert C. Baird, director.** This division administers Medical Assistance (also known as Medicaid) and General Assistance Medical Care (GAMC) programs. These programs provide reimbursement for the medical care of persons whose financial resources are insufficient, according to established criteria, to meet the cost of necessary medical care. This division is located at 444 Lafayette Road, St. Paul, MN 55101.

**Administration (612) 297-3200**

**Mary Kennedy, assistant director.** Administration supervises the Professional Services Section, and the Health Care Policy Section and the New Initiatives Section.

### **Health Care Policy Section (612) 296-2846**

**Larry Woods, supervisor.** This section develops state policies for administering Medical Assistance (MA) and General Assistance Medical Care (GAMC) programs and supervises the administration of these programs by the local welfare or human services agencies. Persons interested in applying should contact their county or human services agency (addendum II, page 190).

### **Professional Services Section (612) 296-8822**

**Thomas JoliCoeur, supervisor.** The section provides professional health care consultation to the Medical Assistance and General Assistance Medical Care programs. The advisory unit reviews all procedures requiring prior authorization, reviews selected provider billings, and provides professional health-related input to any area of program within the MA or GAMC programs. This section also formulates medical policy and hospital reimbursement rates.

Physicians and disability examiners who are on the State Medical Review Team determine permanent and total disability for income maintenance and Medical Assistance program eligibility, and AFDC parental incapacity, based on federal and state law, rule and regulation.

### **New Initiatives (612) 297-2670**

**Bob Meyer, manager.** This section is responsible for contracting with Health Maintenance Organizations (HMOs) and other prepaid health plans to deliver Medical Assistance to eligible clients on a prepaid basis, equal to services provided by traditional fee-for-service arrangements.

### **Operations (612) 297-1081**

**James Campbell, acting assistant director.** Operations supervises the Surveillance and Utilization Review Section, the Invoice Processing Section, and the Benefit Recovery Section.

### **Surveillance and Utilization Review Section (612) 296-2680**

The section identifies and investigates improper use of the Medical Assistance (Medicaid) and General Assistance Medical Care programs by those providing medical and health care or by persons receiving those services. Potential cases of fraud are referred to the Attorney General's Office for criminal or civil prosecution. The section restricts recipients who abuse the programs to specified physicians and pharmacists, imposes administrative sanctions against providers who abuse the programs, including recovery of funds, and makes referrals to law enforcement agencies. "Improper use" includes theft, filing false bills for services, and furnishing unnecessary services. The section and its units can be contacted at 444 Lafayette Road, P.O. Box 43208, St. Paul, MN 55164.

#### **Provider Surveillance and Utilization Review Unit (612) 296-3958**

**Debra Stenseth, acting supervisor.** This unit identifies and investigates fraud, abuse and inappropriate utilization by health care providers participating in Minnesota's publicly funded health care programs. Individuals with documented evidence of possible fraud or abuse by a health care provider, or those who wish further information, should contact this unit.

#### **Recipient Surveillance and Provider Enrollment Unit (612) 296-4525**

**Michael Hofmeister, supervisor.** This unit prevents and/or corrects fraud and improper use of medical services offered to recipients by health care programs. Individuals with documented evidence of misuse of medical or health services by program recipients should contact this unit. It also manages the enrollment of individuals and organizations providing services paid for by the health care programs.

**General Support Services Unit (612) 296-7852**

**E. Thomas McKeever, supervisor—chief investigator.** This unit provides investigative support in provider and recipient fraud and abuse control efforts. All questioned services and payments indicated on the recipients' monthly Explanation of Medical Benefits are referred to and resolved by this unit. An information services coordinator accepts orders for special computer reports that are utilized for audits, investigations, and program management. An attorney provides legal expertise and training to all staff of the Surveillance and Utilization Review Section.

**Invoice Processing Section (612) 296-2719**

**Jayne Draves, manager.** The division processes claims for payment of nursing home and medical services rendered to recipients under the Title XIX Medicaid program of the federal Social Security Act and the General Assistance Medical Care program. For further information, contact the division at 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

**Benefit Recovery Section (612) 296-6964**

**Jan Taylor, manager.** The section seeks to maximize utilization of available third-party benefits as primary payers for health care or to reimburse the state for the cost of medical care for Medical Assistance recipients. Third-party resources pursued by the section include health insurance, no fault automobile insurance, worker's compensation, and court judgments.

**Programs****Medical Assistance (MA)**

MA is a federally required program through which enrolled public and private providers give medical care to persons whose income and resources make them eligible and who meet categorical requirements such as age or disability. MA covers inpatient and outpatient hospital services, nursing homes, community residences for the mentally retarded, doctors' services, dental care, eyeglasses, therapy, hearing aids, prescription drugs, medical supplies, podiatry, psychological services, chiropractic care, medical transportation, home health care and early, periodic screening diagnosis and treatment. Some services are limited or require prior approval of the department.

Recipients of Aid to Families with Dependent Children (AFDC) and Minnesota Supplemental Aid (MSA) are automatically eligible for MA. Others may qualify for MA if they are under age 21, age 65 years and older, blind or disabled, pregnant, or in a family with an absent, unemployed or incapacitated parent. Some persons are eligible for MA only after paying a portion of their medical bills. Funding is shared by federal, state and county governments.

**General Assistance Medical Care (GAMC)**

GAMC assists people who are not eligible for programs such as Medical Assistance or Medicare. GAMC services are limited to inpatient and outpatient hospital care, medical transportation, physician services, dental care, eyeglasses, and prescription drugs. Medical providers are reimbursed at a lower rate than in the MA program. The state and county fund GAMC.

**Appeals Division (612) 296-9916**

The appeals division handles appeals from long-term care providers regarding the payment rates by the department.

**Audits Division (612) 296-9916**

**David Ehrhardt, audit director.** The division reviews annual cost reports submitted to the department by long-term care providers and vendors of residential services who are

requesting welfare rate determinations. The division audits nursing homes, residential services for the mentally retarded, grantees and contractors of the department. These on-site audits are made to meet requirements of state and federal laws and regulations and to respond to needs of the department's program and grantees.

### **Long Term Care Management Division (612) 296-2738**

**Pamela Parker, acting director.** The Long Term Care Management Division develops and coordinates policies, rules, procedures and systems for the reimbursement of nursing homes and intermediate care facilities for mentally retarded persons, as well as for the administration of home and community-based services (including Medicaid waivers for the elderly, physically disabled and chronically ill children). It provides support to the Division of Mental Retardation for administration of the waiver for persons with mental retardation. The division also develops and implements state and federal laws, researches alternative reimbursement methods, performs cost analyses and conducts federal utilization control compliance review.

### **Residential Facilities Division (612) 296-3472**

**James A. Walker, director.** The division provides staff support to help administer the state-owned regional treatment centers and nursing homes. These facilities provide care and treatment for mentally ill, mentally retarded, chemically dependent, aged and infirm individuals. Division responsibilities include review and development of policies and procedures related to rehabilitation and habilitation programs, health services and medical records, utilization review, occupational safety and workers' compensation, operating and capital improvement budgets, staff allocations, procurement of supplies and equipment, building maintenance and renovation, licensure and certification.

The division directly administers the Interstate Compact on Mental Health, which is concerned with the transfer of regional treatment center patients into, or out of, Minnesota. Also, the division coordinates the Special Review Board process involving the transfer, provisional discharge, or discharge of patients committed as mentally ill and dangerous, psychopathic personalities or sex offenders.

### **Regional Treatment Centers and Nursing Homes**

The chief executive officers manage eight regional treatment centers and two nursing homes. A list of the centers and of the names of the chief executive officers appears in addendum III, page 192.

### **Assistance Payments (612) 296-6955**

**John Petraborg, assistant commissioner.** The assistant commissioner for assistance payments supervises the following assistance programs: Aid to Families with Dependent Children (AFDC), Emergency Assistance (EA), Food Stamps, General Assistance (GA), Minnesota Supplemental Aid (MSA), and Work Readiness (WR).

### **Assistance Payments Division (612) 296-2765**

**John Petraborg, director.** The division develops instructions for and supervises administration of financial assistance programs. These include Aid to Families with Dependent Children (AFDC), Emergency Assistance (EA), Food Stamps (FS), General Assistance (GA), Minnesota Supplemental Aid (MSA), and Work Readiness (WR). County welfare/human services agencies determine eligibility and issue payments to individual recipients under guidelines established by this division for the various financial programs.

### **Fraud and Settlement Section (612) 296-4699**

**Daniel P. Haley, consultant.** This section develops and implements policies and procedures for preventing client fraud and for identifying and securing the prosecution of the perpetrators of fraud in all income maintenance programs. Information is obtained from

the Department of Jobs and Training and case data matches are conducted with other states to determine unreported income and duplicate assistance. The section acts as a resource for county investigators and county attorneys. It is also responsible for resolving disputes between counties regarding financial responsibility for all human services programs.

### **Information Management Section (612) 296-2978**

**Herb Cashdollar, supervisor.** This section is responsible for providing accurate and current management information to the Assistance Payments Division staff through the use of manual and automated information systems and for providing administrative support for central office and county staff.

### **Operation Analysis Section (612) 296-4730**

**Joel Kvamme, supervisor.** This section conducts specialized studies of case load trends and recipient characteristics. These studies are used to make long-range projections of program trends.

### **Program Development Section (612) 296-0978**

**Paul Timm-Brock, supervisor.** This section provides policy analysis and development services to the division for all assistance payments programs (AFDC, EA, FS, GA, WR, MSA). Its responsibilities include impact analysis of legislation, coordination of rulemaking, manual revision, bulletin preparation, forms revision, and policy research. The section receives its workload primarily from other sections in the division. It is not involved in direct contact with county welfare/human services agencies except when researching policy alternatives or requesting feedback on draft materials.

### **Program Supervision Section (612) 297-3201**

**Karen Collinson, supervisor.** This section supervises county welfare/human services agencies to ensure proper application of program policy in delivering income maintenance services. This includes monitoring delivery of assistance to clientele, providing consultation and technical assistance, planning and providing training in the implementation of new policy, and policy interpretation to county agencies.

### **Quality Control/Corrective Action Section (612) 297-2586**

**Karen Schirle, acting director.** This section reviews a sample of AFDC, MA, and FS cases to gauge whether county agencies properly determine eligibility of recipients and to gauge the correctness of the amounts of aid granted. After analyzing sample review data, the section recommends program policy and procedural improvements to reduce or eliminate payment errors.

### **Refugee Assistance Program (612) 296-2754**

**Jane Kretzmann, supervisor.** This program aids refugees in their transition into American life and provides services that lead to economic independence. It coordinates and assists the efforts of county welfare/human services agencies and other public and private agencies. It assesses service needs, develops funding methods, and implements federal regulatory and reporting systems. The program provides case assistance, medical assistance, and social services including education (English as a second language) and employment services for eligible individuals. Federal funds support this program.

### **Reports and Statistics Section (612) 296-6154**

**George Hoffman, director.** This section operates the Assistance Payments Division's reporting systems, collects and analyzes data, monitors and projects costs and case loads, and prepares statistical reports.

## **Work and Training Section (612) 297-1373**

This section supervises programs designed to provide training or find employment for eligible clients. It is located with and functions under the supervision of the Department of Jobs and Training.

## **Statewide Automated Eligibility Project (612) 297-3919**

**Linda Ady, project manager.** This section is developing a system to automate statewide operations for administering and supervising the AFDC, FS, and GA programs.

### **Programs**

For each of the programs described below, application is made at the county welfare/human services agency, and payments are mailed directly to eligible clients by the agency. Vendor payments can also be made in emergencies, when clients request them, or if clients have a history of money mismanagement. General information regarding program requirements and application procedures can be obtained from any county welfare/human service agency.

### **Aid to Families with Dependent Children (AFDC) (612) 296-2765**

This program provides monthly payments to families with dependent children in which the children are in financial need due to the incapacity, absence, death or unemployment of each parent. Families receiving AFDC are also eligible for medical care and social services. Family income and resources must not exceed certain limitations. In most cases, employable persons must be available for work and participate in work-training programs. To qualify for assistance, program eligibility requirements must be met. Children must be present in the home and deprived of parental support. The federal, state, and county agencies each pay a share of total grants expended in each county. The total grants vary each biennium but are approximately 53 percent federal, 40 percent state, and 7 percent county funded.

### **Emergency Assistance (EA) (612) 296-2765**

This program is available for individuals and families who do not have the necessary funds to avert a crisis caused by a natural disaster or lack of shelter, fuel and clothing or who are in conditions that place the individual family in jeopardy. Funding is 50 percent federal, 5 percent state, and 45 percent county.

### **Food Stamps (612) 296-2765**

This program enables low-income households to buy more food of greater variety in order to improve their diets. Food stamps are available to working people, retired people, people drawing worker's compensation or unemployment insurance, people receiving public assistance, and others. Food stamps are issued to eligible households whose monthly household income, minus deductible expenses, equals or is less than the allowable net income. The amount depends on the number of people in the household. Funding is 100 percent federal. The Food Stamps hotline at 296-0190 in the Twin Cities or toll free from elsewhere in Minnesota at 1-800-652-9747 is available for help in resolving case problems.

### **General Assistance (GA) (612) 296-2765**

This program provides monthly payments to indigent persons who are not eligible for federal assistance programs such as AFDC. To be eligible for GA, a person must meet the conditions of one of 16 categories of eligibility. These categories are related to severe barriers to employment due to physical, mental, or educational limitations. Income and resources must be insufficient to meet a person's needs as defined by state and county standard. In order to be eligible, minimum requirements must be met. Funding for grants expended in each county consists of 75 percent state and 25 percent county funds. Participants in the GA program may also qualify persons for GA medical care, FS, and social



services such as counseling, employment and homemaking. These services are available through their county welfare/human services agency.

### **Minnesota Supplemental Aid (MSA) (612) 296-2765**

This program provides monthly payments to persons who are aged, blind, or disabled and who have limited income and resources. It was established in 1974 as a companion program to the federal supplemental security income (SSI) program and is intended to ensure that aged, blind and disabled Minnesotans were not harmed financially when SSI replaced existing state programs. In order to be eligible, persons must meet criteria of age or disability and must have income insufficient to meet their needs as defined by statewide standards. Funding is 85 percent state and 15 percent county for grants expended in each county.

For each program, application is made at the county welfare/human services agency and payments are mailed directly to eligible clients by that agency. Vendor payments can also be made in emergencies, when clients request them, or if clients have a history of money mismanagement. General information regarding program requirements and application procedures can be obtained from any county welfare/human service agency.

### **Work Readiness (WR) (612) 296-2765**

This program provides monthly benefits for a two-month period to persons not eligible for GA. These people are required to meet certain training and job search conditions. Work readiness is a companion program to GA. Work readiness serves people who are employable but who may need services to prepare them for finding and maintaining employment. Income and resource limits are the same as for GA, as is the amount of payment a person receives. Assistance is limited to a period of time: 2 out of any 24 months for most recipients, 6 out of 12 for those with more serious barriers to employment. Work readiness clients may also qualify for GA medical care, food stamps and social services.

### **Child Support Enforcement Division (612) 296-2542**

**Bonnie Becker, director.** The division sets policies and standards for child-support enforcement activities carried out by units located within each of Minnesota's county welfare or human services departments. The purpose is to ensure that those persons having a duty and an ability to support their minor children do so. More specific and detailed information regarding child support enforcement is available at any county welfare, human services or family service agency (addendum II, page 190).

### **Regional Treatment Centers and Nursing Homes**

The chief executive officers manage eight regional treatment centers and two nursing homes. A list of the centers and of the names of the chief executive officers appears in addendum III, page 192.

### **Social Services (612) 297-4284**

**Assistant commissioner.** The assistant commissioner for social services supervises programs in community social services, aging, deaf services, mental retardation/developmental disabilities, and chemical dependency.

### **Community Social Services Division (612) 296-7031**

**Gary Haselhuhn, director.** The division plans, develops, and implements public social services throughout the state, as required by state law and Title IV and XX of the Social Security Act. Services are specifically designed to help individuals achieve or maintain self-support and economic independence and to secure protection from neglect, abuse or exploitation for those unable to protect their own interests. Social services are offered by county welfare departments and human service agencies. Information about services available and eligibility requirements can be obtained from them (addendum II, page 190).

## **Administrative Section (612) 296-7031**

This section handles a variety of social service administrative tasks. These include federal plan development and reporting on Title XX and Title IV-E programs, editing and publication of the Minnesota Social Services Manual, management of the migrant day-care contract, special services to native Americans, liability insurance for foster parents, management of federal reviews and audits, and other related tasks.

## **Operations Section**

This section, along with other department units, is developing the computerized Community Services Information System for use by the state and counties. The section also operates the federally required child welfare management and information system and manages the reporting systems for subsidized adoptions, adult maltreatment, and child abuse/neglect.

### **Adult Services Unit**

This unit develops community services and resources needed by the adult target populations. These services include adult foster care, adult health care, caregiver support and in-home services.

### **Volunteer Services**

**Mike Newman, coordinator.** This office coordinates the development and use of volunteer services in the department, regional treatment centers and county social services departments.

## **Child/Family Services (612) 297-2766**

**Carol Watkins, supervisor.** The permanency planning program assures that children who come into the public child welfare system are assured permanent families, their natural families or adoptive or foster families.

The substitute care program assures appropriate care and treatment of children who must leave their families temporarily or permanently. Facilities include foster family homes, group homes and residential treatment programs.

The adoption and guardianship unit is responsible for children who are wards of the commissioner of the Department of Human Services. The primary goal is adoption. The unit matches the children with prospective families and approves and administers subsidies for children with special needs. The unit is also responsible for processing all adoptions that take place in the state and provides and makes referrals for adoption searches and other post-legal adoption services.

Several programs affecting youth are administered also. The adolescent parent program coordinates services among agencies needed to serve this population to increase the level of services and to encourage prevention.

The refugee children's program primarily oversees the progress of refugee unaccompanied minors in the state. New efforts are underway to develop living skills programs for all adolescents in foster care to maximize their potential to be independent and self-sufficient adults.

## **Child Care Fund (612) 297-2766**

State and county subsidized child care is available on a sliding fee basis for families who need such a service to find or keep employment or to obtain the necessary training or education to find employment and who receive AFDC, have a household income below the eligibility levels of AFDC, or have a household income within a specified range (lower limit: AFDC eligibility level; upper limit: 75 percent of the state median income level based on family size).

## **Aging Program Division (612) 296-2770**

**Gerald A. Bloedow, executive secretary.** The division plans, researches, funds and supports programs for senior citizens. It analyzes existing programs and administers the Older

Americans Act Program through Area Agencies on Aging, the State Foster Grandparent Program, the Senior Companion Program, and the Retired Senior Volunteer Program (RSVP). In addition, the division serves as staff to the Minnesota Board on Aging (see page 27).

The division assists in planning programs for older persons, and it provides information on aging and services available to the elderly, gerontological training, and a bimonthly newsletter. Contact the division at the Metro Square Building, Room 204, 121 East 7th Street, St. Paul, MN 55101.

To receive services, contact county welfare or social services departments, or contact community service nutrition and long-term care ombudsman programs funded through the Area Agencies on Aging with Older Americans Act funds. Grant applications and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging (listed below).

### **Area Agencies on Aging**

**Region I—Northwest Regional Development Commission—Serving Kittson, Roseau, Marshall, Polk, Norman, Pennington and Red Lake Counties, 525 Brooks Avenue South, P.O. Box E, Thief River Falls, MN 56701, (218) 681-2637, Faith Rud, director.**

**Region II—Headwaters Regional Development Commission—Serving Lake of the Woods, Beltrami, Clearwater, Mahanomen and Hubbard Counties—P.O. Box 906, Bemidji, MN 56601, (218) 751-3108, Alan Goldberg, director.**

**Region III—Arrowhead Regional Development Commission—Serving Koochiching, Lake, St. Louis, Cook, Itasca, Aitkin and Carlton Counties—330 South 1st Avenue East, Duluth, MN 55802, (218) 722-5545, 1-800-232-0707, Joyce Allen, director.**

**Region IV—Serving Clay, Becker, Wilkin, Otter Tail, Grant, Douglas, Traverse, Stevens and Pope Counties—P.O. Box 726, Fergus Falls, MN 56537, (218) 739-4617, Laurel Sorlie, director.**

**Region V—Regional Development Commission—Serving Cass, Crow Wing, Morrison, Todd and Wadena Counties—611 Iowa, Staples, MN 56479, (218) 894-3233, Barb Card, director.**

**Region VI-E—Regional Development Commission—Serving Kandiyohi, McLeod, Meeker and Renville Counties—333 West 6th Street—Lower Level, Willmar, MN 56201, (612) 235-8504, Robert Otto, director.**

**Region VI-W—Upper Minnesota Valley—Regional Development Commission—Serving Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine Counties—323 West Schlieman, Appleton, MN 56208, (612) 289-1981, 1-800-752-1983, Paul Michaelson, manager.**

**Region VII-E—East Central Regional Development Commission—Serving Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties, 100 South Park Street, Mora, MN 55051, (612) 679-4065, Roger J. Ames, director.**

**Region VII-W—Central Minnesota Council on Aging—Serving Benton, Sherburne, Stearns and Wright Counties, 26 North 6th Avenue, Suite 330, St. Cloud, MN 56301, (612) 253-9349, Donna Walberg, director.**

**Region VIII—Southwest Regional Development Commission—Serving Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock Counties—2524 Broadway, Box 265, Slayton, MN 56172, (507) 836-8549, Maddy Forsberg, manager.**

**Region IX—Regional Development Commission—Serving Sibley, Nicollet, LeSueur, Brown, Watonwan, Blue Earth, Waseca, Martin and Faribault Counties—410 South 5th Street, Box 3367, Mankato, MN 56001, (507) 387-5643, (Toll Free 1-800-722-9389), Carol Bishop, director.**

**Region X—Southeastern Minnesota—Serving Rice, Goodhue, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, Houston and Wabasha Counties—121 North Broadway, Room 302, Rochester, MN 55904, (507) 288-6944, Connie Bagley, director.**

**Region XI—Metropolitan Council—Serving Anoka, Washington, Hennepin, Ramsey, Carver, Scott and Dakota Counties—300 Metro Square Building, St. Paul, MN 55101, (612) 291-6497, LaRhae Knatterud, director.**

**Minnesota Chippewa Tribe—Serving White Earth, Leech Lake, Nett Lake (Bois Forte) and Grand Portage reservations—Box 217, Cass Lake, MN 56633, (218) 335-2252 ext. 267, Luella Seelye, acting coordinator.**

## **Deaf Services Division (612) 296-3980 (Voice) (612) 297-3637 (TDD)**

**Dwight Maxa, director.** The Deaf Services Division (DSD) helps Minnesotans who are deaf and hearing impaired live as independently as possible within their local communities. This is accomplished by providing direct and indirect services to both consumers and human services agencies designed to result in maximum self-sufficiency and independence of individuals.

## **Developmental Services Section (612) 296-6853**

**Carolynn J. Whitcher, assistant director.** This section plans, develops, evaluates and recommends policy and implementation strategies on all key human services initiatives that affect hearing impaired persons. It develops and monitors contracts with organizations to provide specialized human services that benefit hearing impaired consumers. It is responsible for the development of data collection and information systems.

Major areas of focus are: state residential programs for hearing impaired persons who are mentally ill, mentally retarded or chemically dependent; community-based residential facilities for hearing impaired and deaf-blind persons with mental health or dual disability conditions; social services program accessibility concerns; statewide interpreter referral systems development; medical assistance waiver options for deaf-blind persons needing community-based programming; interagency coordination of deaf-blind service delivery; and maintenance of the Minnesota Registry of Hearing Impaired Persons.

Staff members prepare reports and documents to help both state agencies and the general public better understand the special needs of the hearing impaired population.

## **Regional Services Section (612) 297-3641, (612) 297-1872**

**Jan Gibson Talbot, south area supervisor; Mark Prowatzke, north area supervisor.** This section is responsible for the operations of the eight regional service centers (RSCs). While day-to-day coordination of RSC activities is handled on site, this section oversees and plans for statewide program management.

The RSCs provide a single entry point for client services and referrals, RSCs also work directly with agencies to ensure accessibility for hearing impaired individuals residing within their regions. RSC staff provide technical assistance, training, referral, information and outreach to agencies and individuals. Centers provide specialized equipment and library loans. Nonmetro locations offer message relay services between hearing-impaired clients and agencies.

All staff members have specialized communication skills that allow them to work effectively with deaf users of American Sign Language. Other communication strategies are also utilized by staff to assist deaf-blind and all other hearing impaired persons.

Each RSC serves a multi-county area. Following is a list of RSC locations and counties served.

### **Regional Service Centers**

**Metro Regional Service Center, (612) 642-0811 (Voice), (612) 642-0812 (TDD), 1821 University Avenue #N103, Griggs-Midway Building, St. Paul, MN 55104:** Anoka, Scott, Hennepin, Ramsey, Dakota, Washington, Carver.

**Northeast Regional Service Center, (218) 723-4962 (Voice), (218) 723-4961 (TDD), Government Services Center, Suite 611, 320 West 2nd Street, Duluth, MN 55802; Aitkin, Itasca, Cook, St. Louis; Virginia office, (218) 741-5855, 505 West 12th Avenue, Virginia, MN 55792; Carlton, Lake, Koochiching.**

**Southwest Regional Service Center, (507) 389-6517, 709½ South Front Street, Mankato, MN 56001; Blue Earth, Jackson, Rock, Sibley, Lincoln, Faribault, Brown, Martin, Pipestone, Redwood, Lyon, Cottonwood, Murray, Nicollet, Watonwan, Nobles.**

**Southeast Regional Service Center, (507) 285-7295, Friedell Building, 1200 South Broadway, Rochester, MN 55904: Olmsted, LeSueur, Dodge, Mower, Goodhue, Fillmore, Houston, Steele, Rice, Wabasha, Winona, Freeborn.**

**East Central Regional Service Center, (612) 255-2224, 54-28th Avenue North, St. Cloud, MN 56301: Chisago, Isanti, Meeker, Sherburne, Crow Wing, Benton, Kanabec, Mille Lacs, Stearns, Pine, McLeod, Morrison, Wright.**

**West Central Regional Service Center, (612) 231-5175, 2015 South First Street, Willmar, MN 56201: Chippewa, Lac Qui Parle, Stevens, Pope, Swift, Kandiyohi, Yellow Medicine, Renville, Big Stone.**

**Northwest Regional Service Center, (218) 739-7589, Lincoln Center, Suite #7, 125 West Lincoln Avenue, Fergus Falls, MN 56537: Becker, Douglas, Mahnomen, Ottertail, Todd, Clay, Grant, Traverse, Wilkin, Cass, Hubbard, Norman, Wadena.**

**Upper Northwest Regional Service Center, (218) 281-1946, Hillview Offices, Hwy. #75 & Minnesota St., Crookston, MN 56716: Polk, Lake of the Woods, Marshall, Roseau, Clearwater, Beltrami, Kittson, Pennington, Red Lake.**

The statewide number to call for interpreter referral is 1/800-652-9747. The seven-county metro number is 296-9299.

## **Mental Retardation/Developmental Disabilities Division**

**(612) 297-1241**

**Edward Skarnulis, director.** The division plans, develops, coordinates and monitors community-based services for persons with mental retardation who require assistance from public services. The division supervises county social services and human services agencies that administer programs for persons with mental retardation under the Community Social Service Act and administers the federal home and community-based services waiver under the Title XIX Medical Assistance program.

The division prepares and proposes state policies, legislation and rules, and it administers them as adopted and legislated. Administration of policies, laws and rules includes county planning, case management and determination of need for public and private residential and day services for persons with mental retardation/developmental disabilities.

Community residential, day and support services, and regional treatment centers utilized by the county agencies for persons with mental retardation are funded by various combinations of federal, state, local, county and parental resources. State and federal rules and regulations govern the licensing of community and regional treatment center services to assure minimum levels of care, treatment, training and protection rights.

The division provides technical assistance to county agencies and service providers, and it plans and develops alternatives to residential and institutional care. Such planning and development is directed toward providing services in the least restrictive and most normal setting each client needs to properly carry out his or her individual service plan.

For information about the statewide program, contact the division. For information about services to individuals and local community services, contact the county welfare or human services agency (addendum II, page 190).

## **Chemical Dependency Program Division (612) 296-3991**

**Cynthia Turnure, director.** This division is also known as the State Authority on Alcohol and Drug Abuse. It plans, monitors and evaluates programs and services to prevent drug and alcohol abuse and to treat and rehabilitate drug and alcohol dependent persons. The division coordinates the chemical dependency activities of other state agencies. With the help of a citizens advisory council, an American Indian Advisory Council, and an inter-departmental coordinating committee, the division helps to make the best and most cost-effective use of federal, state, local and private funds.

*A Directory of Chemical Dependency Programs in Minnesota* is available through the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

## **Addendum I—Community Mental Health Centers**

**Albert Lea, (507) 373-1491, Freeborn County Mental Health Center**

**Austin, (507) 433-7389, St. Olaf Mental Health Treatment Center**

**Bemidji, (218) 751-3280, Upper Mississippi Mental Health Center, Inc., serving Roseau, Lake of the Woods, Clearwater, Beltrami, Hubbard and Cass Counties**

**Braham, (612) 396-3333, Five County Human Development Program, Inc., serving Polk, Norman, Mahnomen, Red Lake, Marshall and Kittson Counties**

Duluth, (218) 728-4491, Human Development Center, serving the lower third of St. Louis, Lake and Carlton Counties  
Fergus Falls, (218) 736-6987, Lakeland Mental Health Center, Inc., serving Otter Tail, Becker, Pope, Grant, and Clay Counties  
Grand Rapids, (218) 326-1274, Northland Mental Health Center, Inc., serving Aitkin, Itasca and Koochiching Counties  
Little Falls, (612) 632-6647, Northern Pines Mental Health Center, Inc., serving Morrison, Todd, Wadena and Crow Wing Counties  
Luverne, (507) 283-9511, Southwestern Mental Health Center, serving Rock, Nobles, Pipestone and Cottonwood Counties  
Marshall, (507) 532-3236, Western Human Development Center, Inc., serving Lyon, Lincoln, Redwood, Murray and Yellow Medicine Counties  
Minneapolis, (612) 348-3454, Hennepin County Community Services  
New Ulm, (507) 354-3181, Sioux Trails Mental Health Center, Inc., serving Brown, Nicollet and Sibley Counties  
Oakdale, (612) 777-5222, Washington County Human Services  
Owatonna, (507) 451-2630, South Central Human Relations Center, serving Steele, Dodge and Waseca Counties  
Rochester, (507) 288-1873, Zumbro Valley Mental Health Center, serving Olmsted, Fillmore and Goodhue Counties  
St. Cloud, (612) 252-5010, Central Minnesota Mental Health Board, serving Stearns, Benton, Wright and Sherburne Counties  
St. Paul, (612) 298-4734, Ramsey County Community Human Services  
South St. Paul, (612) 455-9651, Dakota County Mental Health Center  
Virginia, (218) 749-2881, Range Mental Health Center, serving the upper two-thirds of St. Louis County  
Waconia, (612) 488-4900, Carver County Mental Health Program Board  
Willmar, (612) 235-4613, West Central Community Services, serving Lac Qui Parle, Chippewa, Swift, Renville, Kandiyohi and Meeker Counties  
Winona, (507) 454-4341, Hiawatha Valley Mental Health Center, Inc., serving Winona, Wabasha and Houston Counties

## **Addendum II—Minnesota County Human Services**

Aitkin County Family Service Agency, aids (218) 927-2141, soc. serv. (218) 927-3744  
Anoka County Community Health and Social Services, Anoka (612) 421-4760, Columbia Heights, (612) 789-4326  
Becker County Welfare Department, aids (218) 847-5628, soc. serv. (218) 847-5684  
Beltrami County Service Center, Bemidji, (218) 751-4310, Red Lake (218) 679-3945  
Benton County Social Service Agency, (612) 968-6256  
Big Stone County Family Service Center, (612) 839-2555  
Blue Earth County Human Services, (507) 625-9034  
Brown County Family Service Center, (507) 354-8246  
Brown/Nicollet Human Service Board, (507) 931-4140 or 7100, ext. 103  
Carlton County Human Services Center, (218) 879-4583  
Carver County Community Social Services, (612) 448-3661  
Cass County Department of Social Services, (218) 547-1340  
Chippewa County Family Services, (612) 269-6401  
Chisago County Welfare and Family Service Department, (612) 257-1300  
Clay County Social Service Center, (218) 299-5200  
Clearwater County Social Services, aids (218) 694-6512, soc. serv. (218) 694-6164  
Cook County Social Services, (218) 387-2282  
Cottonwood County Family Service Agency, (507) 831-1891  
Crow Wing County Social Service Center, (218) 828-3966  
Dakota County Human Services, aid (612) 457-0611, soc. serv. (612) 457-0677  
Dodge County Social Services, (507) 635-2211  
Douglas County Human Services, (612) 762-2302  
Faribault County Human Services Center, (507) 526-3265  
Faribault/Martin/Watonwan Human Services Board, (507) 238-4757  
Fillmore County Welfare Department, aids (507) 765-3821, soc. serv. (507) 765-3304  
Freeborn County Welfare Department, (507) 377-5230

Goodhue County Social Services Center, (612) 388-8261  
 Grant County Social Service Department (218) 685-4417  
 Hennepin County Bureau of Social Services, (612) 348-3000  
 Houston County Social Services, (507) 724-5211  
 Hubbard County Social Service Center, (218) 732-3339  
 Isanti County Family Service and Welfare Department, (612) 689-1711  
 Itasca County Social Services, (218) 327-2941  
 Jackson County Human Services (507) 847-4000  
 Kanabec County Family Service Department, aids (612) 679-3645 soc. serv. (612) 679-4740  
 Kandiyohi County Family Service Department, aids (612) 235-3014 soc. serv. (612) 235-8317  
 Kittson County Welfare Department, (218) 843-2689  
 Koochiching Family Services, International Falls, (218) 283-8405, Northome, (218) 897-5266  
 Lac Qui Parle County Family Service Center, (612) 598-7594  
 Lake County Social Service Department, (218) 834-5681  
 Lake of the Woods County Social Service Department, (218) 634-2642  
 LeSueur County Welfare Department, (612) 357-2251  
 Lincoln County Family Service Center, (507) 694-1452  
 Lyon County Welfare Department, (507) 537-6747  
 McLeod County Social Service Center, (612) 864-3144  
 Mahnomen County Welfare Department, (218) 935-2568  
 Marshall County Social Services Department, (218) 745-5124  
 Martin County Human Services Center, (507) 238-4757  
 Meeker County Social Service Department, (612) 693-2418  
 Mille Lacs County Family Service and Welfare Department, (612) 983-6161  
 Morrison County Social Services, (612) 632-2941  
 Mower County Social Services, (507) 437-9483  
 Murray County Family Service Center, (507) 836-6144  
 Nicollet County Social Services, (507) 931-6800  
 Nobles County Family Service Agency, (507) 372-2157  
 Norman County Social Service Center, (218) 784-7136  
 Olmsted County Department of Social Services, (507) 285-8146  
 Otter Tail County Department of Social Services, (218) 739-4491  
 Pennington County Social Service Center, (218) 681-2880  
 Pine County Department of Human Services, (612) 629-6781 or (612) 245-2268  
 Polk County Social Service Center, Crookston, (218) 281-3127, East Grand Forks, (218) 773-2431  
 Pope County Family Service Department, (612) 634-5301  
 Ramsey County Human Services Department, (612) 298-5351  
 Red Lake County Social Service Center, (218) 253-4131  
 Redwood County Welfare Department, (507) 637-5741  
 Renville County Family Human Service and Welfare Department (612) 523-2202  
 Rice County Social Services, (507) 334-2281  
 Rock County Family Service Agency, (507) 283-9507  
 Roseau County Social Service Center, (218) 463-2411  
 St. Louis County Social Service Department, Duluth (218) 726-2000, Hibbing (218) 262-6000, Ely  
 (218) 365-6151, Virginia (218) 749-7100  
 Scott County Human Services, (612) 445-7751  
 Sherburne County Social Services, Elk River (612) 441-1711, Becker (612) 261-4550, Toll Free St.  
 Cloud (612) 253-2384  
 Sibley County Social Services, (612) 237-2978  
 Stearns County Social Service Center, St. Cloud (612) 255-6000, Sauk Centre (612) 352-6531  
 Steele County Social Service Center, (507) 451-8040  
 Stevens County Social Services Department, (612) 589-1481  
 Swift County Welfare and Family Service Agency, (612) 843-3160  
 Todd County Social Services, (612) 732-6181  
 Traverse County Social Services Department, (612) 563-8255  
 Wabasha County Department of Social Services, (612) 565-3351  
 Wadena County Social Services Department, aids (218) 681-2832, soc. serv. (218) 631-4225  
 Waseca County Welfare and Social Service Department, (507) 835-3240  
 Washington County Social Services, (612) 439-6901  
 Watonwan County Human Service Center, (507) 375-3294

Wilkin County Family Service Agency, (218) 643-8561  
Winona County Department of Social Services, (507) 452-8200  
Wright County Human Services Agency, (612) 682-3900, metro area (612) 339-6881  
Yellow Medicine County Family Service Center, (612) 564-2211

### **Addendum III—Regional Treatment Centers**

Anoka—Metro Regional Treatment Center, Anoka, MN 55303, (612) 422-4150, Jonathan Balk, chief exec.  
Brainerd Regional Human Services Center, Brainerd, MN 56401, (218) 828-2201, Harvey Caldwell, chief executive  
Cambridge Regional Human Services Center, Cambridge, MN 55408, (612) 689-0011, Kenneth Gossett, chief exec.  
Faribault Regional Center, Faribault, MN 55021, (507) 332-0011, William Saufferer, chief exec.  
Fergus Falls Regional Treatment Center, Fergus Falls, MN 56537, (218) 739-0011, Elaine Timmer, chief exec.  
Moose Lake Regional Treatment Center, Moose Lake, MN 55767, (218) 485-0011, Frank Milczark, chief exec.  
St. Peter Regional Treatment Center/Minnesota Security Hospital, St. Peter, MN 56082, (507) 931-0011, William Pedersen, chief executive  
Willmar Regional Treatment Center, Willmar, MN 56201, (612) 231-0011, Greg Spartz, chief exec.  
Ah-Gwah-Ching Nursing Home, Ah-Gwah-Ching, MN 56430, (218) 547-0011, John Grimley, administrator  
Oak Terrace Nursing Home, Minnetonka, MN 55343, (612) 934-4100, Fay Christensen, acting administrator

## **Indian Affairs Council**

1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-3825  
or  
127 University Ave., St. Paul, MN 55155, (612) 296-3611  
Roger Head, executive director

*Minnesota Statutes, section 3.922; Minnesota Rules 5100-5199*

The Indian Affairs Council was created by legislation in 1963. Membership of the council consists of the duly elected chairpersons of the 11 Minnesota Indian reservation governments plus two at-large members representing Indians who reside in Minnesota but are enrolled with tribes with reservation bases in other states. Non-voting members of the council who serve as ex-officios include three senators and three representatives from the legislature and officials or designees from the executive branch of state government. An advisory council of five Indian residents of Minneapolis, St. Paul, and Duluth advises the council on problems and concerns of Indians living in those three major urban areas.

The agency advises the legislature and other Minnesota officials and agencies on the needs of American Indian people in the state. Council meetings that are open to the public are held quarterly to learn what problems Indians are facing and to discuss possible solutions. Liaisons of state and federal agencies appear at council meetings to explain their programs as they affect the Indian population.

The council serves as the primary forum where Indian needs are considered; it serves as the conduit by which issues and concerns are channeled to the appropriate authorities; it serves as the point of access for finding out about state and federal programs and policies; and serves as an intermediary when questions, problems, or conflicts exist or arise and bring about change where it is needed.

The agency gets involved in many diverse problem areas and must therefore set priorities in order to focus its attention on the most urgent and crucial issues affecting Indian people.

The agency also administers the Indian Business Loan Program. This revolving fund



loan program provides technical assistance and financial support to Minnesota Indians in establishing business ventures or expanding business operations.

Information packets on Indians in Minnesota are provided to students, including a map showing the location of the seven Chippewa (Ojibwa) and four Sioux (Dakota) reservations. This information is provided free of charge. The council prepares an annual report to the governor and legislature on its activities. Copies of the report are made available to state agencies, tribal governments, and other interested parties.

The agency maintains files listing job opportunities in other Indian organizations and in the public and private sectors. Clients may walk in any time during office hours (8 AM-4:30 PM) and there are no forms to complete and no fee charges for services that the agency provides.

Minnesota's American Indian population is estimated at 45,000. The majority of Minnesota Indians are Sioux and Chippewa. Other tribes from several states are represented in the population.

Following are brief descriptions of the Indian reservations in Minnesota:

### **Minnesota Chippewa (Ojibwa) Reservations**

The Minnesota Chippewa (Ojibwa) Tribe is made up of Indian groups formerly described as Mississippi, Pembina, Lake Superior, Pillager and Lake Winnebigoishish bands. In the 1800s and early 1900s, these bands were permanently located in northern Minnesota along the waters of the upper Mississippi River and along the shores of Lake Superior. The Chippewa bands were followers of hereditary chiefs.

Today they have adopted a representative type of government. Their reservations are White Earth, Leech Lake, Bois Forte (Nett Lake), Grand Portage, Fond du Lac, and the Mille Lacs Band living in small communities in the Mille Lacs Lake area. The Chippewa Indians of the six reservations organized as the Minnesota Chippewa Tribes under the Indian Reorganization Act of June 18, 1934.

A revised constitution and bylaws were adopted by the tribe and approved by the U.S. Secretary of Interior on March 3, 1954. The revised constitution requires the members of each of the six reservations to elect a Reservation Business Committee to govern and serve the reservation. Each Reservation Business Committee is composed of a chairman, secretary-treasurer, and three committeemen, who serve four year terms. Elections are held every two years to fill the positions of expired terms.

The chairman and secretary-treasurer of each of the Reservation Committees form the 12 member Tribal Executive Committee which is the governing body for the parent organization, the Minnesota Chippewa Tribe. After each regular reservation election, the newly formed Tribal Executive Committee chooses a president, vice president, secretary, and treasurer, to serve for two years or until the next regular reservation elections are held. The tribe employs an executive director who maintains an office at the tribal headquarters in Cass Lake, and who serves under the direction of the Tribal Executive Committee.

### **Bois Forte (Nett Lake) Reservation (612) 757-3261**

The reservation is located in the northeast Minnesota counties of Koochiching and St. Louis, 40 miles south of the Canadian border. Tribal headquarters are located in Nett Lake, MN 55772. The reservation was established by an 1866 treaty with the U.S. Government and has 30,035 tribally owned acres and 11,744 allotted acres. Its acreage at Vermilion Lake was set aside as the Vermilion Lake Reservation by executive order on December 20, 1881. The Nett Lake area is famous for wild rice which is reserved for the reservation members.

### **Fond du Lac Reservation (218) 879-4593**

The reservation is located near Cloquet, about 15 miles west of Duluth, in Carlton and St. Louis counties, with tribal headquarters located in Cloquet, MN 55720. Established by U.S. Government treaty in 1854, the reservation has 4,213 tribally owned acres and

17,154 allotted acres. The majority of the land is forest and the balance is classed as agriculture and other types, with a few lakes and streams on the reservation.

### **Grand Portage Reservation, (218) 475-2277**

Located in the extreme northeast corner of Minnesota in Cook County its tribal headquarters are located in Grand Portage, MN 55605. An 1854 treaty with the U.S. Government established the reservation which today has 37,390 tribally owned acres and 7,283 allotted acres. Located in one of the most scenic settings on Lake Superior, with the Grand Portage National Monument within its borders, members are active in timber harvesting, trapping, hunting, fishing and guide work.

### **Leech Lake Reservation (218) 335-2207**

The Leech Lake Reservation is located in the north central Minnesota counties of Beltrami, Cass, Hubbard and Itasca with tribal headquarters in Cass Lake, MN 56633. Established in 1855 by a treaty with the U.S. government the reservation has 14,069 tribally owned acres and 12,693 allotted acres. Most of the land within the reservation is within the Chippewa National Forest, and members work primarily in timber and construction supplemented by the harvest of wild rice, blueberries and maple sap.

### **Mille Lacs Reservation (612) 532-4181**

The Mille Lacs Reservation is located in the east central Minnesota counties of Mille Lacs, Aitkin and Pine with tribal headquarters located near Onamia, MN 56359. Established by an 1855 treaty with the U.S. government the land owned by the band or held in trust by the U.S. Secretary of Interior totals about 3,704 acres. Members supplement their income through timber work, harvesting wild rice and maple sap and selling native crafts.

### **White Earth Reservation (218) 983-3285**

The White Earth Reservation is located in the northwestern Minnesota counties of Mahnomen, Becker, and Clearwater with tribal headquarters in White Earth, MN 56591. An 1867 treaty with the U.S. government established the reservation which owns 56,116 acres tribally and allotted land to individual members.

The main sources of employment are construction work, government employment, and band owned businesses. Many band members still depend on wild rice, fish and game to supplement their diets. The tribal council owns a fish hatchery, a freeze-dried bait operation, a sawmill, construction business, building supply company, firewood processing company, a garment manufacturing company, and a garage. Its own conservation department, which determines its own hunting and fishing seasons as well as regulations regarding its natural resources, reseeds and monitors wild rice, the fifth leading economy on the reservation. In 1983, White Earth reservation became the first reservation in the nation to have a congregate housing complex. It has its own Indian Health Service clinic and two Bureau of Indian Affairs contract schools.

### **Red Lake Reservation (218) 679-3341**

Unique among Chippewa reservations, because it was never ceded by treaty to the U.S., is the Red Lake Reservation, not part of the Minnesota Chippewa Tribe. The Red Lake Band was the first group to organize in Minnesota under a written constitution in 1918 when a General Council was established as the governing body. Unlike the other Chippewa bands, the Red Lake Band did not accept the Indian Reorganization Act of 1934. Red Lake is a closed reservation and, therefore, was not open to homestead entries and the land has not been allotted to individual Indians.

The Red Lake Reservation is located in the northern Minnesota counties of Beltrami and Clearwater with tribal headquarters in Red Lake, MN 566711. The tribe owns 636,954 acres. The band also owns scattered tracts of land extending up to the Canadian border including some of the Northwest Angle. The total area is the size of Rhode Island and encloses lower and part of Upper Red Lake, a body of water that is the third largest fresh

water lake within the boundaries of the U.S. All land is held communally by the Red Lake Band and is held in trust by the U.S. government. Individual members may apply for land use permits for homesites and agricultural purposes.

The Indians of Red Lake are locally governed by an eleven member tribal council elected to four year terms of office. The council is the legislative body of the band and operates under a constitution and by-laws approved by the U.S. Secretary of the Interior and the Bureau of Indian Affairs. The Red Lake Band have their own tribal court and police force.

Members use timber holdings for the manufacture of timber into usable wood products, own and operate a large sawmill and a fishing industry, and have reclaimed 9,000 acres of wastelands now suitable for propagation of wild rice, trapping and duck hunting.

## **Minnesota Sioux (Dakota) Reservations**

Of the seven tribes of the Sioux nation, four known collectively as the Santee or eastern Sioux remain in Minnesota. The Mdewakanton built their villages along the lower Mississippi and Minnesota rivers, the Wahpeton and Sisseton settled in the upper Minnesota Valley, and the Wahpekute lived a nomadic life along the Cannon, Cedar, and Blue Earth rivers.

European settlement was established with the construction of Fort Snelling in 1819-24 and from then on the Santee Sioux were under relentless pressure from traders and land-hungry settlers. In 1837 they sold their claim to all lands east of the Mississippi, and in 1851 by the treaties of Traverse des Sioux and Mendota, they gave up the rest of their lands except for a narrow reservation along the Minnesota River. In 1858 half of the reservation, everything lying north of the Minnesota River was also relinquished.

The Southern Minnesota Sioux do not have recognized chiefs, hereditary, or honorary. There are four Sioux reservations in Minnesota.

### **Lower Sioux Reservation (507) 697-6185**

The Lower Sioux Reservation is located in Redwood County, abutting the Minnesota River, two miles south of Morton, MN 56270, its tribal headquarters. This reservation came into being during the period 1887 to 1893 when the U.S. congress appropriated funds to purchase lands for the landless Minnesota Sioux. The land purchased during this period can only be assigned to those Mdewakanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and by-laws were approved in 1936 and the corporate charter was ratified by members in 1937. Today the reservation owns 1,743 acres.

The governing body is the Community Council of the Lower Sioux Indian Reservation composed of five members who are elected to two year terms by qualified voters of the community. The committee members elect officers.

A large portion of the tribal land is cleared for agriculture and the remaining balance is timber, brush, and other types. The land is never allotted to individual members but is assigned for homesites. Some families retain original assignments of farm land and receive a crop share rental from the farming of their assignments.

### **Prairie Island Reservation (612) 388-8889**

The Prairie Island Reservation is located in Goodhue County on the west bank of the Mississippi River some 14 miles north of Red Wing, with tribal headquarters near Welch, MN 55089. The Prairie Island Indians are mainly members of the Mdewakanton Band and are descendants of the Santee Sioux who remained in Minnesota at the time of the removal of the main band to Nebraska after the Sioux uprising or who had subsequently returned. In 1891 about 120 acres were purchased at Prairie Island for the landless Mdewakanton residing in Minnesota on May 20, 1886.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased

for other Indian residents whose names appeared on the Minnesota Sioux rolls. Under the same act the reservation was organized and they have a constitution and bylaws approved on June 20, 1936. They also have a corporate charter ratified by members on July 23, 1937.

The governing body is called the Community Council of the Prairie Island Indian Reservation and is comprised of five members elected for two year terms.

The majority of the land is cleared as farm land. The land is assigned to eligible members for homesites only, and the balance is leased for tribal income with leasing preference going to members of the reservation.

### **Shakopee-Mdewankanton Reservation (612) 445-8900**

The Shakopee-Mdewankanton Reservation known as the Prior Lake Reservation until its organization under the Indian Reorganization Act on November 28, 1969, is located entirely within the city limits of Prior Lake, in Carver County. Tribal headquarters are in Prior Lake, MN 55372.

Its history parallels that of the other Minnesota Sioux as to organization and settlement. The governing body is called the Shakopee-Mdewankanton Sioux General Council composed of all persons qualified to vote in community elections. The Business Council chairman, vice chairman, and secretary perform duties authorized by the General Council and are elected to a one year term.

The tribe owns 258 acres, the majority of which is cleared as agricultural land and the balance is timber, brush and other types.

### **Upper Sioux Reservation (612) 564-4504**

The Upper Sioux Reservation tribal headquarters is located five miles south of Granite Falls, MN 56241, on the Minnesota River in Yellow Medicine County. The Upper Sioux Community came into being about the same time as the other Minnesota Sioux communities.

Land purchases amounting to 746 acres were made in 1938 but the Upper Sioux Community did not complete organization under the Indian Reorganization Act. Factionalism and internal dissension prevented the consummation of the plan. The Bureau of Indian Affairs dropped the matter and a Board of Trustees was set up chiefly to advise the agency superintendent on the use of rehabilitation funds. This group operates under a document entitled Provisions for Governing the Upper Sioux Community. The governing body is known as the Upper Sioux Community Board of Trustees, consisting of five members elected every four years, represent the community negotiating with federal, state and local governments. These provisions for governing are close to the constitution and bylaws of the Lower Sioux and Prairie Island groups.

The majority of their 746 acres is cleared as farm land with only a few acres under community control. Most of the land is under individual assignment to members of the community.

## **State Board of Investment**

105 MEA Bldg., 55 Sherburne Avenue, St. Paul, MN 55155  
Howard Bicker, executive director (612) 296-3328

Minnesota Statutes, chapter 11A

The board manages approximately \$11.0 billion in public funds for various constituents. Over \$8.7 billion are retirement funds for Minnesota state employees, teachers and public employees. Approximately \$365 million is a permanent trust established for the benefit of Minnesota public schools. Numerous state cash accounts compose the remaining \$2.0 billion.

The board is established by the Minnesota Constitution and is composed of the governor, state auditor, state treasurer, secretary of state and attorney general. The board is as-

sisted in the day to day management of assets by an executive director and professional staff.

An Investment Advisory Council advises the board and its staff on general investment policy. The seventeen member council includes ten persons with investment experience appointed directly by the board, the executive directors of three statewide retirement funds, the commissioner of finance, a retiree and two employee representatives. The council reviews the asset allocation and investment strategy for each fund managed by the board.

Meetings of the board and the council are held quarterly in the Twin Cities area and are open to the public. Meeting notices are published in the *State Register*.

The board's investments are governed by the prudent person rule established in common law and codified in Minnesota statutes. This standard requires the board "to act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived therefrom" (Minnesota Statutes, Section 11A.09).

In addition to the prudent person rule, the Minnesota statutes contain a specific list of asset classes available for investment, including common stocks, bonds, short term securities, real estate, venture capital, and resource programs. The statutes prescribe the maximum percentage of fund assets that may be invested in each asset class and contain specific restrictions to ensure the quality of the investments.

Within the requirements established by state law, the State Board of Investment, in conjunction with the Investment Advisory Council and board staff, sets the asset allocation targets among stocks, bonds, cash, and other investments for each fund under management. The asset allocation is based on each fund's specific needs and objectives and thus may differ substantially from fund to fund. In addition, the board determines the most appropriate investment management structure for each fund. These structures may include the use of external money managers as well as the professional staff of the board.

The board provides no services directly to the public, but publishes an annual report each January. A limited number of copies are available by writing to the board.

## **Funds Managed by the State Board of Investment June 30, 1986**

### **Basic Retirement Funds—\$4.6 billion**

The Basic Retirement Funds are the pension assets of the currently employed participants in six major statewide retirement funds:

<b>Teachers Retirement Fund</b>	<b>\$1,847 million</b>
<b>Public Employees Retirement Fund</b>	<b>\$1,298 million</b>
<b>State Employees Retirement Fund</b>	<b>969 million</b>
<b>Public Employees Police and Fire Fund</b>	<b>372 million</b>
<b>Highway Patrol Retirement Fund</b>	<b>72 million</b>
<b>Judges retirement Fund</b>	<b>6 million</b>

### **Post Retirement Fund—\$3.7 billion**

The Post Retirement Investment Fund is composed of the reserves for retirement benefits to be paid to retired employees in the plans listed above. Permanent retirement benefit increases are based on excess earnings from dividends, interest, and net realized capital gains of the Post Retirement Fund.

### **Minnesota Supplemental Investment Fund—\$346 million**

The Supplemental Investment Fund is a multi-purpose investment program that offers a range of investment options to state and local public employee groups. Since the nature of the retirement programs varies from group to group, the fund is structured much like a group of mutual funds. Participants select the investment option(s) that best meet their particular investment objectives.

**Minnesota Variable Annuity Fund—\$148 million**

The Variable Annuity Fund is an investment option which formerly was offered to members of the Teachers' Retirement Association. It is not available to new members.

**Permanent School Fund—\$365 million**

The Permanent School Fund is a trust established for the benefit of Minnesota public schools.

**State Cash Accounts—\$2.0 billion**

These accounts contain cash receipts that are not immediately expended. They include the Invested Treasurers Cash Fund and cash balances in various accounts from state agencies.

## **Iron Range Resources and Rehabilitation Board**

Highway 53 South, P.O. Box 441, Eveleth, MN 55734

Gary Lamppa, commissioner (218) 744-2993

Phillip Landborg, deputy commissioner

Minnesota statutes, section 298.22



The Iron Range Resources and Rehabilitation Board was established in 1941 to encourage economic diversification on the Iron Range through development in the following areas: mineral research, agriculture, forestry, mining, and tourism. Funds continue to be allocated to programs designed to assist economic expansion in northeastern Minnesota. The creation of jobs is now the primary criteria for IRRRB funding. The IRRRB is also required by statute to oversee a mineland reclamation program and provides funds for that purpose.

### **Administrative Services**

An Administrative Support Team establishes policies and procedures for IRRRB employees to ensure efficient operation of the agency.

### **Taconite Area Environmental Protection Fund Division**

**Brian Hiti, planner.** This division administers an extensive grants program to assist public projects for political subdivisions. To be eligible for the program an applying community or unit of government must be within the Taconite Relief Area as defined in Minnesota Statutes, section 273.134. Priority is given those projects most directly supporting economic development and diversification. Funding criteria focuses on job creation, funding leverage, relative need, regional impact, and the comprehensive viability of the project. Applications are screened for submission to the Iron Range Resources and Rehabilitation Board, the Legislative Advisory Commission and the governor for approval. For further information and for guidelines or application forms, contact IRRRB, P.O. Box 441, Eveleth, MN 55734.

### **Northeast Minnesota Economic Protection Trust Fund Division**

**Mark Phillips, economic development director.** This division administers funds derived from interest generated by the Northeast Minnesota Protection Trust Fund in compliance with MN statutes to encourage and facilitate economic development and diversification projects in northeastern Minnesota. Projects must be approved by the IRRRB, the Legislative Advisory Commission and the governor. For specific information contact IRRRB, P.O. Box 441, Eveleth, MN 55734.

### **Mineland Reclamation Division**

**Orlyn Olson, director.** This division reclaims inactive and abandoned minelands on the three iron ranges in northern Minnesota. The program is funded by the Taconite Area

Environmental Protection fund and provides no direct assistance to the public. The reclamation program addresses problem areas such as eroded stockpiles, pit walls and unvegetated areas. The division works to develop new productive uses for abandoned minelands owned or leased by the state or local units of government. Safety and health concerns are top priority for reclamation projects. Projects are submitted to the commissioner, the IRRRB, the Legislative Advisory Commission and the governor for approval.

### **Research and Beautification Division**

**Donald Grubich, supervisor.** This division is involved in a continuing program of environmental beautification, recreation trail development and grooming, wood products and peat research.

### **Building Demolition Section**

**Paul Kovakovich, director.** This section assists local governmental units and individuals in removing dilapidated, abandoned, unwanted or hazardous structures. Requests for demolition are directed through the local governmental unit in which the structure is located and are placed on a waiting list. Waiting time can vary, depending on the location of the work crew. Release forms are mandatory before demolition can begin. This advice is available at no direct cost to the property owners.

### **Snowmobile Trail Grooming Section**

**DeLyle Pankratz, trail coordinator.** This section provides equipment and operators to assist in establishing and maintaining public snowmobile trails which augment and connect with state trail systems. For further information, contact the section.

### **Public Information Division**

Richard A. Nordvold, director. This division conducts a program of media and public relations concerning the activities of the board and its divisions, administers the Anchor Lake Travel Information Center near Eveleth as well as the Travel Information Center located at IRONWORLD USA near Chisholm. Advertising and promotion of IRRRB tourism facilities such as IRONWORLD USA, Giants Ridge Recreation Area near Biwabik, and the Hill Annex Mine in Calumet are coordinated through this division. Public Information offices are located at IRONWORLD USA, P.O. Box 392, Chisholm, MN 55719.

### **Information Office Section**

This section provides news releases and photographs for general media distribution, administers an extensive program of advertising and promotion and is responsible for the production of all publications issued by the agency.

*The Resourceer*, the agency's newsletter, features articles of interest concerning the activities of the agency and board. The newsletter is distributed free of charge to the general public.

*The Biennial Report* is published and submitted to the legislature by November of every even calendar year. It contains division reports of agency activities during the biennium and a complete financial report. It is distributed free of charge. To be included on the mailing list for any agency publication, submit your request to the division.

### **Travel Information Centers Section (218) 744-2297**

**Al Peterson, supervisor.** The Anchor Lake Travel Information Center, located on Highway 53 and the Travel Information Center, located at IRONWORLD USA near Chisholm, are operated in conjunction with a travelers' rest area operated by the Minnesota Department of Transportation. The information centers assist travelers with tourist information, itinerary planning, highway and lodging information, and travel brochures. A tourism promotion program is also conducted from the information centers. The Anchor Lake Rest Area is open 24 hours a day, seven days a week. The Travel Information Center at Anchor Lake is open every day except Thanksgiving Day, Christmas Day and New Years Day. Information Centers hours of operations are: Memorial Day weekend through Labor Day 8:00 am-8:00 pm. Winter hours are 9:00 am-5:00 pm. The Travel Information Center lo-

cated at IRONWORLD USA is open during regular operating hours at IRONWORLD USA: Memorial Day through October 1, 10:00 am-7:00 pm. Winter hours are 10:00 am-5:00 pm.

#### **IRONWORLD USA (218) 254-3321**

**Robert T. Scott, director.** This complex incorporates the Iron Range Interpretative Center, the Iron Range Research Center, a five-acre Festival Park, the IRONWORLD USA Railroad system, including a vintage trolley reminiscent of those traveling the Iron Range in the early 1900's and a steam-driven train, and a 3,000 seat outdoor amphitheatre. The Iron Range Interpretative Center interprets the dynamic story of the immigrant miners and the iron ore industry of northeastern Minnesota. The center features a self-guided tour through 34 exciting exhibits, the Hall of Geology, the Ethnic Arts Center, and the Oral History Library. The Festival Park features rippling brooks and splashing waterfalls, a vibrant Avenue of Flags, ethnic food stalls, and constant entertainment. During the summer, a Star Series featuring top-name performers, is presented in the IRONWORLD USA Outdoor Amphitheatre. The amphitheatre stage also becomes a focal point during the International PolkaFests and Minnesota Ethnic Days, two major special events celebrated annually at IRONWORLD USA. IRONWORLD USA is open to the public year around. Hours of operation are: Memorial Day-October 1, 10:00 am-7:00 pm, seven days a week. Winter hours are 10:00 am-5:00 pm, Wednesday through Sunday.

#### **Iron Range Research Center (218) 254-3321**

**Dana Miller, director. Ed Nelson, archivist. Elizabeth Bright, librarian.** Part of the IRONWORLD USA complex, this facility provides professional archival classification and storage in a secure, fireproof, climate controlled-environment for all aspects of documentation relating to Iron Range history. The Iron Range Research Center has been designated by the Minnesota Historical Society as a regional repository for public records. Holdings include personal manuscript collections, local and state records, pictures, oral histories, maps and other sources. The reading room contains extensive reference works, theses, and dissertations, genealogical sources and microfilm collections of newspapers and census and naturalization records of northeastern Minnesota. The facility includes a conference room, oral history room, classroom, archival storage, and photo lab. Hours of operation are: Memorial Day-October 1, 10:00 am-7:00 pm, seven days a week. Winter hours are 10:00 am-5:00 pm, Wednesday through Sunday.

#### **Giants Ridge Recreation Area (218) 865-4143**

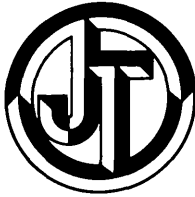
Giants Ridge Recreation Area, located near Biwabik, is a world class ski facility incorporating over 40 kilometers of exquisitely-groomed cross country trails and 14 challenging downhill runs. A European-style chalet, a ski and rental shop and a training center are also part of the Giants Ridge complex. Giants Ridge is a United States Ski Association Training Center and hosts major ski events such as the World Cup competitions, the annual Giants Ridge Pepsi Challenge Cup race, World Championship tryouts and the Olympic tryouts. It has become a training facility for area high schools and ski clubs, as well. Three high-capacity ski lifts service Giants Ridge, including double and triple lifts. A vertical drop of 450 feet makes Giants Ridge one of the most popular downhill areas in the midwest. Although Giants Ridge attracts world class competitors, it is also designed to accommodate the just-for-the-fun-of-it skiers who bring the family for a weekend of entertainment. Hours of operation are: Wednesday-Friday 10:30 am-9:30 pm. Weekends and Holidays 9:30 am-9:30 pm. For rate information call (218) 865-4143 or 1-800-262-SNOW.

#### **Hill Annex Mine Tours Section (218) 247-7215**

The Hill Annex Mine Tours program is administered by the Mineland Reclamation division and is open to the public during summer months. It presents a unique opportunity to tour a natural iron ore mine. Beginning at 10:00 a.m., seven hourly bus tours begin at the mine clubhouse. The 1½ hour tour takes the visitor past old mining company build-



ings, a processing plant, and gigantic mining equipment. There are numerous opportunities for photographs. Special tours are available by reservation. Because the area was covered by an inland sea 75 million years ago, the cretaceous ore at the Hill Annex Mine contains many species of marine fossils. Lake Superior agates are also plentiful at the mine. Daily geology tours are available by reservation. For further information, contact Hill Annex Mine Tours, P.O. Box 376, Calumet, Minnesota, 55716.



## MINNESOTA DEPARTMENT OF **Jobs and Training**

390 North Robert Street, St. Paul, MN 55101

Joe Samargia, commissioner (612) 297-4566

Minnesota Statutes, chapters 129A, 268; Minnesota Rules 3300-3499

### **Background**

The department's mission is to bring people and jobs together in Minnesota by helping business meet labor force needs, and to eliminate financial, physical and social barriers faced by the unemployed and underemployed in their quest for productive employment and economic self-sufficiency.

The department provides income maintenance to unemployed persons and a *no-fee placement service* to employers and unemployed workers throughout the state, administers the federal Job Training Partnership Act programs and oversees grants for work programs for people on welfare. The department also helps individuals with disabilities overcome vocational handicaps and obtain gainful employment in either competitive or sheltered work situations. Economic opportunity programs such as energy assistance, weatherization and emergency food and shelter also are the responsibility of the department.

The legislature created the Department of Jobs and Training in 1985 to consolidate the state's job placement and job training programs, and renamed the former Department of Economic Security. That department had been created in 1977 as a merger of the former Departments of Employment Services and Vocational Rehabilitation, and the Governor's Manpower Office. The new Department of Jobs and Training has assumed most of the activities of the former Department of Economic Security and those job programs formerly administered by the Department of Human Services.

The department delivers its services through a network of 130 offices located throughout the state.

A total of 2,034 people work for the Department of Jobs and Training. The total includes full-time, seasonal and temporary workers. Of the various departments in the state, Jobs and Training is one of the few having a large number of seasonal workers such as those who work with youth on summer employment programs and temporary workers who staff special projects.

The department administered a budget of \$556,306,288, both federal and state monies, for all programs in 1986, the last year complete statistics are available.

In 1986, employment totaled 2,095,000, with 2,213,000 being the annual average number of people in the labor force (those employed and unemployed for that year.) The labor force in April 1987, the last month for which information is available, was 2,232,100.

Since 1970, the highest annual average unemployment in Minnesota was 8.2 percent in 1983; the lowest was 3.8 in 1978. The state unemployment rate generally is below the national average.

In 1986, 177,000 people received unemployment insurance benefits. On an average, more than 100,000 unemployment checks were sent out by the department each month in that year. Whether in good or bad economic times, northern Minnesota usually experiences the highest unemployment rates of anywhere in the state.

## **Office of the Commissioner (612) 296-3711**

**Fred Matson, deputy commissioner (612) 296-1821.**

**Assistant to the commissioner (612) 296-3606.** Under a joint position with the Department of Trade and Economic Development, this assistant works with both departments on all economic development programs that involve job creation.

**Millie Mrja, assistant to the deputy commissioner (612) 297-3731.** This assistant provides support to the deputy in the administration and delivery of department programs.

**Linda St. Sauver, affirmative action director (612) 296-1823.** The director monitors the progress of affirmative action efforts in the department and advises and assists the commissioner in carrying out the department's Affirmative Action Plan.

**Terry Brown, assistant to the commissioner (612) 296-2793.** This assistant to the commissioner represents the department with respect to legislative proposals and contacts made with the legislature.

## **Government Affairs Office (296) 297-2809**

**James L. Haynes.** This office reviews and coordinates the department's state legislative proposals and works with the legislature to secure passage of legislation. It coordinates the development of policy positions requiring federal legislative action. The office communicates with, and receives input from, community groups who are served by or have interest in the department's programs. It also plans and executes certain special projects for the commissioner.

## **Public Information and Education Office (612) 296-2536**

**Lisa Heinrich, director.** The office is responsible for departmental communications and media relations. It prepares and distributes informational materials such as news releases, brochures, posters and newsletters about the department's services for the various divisions and for the general public. It is responsible for the coordination of special events of an intradepartmental, interdepartmental and statewide nature. The office produces annual reports for the department, for the Rehabilitation Services Division and for the federal Job Training Partnership Act (JTPA) programs. It also publishes two departmental newsletters, the bi-weekly *Newslines* and the monthly *Dimensions*, and the *RS Dialogue* and *Job Training News*, newsletters for the Rehabilitation Services Division and JTPA programs in Minnesota, respectively.

## **Employment Programs Marketing Office (612) 296-2391**

**Nick Clark, director.** The office is responsible for radio, television, cable television and interactive video production for all department programs. It produces public service announcements (PSAs) that are seen on television stations throughout the state, videotapes and radio programs to promote the services of the Department of Jobs and Training to employers and job seekers, and programming for cable television to link Job Service Employer Committees and JTPA program providers with people in need of employment and training.

## **Office of the Attorney General (612) 296-9412**

The attorneys assigned to the department from the Attorney General's Office advise the department and the commissioner regarding departmental legal matters and review drafts of department rules. In addition to representing the department in court, the office collects delinquent taxes and prepares overpayment prosecution cases for presentation to city and county attorneys. The attorneys provide no services directly to the public. Peter Andrews and Don Notvik handle collections and matters involving the Job Service, Job Training Partnership Act, and Minnesota Employment and Economic Development (MEED) Act of the Jobs, Opportunities and Insurance Division; Weatherization and Fuel Assistance

Programs of the Economic Opportunity Office; and programs of the Rehabilitation Services Division.

## Advisory Councils (612) 296-3711

The **Governor's Job Training Council (GJTC)** is appointed by the governor and advises him on unemployment insurance, Job Service operations and employment and training policies, and assists in coordinating services statewide. A subcommittee on youth employment advises the governor and legislature on youth legislation and programs. The GJTC publishes an annual report on employment and training recommendations for policies and programs, and brochures describing job training programs. GJTC meetings provide a forum for members of the public interested in employment and training issues.

For information on the GJTC or to request copies of its annual reports, films, brochures or locations of workshops and council meetings call the State Job Training Office, (612) 296-8004, or write the office at 690 American Center Building, 150 East Kellogg Blvd., St. Paul, MN 55101.

The **Vocational Rehabilitation Consumer Advisory Council** consists of nine members who are appointed by the commissioner. The council's purpose is to assure that consumer concerns are addressed by the vocational rehabilitation program. The council meets at the call of the chairpersons or as often as necessary. For information call (612) 296-1822 or write the Rehabilitation Services Division, 390 N. Robert St., St. Paul, MN 55101.

The **Minnesota Council for the Blind** consists of seven members appointed by the commissioner of the Department of Jobs and Training. Legislation requires that at least four members of the council be blind or visually handicapped.

The council has three primary functions. They are:

- to advise the commissioner of the department on the development of policies, programs and services affecting the blind and visually impaired;
- to create a public awareness of the special needs and potential of blind and visually impaired persons; and
- to provide the commissioner with a review of ongoing services, programs and proposed legislation affecting the blind and visually impaired.

For information call (612) 296-6090 or toll-free 1-800-652-9000, or write State Services for the Blind, 1745 University Ave., St. Paul, MN 55104.

The **Operator Management Committee** is an elected body required by a federal mandate. The committee consists of eight members, six by geographic region and two at-large. The committee includes licensed vendors who actively participate with State Services for the Blind (SSB) in:

- major administrative and policy and program development decisions affecting overall administration of the state's vending facility program;
- the development and administration of a state system for the transfer and promotion of blind vendors; and
- the development of training and retraining programs for blind vendors.

With SSB's assistance, the committee also sponsors meetings and instructional conferences for blind vendors within the state and transmits grievances from blind vendors to SSB.

For information call (612) 296-6090 or toll-free 1-800-652-9000, or write State Services for the Blind, 1745 University Ave., St. Paul, MN 55104.

The **Independent Living Council** advises the Rehabilitation Services Division on all aspects of the state's Independent Living Program. Consumers from across the state representing different disabilities comprise the 15-member council. Members are appointed by the commissioner of the Department of Jobs and Training. For more information call Scott Rostron, (612) 296-5085, or write Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

### **Administrative and Technical Services Division (612) 296-3700**

**Connie Braziel, assistant commissioner.** The division provides the department with administrative support services including finance, procurement, personnel administration, employee training and development, electronic data processing, and management analysis.

### **Office of Administrative and Financial Management (612) 296-3965**

**John Burns, director.** The office's Financial Services section provides budgeting, contract and subgrant encumbrance, invoice payment, payroll and financial reporting. The Administrative Services section provides purchasing, leasing, building management, warehousing, inventory control, forms and records management, mail handling, duplicating and travel coordination. This office provides no services directly to the public.

### **Data Processing Office (612) 296-6582**

**John Wirig, director.** The office provides data processing services, including the development and programming of computerized systems and the operation of the department's computer center. It also operates a statewide telecommunications network, enabling access to information needed for area office delivery of client services. This office provides no services directly to the public.

### **Office of Labor Relations and Personnel Services (612) 296-4811**

**Charles Seefeldt, director.** The office handles personnel administration, oversees administration of various labor agreements, and coordinates human resources planning and the employee appraisal system. It represents the department in negotiating the various bargaining agreements and serves as the department's insurance representative. The office is the department's liaison with the state's Employee Assistance Program. This office provides no services directly to the public.

### **Management Analysis Office (612) 296-6055**

The office is the department's internal consultation center providing staff with analytical and technical assistance. This includes group problem solving, quantitative and qualitative analysis, technical writing and support, rulemaking and policy and procedural development. This office provides no services directly to the public.

### **Training and Development Office (612) 296-9149**

**Gloria Heinz, director.** The office provides all non-programmatic training and development and skills enhancement opportunities for department employees. It also coordinates projects and programs designed to foster job satisfaction and employee involvement. This office provides no services directly to the public.

### **Jobs, Opportunities and Insurance Division (612) 296-3567**

**Michael Gunderson, assistant commissioner; Donald M. Buckner, assistant.** This division is responsible for the administration and operation of Job Service and the Unemployment Insurance (UI) Programs and for the administration of the federal Job Training Partnership Act (JTPA) allocation, which provides job training and placement services to low-income, unskilled people; the Minnesota Employment and Economic Development (MEED) Wage Subsidy Program; various state grants that provide training and temporary jobs to welfare recipients; and anti-poverty programs such as energy assistance, weatherization and emergency food and shelter programs.

A total of 58 locations statewide offer Job Service and UI program services to Minnesota citizens. Job training centers, community action agencies, county offices and other agencies provide job training, MEED services and anti-poverty programs.

**Appellate Office (612) 296-3749**

**Bill Brown, director.** The office administers all activity associated with first level appeals. It hears and decides appeals of claimants and employers from determinations issued by the benefit and tax offices. Cases involve claims for unemployment benefits under state and federal laws and employer tax rate and liability matters. Cases are heard by an impartial referee who conducts a hearing and decides the case by applying the law to the facts in the record.

**Appeals Operation Section (612) 296-8778**

**Mavis Gerber, chief.** The section schedules all appeal hearings and provides administrative and clerical support for the hearings and decisions. Appeals may be filed in writing in any area office of the Department of Jobs and Training which provides unemployment insurance service, or by letter, which must include the claimant's Social Security number. Send to: Department of Jobs and Training, Appellate Office, 390 N. Robert St., St. Paul, MN 55101. For information and assistance about appeals, write or call (612) 296-3749. The claimant's Social Security number must be included on all inquiries.

**Benefits Office (612) 296-3642**

**Terrence Clark, director.** The office administers all activity associated with unemployment insurance claim payments and programs.

**Central Benefits Section (612) 296-3644**

**Walter Lundeen, chief.** The section processes all claims for unemployment insurance and determines benefit duration, amount and eligibility for the program. The section administers the following programs: Disaster Unemployment Insurance, which provides temporary benefits to persons out of work due to a disaster as declared under the Disaster Relief Act of 1974; Unemployment Insurance Programs that cover most employees in private industry, nonprofit organizations, state and local units of government, federal employees, former military personnel and persons under the Unemployment Compensation Interstate Programs; training payments under the Trade Readjustment Allowances and other assistance available for workers whose unemployment is certified by the U.S. Department of Labor as caused by increased imports of foreign-made goods. For forms and assistance in filing petitions (available to groups of three or more workers or their recognized union or other duly authorized agents), contact your area Job Service or Unemployment Insurance Office.

**Unemployment Insurance Field Advisors (612) 297-4339**

**David Erickson, and James Wandell.** Field Advisors provide technical information and assist the area offices with their unemployment insurance functions.

**Commissioner's Representatives (612) 296-8788**

**Philip Franklin, director.** The Commissioner's Representatives hear appeals of decisions of the appeals referees (Appellate Office) of cases tried under the Unemployment Insurance Programs. Decisions of the commissioner's representatives on benefits and employment tax rate matters may be appealed to the Minnesota Court of Appeals. Decisions on employer liability matters also may be appealed to the Court of Appeals. For information, see the Appeals Operations Section.

**Economic Opportunity Office (612) 296-4657**

**Valerie Jerich, director.** The office (EOO) was established to mobilize anti-poverty resources in Minnesota by advising the governor, the legislature and the national Office of Community Services on poverty-related matters in order to provide needed services, develop alternative delivery systems, formulate policy and provide technical assistance to community action agencies, Indian Reservations, the Minnesota Migrant Council and other state agencies serving low-income people.

Office activities include planning, advocacy and technical assistance on behalf of low-

income Minnesota residents. It serves in the areas of energy, housing, economic development and human services. The office administers the federal Community Services Block Grant, Minnesota Economic Opportunity Grant and Energy Assistance, Weatherization, Temporary Emergency Food Assistance and Temporary Housing Programs.

EOO contains a Poverty Resource Center to assist in its functions and to supply information to grantees and other state and private agencies serving low-income people.

The office provides no services directly to the public but administers funds allocated to community action agencies, the Minnesota Migrant Council, county boards and Indian Reservations.

#### **Energy Assistance Program**

The Minnesota Energy Assistance Program is authorized under the federal Low Income Home Energy Assistance Act. The Minnesota program is designed to assist low-income households with their home heating energy payments by reducing energy consumption and costs. This is a program that provides for equitable distribution of energy assistance without eliminating responsibility for households to pay their energy bills. The program encourages self-sufficiency through energy conservation, alternative energy project, education, financial planning assistance and coordination with other self-sufficiency programs.

The office administers the federal funds through subgrantees, mainly community action agencies and county social service centers. Responsibility includes developing program policy and procedures, providing training and technical assistance to local program delivery agencies and monitoring agencies for compliance with governing regulations and rules.

#### **Weatherization Program**

This program was established and is funded at the state level by the U.S. Department of Energy (DOE) under Title IV of the Energy Conservation and Production Act. The Weatherization Program handles grant responsibilities incumbent on the department as a DOE grantee and, at the discretion of the governor, provides information and assistance to the state legislature with the objective of enacting and amending legislation and developing weatherization projects for the benefit of low-income persons.

The program provides energy audits for dwellings of eligible homeowners and renters to determine the need for corrective conservation measures and also provides the labor to complete these energy conservation improvements called for by the audit in order to reduce heat loss and consumption. The program is operated by community action agencies, county boards and Indian Reservations.

#### **Temporary Housing Program**

The Temporary Housing Program, with funding from state appropriations, provides funds to initiate, maintain or expand programs providing housing and support services for persons in need of temporary housing.

Housing under this program must be designated for independent living and provided to homeless persons or families at a rental rate of at least 25 percent of family income for a period of up to six months. Support services must be provided to assess needs of individuals served and arrangements must be made for appropriate education, social, legal, advocacy, child care, employment, financial and health care needs.

#### **Temporary Emergency Food Assistance Program**

The Minnesota Department of Jobs and Training operates a program to distribute United States Department of Agriculture (USDA) surplus commodities, available through the Temporary Emergency Food Assistance Program (TEFAP). TEFAP supplements the food supply of low-income and unemployed people by distributing food products through local agencies. The state allocates USDA-supplied commodities to local agencies under contract. Distribution is based on the incidence of poverty and unemployment in the geographic area, experienced demand for food, the contracting agency's ability to accept, store and distribute the commodities and availability of commodities to be distributed. The state contracts for central warehousing of the commodities and for the trucking of these commodities to approximately 90 destinations statewide.

The office is located at 690 American Center Building, 150 East Kellogg Blvd., St. Paul, MN 55101.

## Office of Job Service and Unemployment Insurance Operations (612) 296-3627

**Dean Sullivan, director.** This office administers the operation of all Job Service and Unemployment Insurance offices throughout the state, as well as selected Job Training offices administered by the department. Within geographic areas, offices that serve the three functions—helping people find jobs, providing unemployment benefits and providing job training—often are located in the same building or in adjacent buildings for the convenience of clients. Descriptions of the functions and listings of these offices follow.



Job Service offices serve as a labor exchange and are affiliated with the state/federal Job Service system. Job Service offices offer a wide array of services aimed at matching qualified applicants with available jobs. Offices serve both job seekers and employers by providing job referrals and placement, employment and career counseling, vocational testing, technical assistance to employers, labor market statistics and data on employment trends.

As a participant in federal programs administered by the U. S. Department of Labor, Employment and Training Administration, special services are provided to veterans, the mentally and physically handicapped, minority groups, migrant workers, youth, older workers and the economically disadvantaged.

Job Service operates a statewide computerized Job Bank System listing all job openings available through local offices. The Job Bank allows matching of applicants to positions for which they are qualified by means of an on-line computer system that instantaneously screens the applicants background and experience against the duties of job openings.

Through Job Service, services are available to anyone seeking employment information or assistance. On an average, more than 300,000 individuals seek assistance through the Minnesota Job Service and complete employment applications each year. Employers ordinarily will list more than 70,000 job orders representing over 100,000 individual job openings. There is no charge to either job seekers or employers for the statewide service.

Unemployed persons must report to the nearest Unemployment Insurance (UI) Office to apply for UI benefits and for work. A description of the services offered to people eligible for unemployment insurance is provided on pages 206 and 212-213.

### Job Service Area Offices

The following area offices are coded for the service each offers; (JS) Job Service and (UI) Unemployment Insurance. An asterisk (\*) denotes an office which operates one or more satellite or sub-office(s). Call the area office for location and schedule of operation. Additional information may be obtained by contacting (612) 296-3627.

**Albert Lea Area Office** (UI, JS) serving Freeborn County, 916 S. Broadway, Albert Lea, MN 56007, (507) 373-3951

**Alexandria Area Office** (UI, JS) serving Douglas, Pope and Stevens counties, 418 Third Ave. E., Alexandria, MN 56308, (612) 762-2131

**Austin Area Office** (JS) serving Mower County, 1900 Eighth Ave., N.W., Austin, MN 55912, (507) 433-0555

**Bemidji Area Office** (UI, JS) serving Beltrami, N. Cass, Hubbard, Clearwater and Mahnommen counties, 1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-2936

**Brainerd Area Office** (UI, JS) serving Crow Wing, S. Cass and N. Todd counties, 1919 S. Sixth St., Brainerd, MN 56401, (218) 828-2450

# Field Operations, District and Area Offices

Minnesota Department of Jobs and Training

**Northwest District Office**  
P.O. Box 129  
Alexandria, MN 56308  
612/762-2131  
171-215

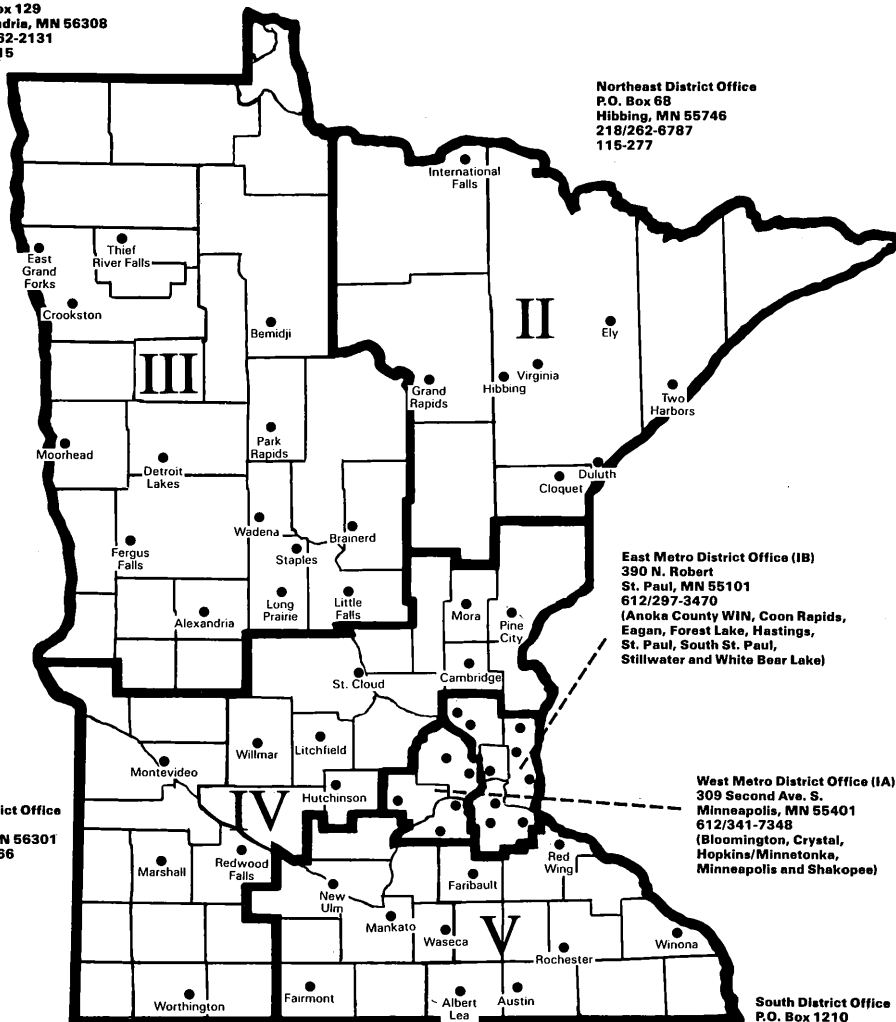
**Northeast District Office**  
P.O. Box 68  
Hibbing, MN 55746  
218/262-6787  
115-277

**Central District Office**  
P.O. Box 67  
St. Cloud, MN 56301  
612/255-3266  
109-3266

**East Metro District Office (IB)**  
399 N. Robert  
St. Paul, MN 55101  
612/297-3470  
(Anoka County WIN, Coon Rapids,  
Eagan, Forest Lake, Hastings,  
St. Paul, South St. Paul,  
Stillwater and White Bear Lake)

**West Metro District Office (IA)**  
309 Second Ave. S.  
Minneapolis, MN 55401  
612/341-7348  
(Bloomington, Crystal,  
Hopkins/Minnetonka,  
Minneapolis and Shakopee)

**South District Office**  
P.O. Box 1210  
Mankato, MN 56001  
507/389-6723  
104-6723



● Area Offices  
— District Boundaries



**Cambridge Area Office** (JS) serving Chisago and Isanti counties, Eastside Plaza, Room 100, Cambridge, MN 55008, (612) 689-1931

**Cloquet Area Office** (UI, JS) serving Carlton County, 15 - 10th St., Cloquet, MN 55720, (218) 879-3324

**Crookston Area Office** (UI, JS, JT) serving Norman, Polk, and Red Lake Counties, Highway 75 S. & Minnesota Ave., Crookston, MN 56716, (218) 281-3593

**Detroit Lakes Area Office** (JS) serving Becker County, 801 Roosevelt, Detroit Lakes, MN 56501, (218) 847-3136

**\*Duluth Area Office** (UI, JS) serving Carlton, Lake, Cook and S. St. Louis counties, 320 W. Second St., Duluth, MN 55802, (218) 723-4730

**East Grand Forks Area Office** (JS) serving Polk County, Holiday Mall, East Grand Forks, MN 56721, (218) 773-9841

**Ely Area Office** (UI, JS) serving N.E. St. Louis and N.W. Lake counties, 30 South First Ave. E., Ely, MN 55731, (218) 365-3177

**Fairmont Area Office** (UI, JS, JT) serving Martin and Faribault counties, 923 N. State St., Fairmont, MN 56031, (507) 235-5518

**Faribault Area Office** (UI, JS) serving part of Goodhue, Rice and Steele counties, 218 North Central Ave. N., Faribault, MN 55021, (507) 332- 3220

**Fergus Falls Area Office** (UI, JS) serving Otter Tail, Wilkin, Grant and Traverse counties, 125 W. Lincoln Ave., Fergus Falls, MN 56537, (218) 739-7560

**Grand Rapids Area Office** (UI, JS) serving Aitkin and Itasca counties, 403 13th St. S.E., Grand Rapids, MN 55744, (218) 327-4480

**Hibbing Area Office** (UI, JS) serving West Central St. Louis and Itasca counties, 37th St. & Highway 169, Hibbing, MN 55746, (218) 262-6777

**Hutchinson Area Office** (UI, JS) serving McLeod and Renville counties, 1115 W. Highway 7, Hutchinson, MN 55350, (612) 587-4740

**International Falls Area Office** (UI, JS) serving Koochiching and Lake of the Woods counties, 407 Fourth St., International Falls, MN 56649, (218) 283-9427

**Little Falls Area Office** (UI, JS) serving Morrison and South Todd counties, 106 First Ave., S.E., Little Falls, MN 56345, (612) 632-5427

**Long Prairie Area Office** (JS) serving South Todd County, 212 Second Ave., Long Prairie, MN 56347, (612) 732-6181

**Mankato Area Office** (UI, JS, JT) serving Blue Earth, Waseca, LeSueur and Nicollet counties, 709 N. Front St., Mankato, MN 56001, (507) 389-6723

**Marshall Area Office** (UI, JS) serving Lyon, Lincoln, Redwood and Pipestone counties, 1210 E. College Drive, Marshall, MN 56258, (507) 537-6236

**Montevideo Area Office** (UI, JS) serving Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine counties, 125 S. First St., Montevideo, MN 56265, (612) 269-8819

**Moorhead Area Office** (UI, JS) serving Clay and Becker counties, Townsite Center, 810 Fourth Ave. S., Moorhead, MN 56560, (218) 236-2191

**Mora Area Office** (UI, JS) serving Kanabec, Isanti, Pine, Mille Lacs and Chisago counties, 130 S. Park St., Mora, MN 55051, (612) 679-3611

**New Ulm Area Office** (UI, JS, JT) serving Brown, Sibley and Watonwan counties, 1200 S. Broadway, New Ulm, MN 56073, (507) 354-3138

**Park Rapids Area Office** (JS) serving Beltrami, Clearwater, North Cass, Hubbard and Mahnommen counties, 601 E. First St., Park Rapids, MN 56470, (218) 732-2396

**Red Wing Area Office** (UI, JS) serving Goodhue and part of Wabasha County, 2000 W. Main St., Red Wing, MN 55066, (612) 388-3526

**Rochester Area Office** (UI, JS) serving Olmsted, Dodge and Fillmore counties, 1200 S. Broadway, Rochester, MN 55903, (507) 285-7315

**\*St. Cloud Area Office** (UI, JS) serving Stearns, Benton, Sherburne and Wright counties, 111 Lincoln Ave. S.E., St. Cloud, MN 56302 (612) 255-3266

**Staples Area Office** (JS) serving Cass and Crow Wing counties, 202 N. Fourth St., Staples, MN 56479, (218) 894-3771

**Thief River Falls Area Office** (UI, JS, JT) serving Pennington, Kittson, Roseau and Marshall counties, 318 N. Knight Ave., Thief River Falls, MN 56701, (218) 681-1100

**Virginia Area Office** (UI, JS) serving northwest and east central St. Louis County, 505 W. 12th Ave., Virginia, MN 55792, (218) 749-3123

**Wadena Area Office** (UI, JS) serving Wadena County, 311 Jefferson St. N., Wadena, MN 56482, (218) 631-3240

**Waseca Area Office** (JS) serving Waseca County, 215 N. State St., Waseca, MN 56093, (507) 835-5502

**Willmar Area Office** (UI, JS) serving Kandiyohi, McLeod, Meeker and Renville counties, 2015 S. First St., Willmar, MN 56201, (612) 231-5358

**Winona Area Office** (UI, JS) serving Winona, Houston, Wabasha and N.E. Fillmore counties, 52 E. Fifth St., Winona, MN 55987, (507) 457-5460

**Worthington Area Office** (UI, JS) serving Nobles, Rock, Murray, Cottonwood and Jackson counties, 511 Tenth St., Worthington, MN 56187, (507) 376-3116

### **Metropolitan Job Service Offices**

**Bloomington Area Office** (UI, JS) serving part of Hennepin and Scott counties, 9100 W. Bloomington Freeway, Bloomington, MN 55431, (612) 341-7511

**Crystal Area Office** (JS) serving northwest Hennepin County, 5436 Douglas Drive, N., #1, Crystal, MN 55429, (612) 341-7168

**Fridley Area Office** (UI, JS) serving Anoka County, 7270 Commerce Circle, Fridley, MN 55432, (612) 341-7370

**Hastings Area Office** (JS) serving Dakota and part of Washington counties, 205 E. Third St., Hastings, MN 55033, (612) 437-2032

**Midway Area Office** (JS, UI) serving Ramsey County, 2455 W. University Ave., St. Paul, MN 55114, (612) 642-0363

**Minnetonka Area Office** (UI, JS) serving part of Hennepin, Carver and Scott counties, 6121 Baker Road, Minnetonka, MN 55345, (612) 341-7512

**Minneapolis Area Office** (UI, JS) serving Hennepin County, 309 Second Ave. S., Minneapolis, MN 55401, (612) 341-7330

**N. St. Paul Area Office** (UI, JS) serving Ramsey and Washington counties, 2098 11th Ave. E., N. St. Paul, MN 55109 (612) 297-2888

**Shakopee Area Office** (JS) serving Scott County, 205 S. Lewis, Shakopee, MN 55379, (612) 297-3955

**Spring Lake Park Area Office** (JS) serving Anoka County, 8008 Highway 65 N.E., Spring Lake Park, MN 55432, (612) 341-7180

**Stillwater Area Office** (JS) serving Washington County, 14900 61st St. N., Stillwater, MN 55082, (612) 297-2440

**West St. Paul Area Office** (JS, UI) serving Dakota and part of Washington counties, 60 E. Marie, #220, West St. Paul, MN 55118 (612) 296-6008

### **Veterans Employment and Training Service (612) 296-3665**

**Michael Graham, state director for veterans' employment.** This office is headed by a representative of the U.S. Department of Labor who provides advice on all matters relating to the employment of veterans. The representative evaluates the services provided veterans, helps area office veterans' employment representatives improve these services and advises the commissioner of the Department of Jobs and Training about veterans' affairs.

#### **Job Service Automated Programs (612) 296-3600**

**Geoffrey R. Green, manager.** The unit collects and enters into a computer all data relating to placement and services provided by the Job Service. It also houses the control center for the Statewide Job Bank System and controls Job Order information for the Twin Cities metropolitan area. The unit controls the Job Service Resume System. Employers may place orders for job applicants by calling the Job Bank at (612) 296-8400 or the nearest Job Service office, or by calling 1-800-642-9747.

**Program Services (612) 296-1194**

**Darvin Swanson, manager.** This unit provides program design, training, technical assistance and support to the statewide network of Job Service Area Offices and develops strategies and procedures to assure optimum use of programs to match workers to jobs. Emphasis is given to counseling, testing, group intake and service to special applicant groups.

The unit also provides direction for a number of programs operated under contract with the U.S. Department of Labor. They are:

- **The Targeted Jobs Tax Credit Program (TJTC)** which gives federal tax credit to employers who hire persons in targeted groups such as the disadvantaged, Vietnam-era veterans, the disabled, youth, veterans, those in cooperative school programs and ex-felons.
- **The Trade Adjustment Assistance Program (TAA)** which provides specialized employment assistance in job seeking and relocation for those people who are unemployed as a result of foreign imports.
- **The Alien Certification Program Job Market** investigation which is conducted for the U.S. Immigration Service to screen job offers submitted by employers seeking certification for admission of alien workers into this country.
- **The Monitor/Advocate** which provides support for programs relating to migrant and seasonal farm workers including specialized job placement services and interstate recruitment for migrants. The program coordinates departmental activity with other agencies, public and private, involved with migrant programs.

**State Job Training Office (612) 296-8004**

**Don Mohawk, director.** The State Job Training Office (SJTO) administers federal job training programs under the Job Training Partnership Act (JTPA) enacted in 1982. Such programs, formerly provided under the Comprehensive Employment and Training Act (CETA), now are funded under JTPA, which gives permanent authorization to programs helping economically disadvantaged and unemployed persons train for jobs in order to become employed. The act, which became effective in 1983, also mandates special programs for dislocated workers and for youth. An allocation of \$35.3 million, including \$19.8 million for basic job training, \$8.3 million for summer youth employment programs, \$2 million for dislocated worker programs and \$5.2 million for services to special needs groups, will allow training to be delivered to nearly 16,000 eligible youth and adults from July 1, 1987, through June 30, 1988.

The governor has the responsibility for coordinating the activities and monitoring the success of job training programs provided under JTPA. He is assisted by the Governor's Job Training Council (GJTC) for which the SJTO provides staff support.

Minnesota is divided into 17 Service Delivery Areas (SDAs) that provide local job training services. In each SDA, local elected officials and private industry councils (PICs) develop training plans specifying who will be served and which services will be provided. PICs decide who will receive and manage the local training dollars and select local program operators.

Services to job seekers may include remedial education, classroom instruction, vocational counseling, school-to-work transition assistance, temporary work experience, on-the-job training, job upgrading and retraining, job search assistance and job placement.

Services to employers may include evaluations of trainees before they are referred for interviews, financial incentives (such as reimbursement for a portion of wages paid to an employee during on-the-job training or special tax credits for hiring certain workers) and customized training to meet the particular needs of a business or industry. No fees are charged for any service.

Services performed by the SJTO in fulfilling its GJTC staff role include review and recommendation of SDA plans, certification of private industry councils, development and implementation of fiscal and program management information systems, provisions of labor market information to SDAs for planning and operating programs, monitoring of

SDA programs, provisions of technical assistance and training to SDAs, contracting with SDAs or service delivery agents in the state to provide services to groups with special employment and training needs, establishment of linkages and coordination with state education agencies, rehabilitation agencies, Department of Human Services and state Job Services Offices and preparation of an annual report to the governor and legislature.

This office provides no services directly to the public. In addition to its role within the JTPA program, the SJTO also administers the following programs:

### Training Programs

- **Minnesota Employment and Economic Development (MEED) Wage Subsidy Program.** This is a permanent state jobs program whose purpose is to encourage the creating of new permanent jobs for unemployed persons who have no other job prospects. To be eligible for employment under this program, a person must be a state resident for at least one month, be unemployed, be ineligible for either unemployment benefits or workers' compensation and be available for work for the duration of the job offered. Priority is given to eligible participants with no other source of income, to AFDC and general assistance-eligible individuals and to economically distressed farm households.

For each individual employed under MEED, the state reimburses employers up to \$4 per hour for 1,040 hours for a period of 26 weeks. An additional maximum of \$1 an hour for the initial 26-week period for fringe benefits also is subsidized. If the worker is not kept on for the entire 18-month period, a pay-back schedule is assessed. Priority is given to those private sector businesses who have a high potential for growth, are labor intensive, make high use of Minnesota resources, are under ownership of women and minorities, make high use of technology, produce energy-conserving materials or services or are involved in the development of renewable sources of energy and have their primary place of business in Minnesota. For the period July 1, 1985, through June 30, 1987, \$27 million has been allocated to the program, which will be expected to serve approximately 11,500 individuals.

- **Community Investment Programs (CIP).** Community Investment Programs provide temporary public service jobs for individuals who meet residency, unemployment, ineligibility for unemployment and workers' compensation benefits and job availability criteria. Priority is given to those persons who suffer from economic hardship. The programs provide tangible benefits to the state and to communities in which they are located.

- **Community Work Experience Programs (CWEP).** Community Work Experience Programs are designed to enhance AFDC recipients' employability through meaningful work experience, training and development of job skills. Counties establishing new CWEPs must provide recipients with the following services before placement into a CWEP site: placement in suitable subsidized or unsubsidized employment; or basic educational, vocational or occupational training for an identifiable job opportunity.

- **Work Readiness.** Under the auspices of county welfare offices, this program is designed to give individuals whose resources are at or below general assistance eligibility levels opportunities to obtain employability skills through participation in job search programs, appropriate referrals, direct reimbursement of job-related expenses and other appropriate services. Registrants receive assistance in an amount equal to a monthly general assistance grant for a maximum of six months in a 12-month period if certain conditions are met. These include: evidence of mental retardation or illness; or residence in a distressed county. In the absence of such a condition, a registrant is given a maximum of two months of assistance. The SJTO monitors the service delivery portion of the Work Readiness program. The Minnesota Department of Human Services supervises the eligibility procedures utilized by county welfare offices.

- **General Assistance/Work Readiness Grant Diversion.** The grant diversion program allows for the payment of all or part of an individual's general assistance grant or work readiness payment to employers who agree to employ the individual in a permanent, private or public sector job or in an approved Community Investment Program. The individ-

ual is entitled to General Assistance Medical Care to the extent that such coverage is not provided by the employer. The job cannot displace workers and must provide a wage of at least 150 percent of the recipient's monthly grant.

- **Employment Experience Programs (EEP).** These programs are designed to give work readiness assistance recipients opportunities to achieve self-sufficiency by enhancing employability through training and work experience in a temporary public service position. Used as a substitute for a CIP, a county may require a participant to work for no more than the number of hours equal to the work readiness assistance payment divided by state minimum wage. If possible, the recipient must be placed in other employment and training services before being placed in EEP. The county must provide transportation, child care and work-related expenses.

- **AFDC Grant Diversion Program.** Under this program, AFDC grants are used to provide wage subsidies to employers who hire AFDC recipients. The grant is given to the employer who, in turn, provides a paycheck to the recipient. Priority placements must be made with employers who offer on-the-job training or subsidized employment opportunities which will lead to full-time employment and who can pay a wage that is 185 percent of a family's AFDC standard of need. Participants continue to be eligible for medical assistance.

- **Minnesota Youth Program (MYP).** This program is designed to give Minnesota residents, 14 to 21 years-of-age, summer public sector positions along with job-related support services. Priority is given to youth who are economically disadvantaged and one-third of the allocation is designated for individuals enrolled in or planning to attend post-secondary training. Positions, which cannot exceed 12 weeks or 40 hours per week per individual, pay the federal minimum wage. In 1986, funding of \$2.5 million allowed employment of 2,700 youths.

- **Senior Community Service Employment Program.** Title V of the Older Americans Act authorizes the Senior Community Service Employment Program (SCSEP). The purpose of the SCSEP, which has completed its ninth year of operation, is to foster and promote useful part-time employment opportunities in community service for unemployed low-income persons who are 55 years or older. In addition to providing subsidized part-time positions supplying services to local communities, the program offers participants physical examinations and necessary support services.

- **Supported Work Program.** This program is a transitional employment project for AFDC recipients on assistance for three years or longer and who have children over six years of age. It is designed to provide pre-employment skills, job development, placement and transitional support and assistance enabling recipients to maintain jobs in the labor market. One-to-one and group counseling for six months after placement, along with MEED wage subsidies, are integral parts of the program.

- **Juvenile Justice Grants.** The SJTO administers federal grants under the Juvenile Justice and Delinquency Prevention Act of 1974 and state grants under the Youth Intervention Program Act. The federal program offers grants to state governments in delinquency prevention, pre- and post-adjudication and training areas. Grant awards to local operators are made by the Juvenile Justice Advisory Committee. State grants are made to operating agencies for prevention services by the SJTO.

The SJTO provides information services about the programs' operations in the state, makes special reports to the governor and legislature as required and provides information to unemployed and disadvantaged individuals to assist them in accessing services. The office is located at 690 American Center Building, 150 East Kellogg Blvd., St. Paul, MN 55101.

The following offices can be contacted for further information about JTPA and/or MEED:

## **Training Offices**

### **Cities:**

**Minneapolis:** Minneapolis Employment & Training Programs (JTPA & MEED), 310½ City Hall, Minneapolis, 55415 (612/348-4383)

**St. Paul:** Job Creation & Training Section (JTPA & MEED), 1000 City Hall Annex, 25 West 4th Street, St. Paul, 55102 (612/293-5266)

**Duluth:** Duluth Job Training Programs (JTPA & MEED), Room 332, City Hall, Duluth, 55802 (218/723-3771)

### **Counties:**

**Anoka:** Anoka County Job Training Center (JTPA & MEED), 8008 Highway 65 Northeast, Spring Lake Park, 55432 (612/784-1800)

**Carver:** Carver County Employment & Training Division (JTPA & MEED), Carver County Courthouse, 600 E. 4th Street, Box 7, Chaska, 55318 (612/448-3661)

**Dakota:** Dakota County Job Training Program (JTPA & MEED), 33 E. Wentworth, Suite 66, W. St. Paul, 55118 (612/450-2611)

**Hennepin:** (outside Minneapolis): Hennepin County Training & Employment Assistance (JTPA & MEED), 300 S. 6th Street, Minneapolis, 55487-0012 (612/348-5203)

**Ramsey:** (outside St. Paul) Ramsey County Job Training Center (JTPA & MEED), Gladstone Community Center, 1945 Manton Street, Maplewood, 55109 (612/770-8900)

**Scott:** Scott County Job Training Center (JTPA & MEED), Scott County Courthouse, Shakopee, 55379 (612/445-7751)

**Washington:** Washington County Job Training Center (JTPA & MEED), 14900 N. 61st Street, Box 6, Stillwater, 55082-0006 (612/779-5440)

### **Counties served throughout Greater Minnesota**

**Arrowhead Economic Opportunity Agency (MEED),** P.O. Box 1066, Virginia, 55792 (218/749-2912)  
**NE Minnesota Office of Job Training (JTPA),** P.O. Box 1028, Virginia, 55792 (218/749-1274) serving: Aitkin, Carlton, Cook, Koochiching, Lake, Itasca, St. Louis (outside Duluth) counties

**Southeast Minnesota PIC (JTPA & MEED),** 1530 Highway 52 North, Rochester, 55901-0273 (507/281-1193) serving: Dodge, Fillmore, Freeborn, Houston, Mower, Olmsted, Goodhue, Rice, Steele and Wabasha counties

**Winona Job Service (JTPA & MEED),** 52 E. 5th Street, Winona, 55987 (507/457-5460) serving Winona county

**Rural Minnesota CEP Inc. (JTPA & MEED),** P.O. Box 1108, 803 Roosevelt Avenue, Detroit Lakes, 56501 (218/847-9205) serving: Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Grant, Hubbard, Lake of the Woods, Mahnommen, Morrison, Pope, Stevens, Traverse, Wilkin, Douglas, Otter Tail, Todd and Wadena counties

**Alexandria Job Service Office (MEED),** 418 Third Avenue East, Alexandria, 56308 (612/762-2131),  
**Northwest Service Delivery Area (JTPA),** 102 N. Broadway, Suite 206, Crookston, 56716 (218/281-5180) serving: Kittson, Marshall, Pennington, Roseau, Norman, Polk and Red Lake counties

**Private Industry Council 5 (JTPA & MEED),** Clearwater Shopping Center, P.O. Box 187, Clearwater, 55320 (612/558-2223) serving Chisago, Isanti, Kanabec, Meeker, Mille Lacs, Pine, Renville, Sherburne and Wright counties

**St. Cloud Job Service (MEED),** 111 Lincoln Avenue SE, St. Cloud, 56302 (612/255-3266) serving Benton, Stearns, Kandiyohi and McLeod counties

**Private Industry Council 5 (JTPA),** Clearwater Shopping Center, P.O. Box 187, Clearwater, 55320 (612/558-2223) serving Benton, Kandiyohi and McLeod counties.

**Stearns County Jobs Programs (JTPA),** 700 Mall Germain, St. Cloud, 56320 (612/255-6227) serving Stearns county.

**Montevideo Job Training Office (JTPA & MEED),** P.O. Box 675, Montevideo, (612/269-5561) serving Big Stone, Chippewa, LacQui Parle, Swift and Yellow Medicine: counties.

**Marshall Job Training Office (JTPA & MEED),** 1210 E. College Drive, Marshall, 56258 (507/537-6236) serving Murray, Lincoln, Lyon, Pipestone and Redwood counties.

**Worthington Job Training Office (JTPA & MEED)**, 511-10th Street, Worthington, 56187 (507/376-3113) serving Cottonwood, Jackson, Nobles and Rock counties.

**Blue Earth County Employment & Training (JTPA & MEED)**, 410 S. 5th Street, Mankato, 56001 (507/625-3031) serving Blue Earth and Faribault counties.

**Fairmont Job Training Office (JTPA & MEED)**, 928 N. State Street, Fairmont, 56031 (507/238-4214) serving Martin county.

**New Ulm Job Training Office (JTPA & MEED)**, 1200 S. Broadway, New Ulm, 56073 (507/359-2031) serving Brown, Sibley and Martin counties.

**Watonswan County Employment and Training Program (JTPA & MEED)**, Watonswan County Courthouse, St. James, 56073 (507/375-3341) serving Watonswan county.

**Mankato Job Training Office (JTPA)**, P.O. Box 3145, Mankato, 56001 (507/389-6073) serving LeSueur, Nicollet and Waseca counties.

### **Staff Services Office (612) 296-8356**

**James Connolly, director.** This office provides management and technical services for the Unemployment Insurance (UI) Program. It administers the cost-model management system, which is a budgeting and resource usage monitoring system, and the Internal Security and Quality Control/Random Audit Programs, in addition to providing other technical services required by the UI program. This office provides no services directly to the public.

#### **Internal Security Unit (612) 296-2101**

**Richard Panneck, supervisor.** This unit deals with internal security of the department's Unemployment Insurance Program and also conducts continuous audits of processes which result in payments to or on behalf of clients.

#### **Quality Control Program (612) 297-3456**

**Robert Dockendorf, supervisor.** The program is a management information system that helps state and federal managers control fraud and abuse in the Unemployment Insurance Program. The Quality Control Program provides for better detection, prevention, elimination and collection of improper UI payments. Each week the program randomly chooses a sample of weeks of compensated employment to audit. Program staff investigate the employment and wage records of people who receive UI payments during those weeks to make sure that they were eligible for UI payments and that they received the proper UI compensation.

### **Tax Accounting Office (612) 296-3736**

**Richard Yurek, director.** The office administers all activities relating to unemployment tax activities and benefit payment control.

#### **Tax Accounting Section (612) 296-3736**

**John P. Thomas, director.** The section determines employer liability and maintains employer accounts for unemployment insurance taxes, including employer account numbers, address files, quarterly tax and payment reports, benefit charges and tax rates. For information about employer taxes, contact this section at 390 N. Robert St., St. Paul, MN 55101.

#### **Field Auditing Section (612) 296-3736**

**James Janssen, director.** The field auditors provide technical information to employers concerning unemployment insurance taxes, tax rates, benefit charges and claimant matters. They also conduct audits of employers' payroll records for proper payment of unemployment insurance tax. Field auditors are located in 19 cities around Minnesota. For information or assistance, contact the section at 390 N. Robert St., St. Paul, MN 55101.

#### **Investigation Section (612) 296-3761**

**James Eichten, director.** The section investigates claimants for violation of employment insurance regulations, searches for benefit overpayments and initiates prosecution in detected claimant and employer fraud cases. For information covering unemployment insurance fraud, contact the section at 390 N. Robert St., St. Paul, MN 55101.

## **Policy Development and Research Division (612) 296-1692**

**Anne Knapp, assistant commissioner.** The division is the department's center for policy-related studies and analysis and program development. In addition, the division coordinates the policy development, planning and oversight for the programs operated by the department.

### **Policy Development Office**

**Larry Simmons, director.** This office coordinates the policy development, planning and oversight for the department's programs.

### **Research and Statistics Office (612) 296-6545**

**Med Chottepanda, director.** The office conducts economic and employment related studies and surveys for the U.S. Department of Labor and for other divisions of the department. It also monitors department program activity, produces and disseminates labor market information to various users and develops special studies for the executive and legislative branches of state and local government. Requests for information should be addressed to the director's office at 390 N. Robert St., St. Paul, MN 55101. The "Directory of Labor Market Information," which is free of charge, lists the names and telephone numbers of persons who are responsible for specific data. A copy may be obtained by contacting the address above.

### **Management Information and Operations Analysis Unit (612) 296-3721**

**John Tauzell, supervisor.** The unit develops and maintains Job Service and Unemployment Insurance program activity reports. It is responsible for producing covered employment and total wage information for the state and counties by industry as required by the U.S. Department of Labor for federal and state statistics and analyses programs. The unit also makes special analyses of program activity and generates statistics to meet the needs of various user groups.

### **Labor Force Statistics Unit (612) 296-3716**

**Richard Johnson, supervisor.** The unit develops industry and occupational employment estimates and conducts the annual salary survey of Minnesota industry. It develops and publishes information on trends in occupations used by guidance counselors in high schools and colleges and other employment personnel. The unit is also responsible for producing state and area labor force estimates under a federal-state cooperative agreement with the Bureau of Labor Statistics.

### **Unemployment Insurance Studies Unit (612) 296-7969**

**Alfred Hauwiler, supervisor.** This unit conducts research on the financing of unemployment insurance and special studies on benefit adequacy, coverage and eligibility needs of the program. The unit prepares unemployment insurance cash flow projections and forecasts, and provides the department and legislature with analyses of current and proposed legislation. This unit provides no services directly to the public.

### **Labor Market Information and Analysis Unit (512) 296-3682**

**Charles Cline, supervisor.** This unit integrates, disseminates, applies and performs analyses of national, state and local demographic and economic information that is general, as well as that which is specific to industry and occupational employment and unemployment conditions. Customers of its services include the planners and policy makers in employment and training, administrative and legislative offices at the state and local level, educational planners and counselors, private employers and individuals.

### **Minnesota Occupational Information Coordinating Committee (612) 296-2072**

**John Cosgrove, coordinator.** This committee develops and implements an occupational information system to assist employment and training planners and career guidance counselors. The committee ensures that the informational needs of these persons, as well as the needs of other individuals who use occupational information, are considered by infor-



mation system developers and labor market information staff. Representatives from Vocational Education, Job Service, Vocational Rehabilitation, Economic Development and the Governor's Job Training Office comprise the committee.

## **Rehabilitation Services Division (612) 296-1822**

**William Niederloh, assistant commissioner.** The Rehabilitation

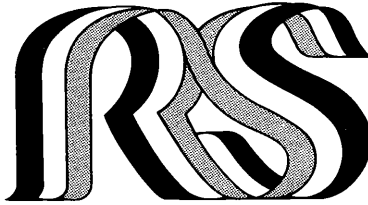
Services Division (RS) provides services which increase employment opportunities and promote greater independence for people with physical or mental disabilities and those workers injured on the job. These persons are served by 145 vocational rehabilitation counselors in 50 field offices located throughout the state. Vocational Rehabilitation services include counseling, guidance, vocational evaluation and diagnosis, medical evaluation, vocational training, job placement and follow-up.

The State Services for the Blind and Visually Handicapped Program is part of the division and provides an array of services to meet needs of that specific disability. The Disability Determination Section of the division adjudicates claims for disability insurance and Supplemental Security Income benefit programs under sections of the Social Security Act. Independent living centers, sheltered workshops, or community-based employment programs and work activity are among the services also supported by the division.

The **Minnesota Supported Employment Project** is administered by the Rehabilitation Services Division. Its major priority is to establish supported employment as an option for persons with disabilities regardless of the severity of those disabilities.

The Rehabilitation Services Division was established as a state program in 1919 and since that time, more than 100,000 vocationally handicapped Minnesotans have become employed. Funding for basic rehabilitation services is provided through a state/federal partnership.

Rehabilitation Services Division has its administrative offices at 390 North Robert Street, St. Paul, Minnesota 55101, (612) 296-5616 (TTY/TDD). Field offices provide services statewide.



Minnesota Department of Jobs and Training  
**REHABILITATION SERVICES**  
390 North Robert Street  
St. Paul, MN 55101

## **Client Support Services Office (612) 296-9146**

**Mary Shortall, director.** This office plans, organizes and directs the administrative and management support services required to meet agency goals and objectives. It administers the internal system of financial management and budget control and assesses performance within the division.

Office activities include developing and coordinating programs of cooperatively funded agencies, monitoring the division's programs and services, conducting research to identify clients' needs and to improve services to them, preparing the plans for the division's programs and providing information services for these programs.

## **Consumer Relations Office (612) 296-5641**

**Charles R. Hutchinson, director.** This office develops and maintains two-way communications between the program and its diverse constituencies. Liaison to the Minnesota Legislature, U. S. Congress and other government agencies is an important function of the office, as is public information for the division. Other responsibilities include assuring that federal mandates on consumer involvement are implemented. Consumer relations staff also assist employers, clients and other agencies in meeting affirmative action and nondis-

crimination requirements of Title V, in the 1973 Rehabilitation Act, as amended.

**Disability Determination Services Office (612) 296-2574**

**Walter Roers and Karen Willers, acting directors.** The Disability Determination Services Office (DDS), under agreement with the Social Security Administration, receives and examines individual applications for Social Security disability benefits and Supplemental Security Income. The applications are received from the district offices of the Social Security Administration. Medical and other records are acquired by DDS in order to determine the extent of disability as it relates to the claimant's ability to engage in gainful employment. The disability examiners make referrals of potential vocational rehabilitation clients to the vocational rehabilitation agency. There is no charge for these services. The office is located at 200 Metro Square Building, St. Paul, MN 55101.

**Rehabilitation Resources Office (612) 296-9150**

**Marvin O. Spears, director.** This office maintains cooperative relationships with private vocational rehabilitation facilities, sheltered workshops, and work activity centers. The office provides assistance in program development, consultation, technical assistance, grants administration, program certification and other activities designed to enhance these programs. The office administers the state support funds for long-term sheltered workshops, community based employment and federal funds for independent living centers.

**State Services for the Blind and Visually Handicapped (612) 642-0508**

**Rick Hokanson, director**

**Office of Program Operations (612) 642-0506**

**Marilyn Carter, acting director, (612) 642-0504.** The office provides direct services to Minnesotans of all ages who are visually handicapped, including those who have additional physical or mental conditions, when the loss of vision causes a handicap to education, self-care or employment. Agency services include services for children, individuals seeking employment (vocational rehabilitation) and self-care or independent living.

Vocational rehabilitation services help persons who are blind or visually handicapped to obtain the highest level of physical, personal and employment achievement possible. Services include counseling, training to acquire travel and communication skills, vocational planning, job training and placement, including adaptive equipment if required, and follow-up services.

The agency has developed a special direct service program designed to meet the unique rehabilitation needs of persons who are deaf and blind. Services to deaf-blind children and their parents include parent counseling, training for parents and children in skills to compensate for the dual sensory loss and referral to educational and care facilities. For the adult deaf-blind, vocational rehabilitation services and self-care and independent living services are provided.

Services to blind children and their parents include parent counseling, training for parents and children in skills needed to insure proper growth and development and help in getting the right educational opportunities. Self-care and help with independent living also are provided to older persons enabling them to function independently in their homes and communities. Services include counseling, training in techniques to compensate for loss of eyesight and in methods of self-care, independent living and leisure-time activities.

**Business Enterprises Program (BEP) (612) 642-0501**

**Charles Hamilton, director (612) 642-0512.** The BEP creates employment opportunities for blind persons receiving vocational rehabilitation services by establishing cafeterias, lunch rooms and vendaterias or vending machine routes in federal, state, public and private buildings. The office offers training in operating a small business so the operator can function as an independent business person, under the continuing supervision and guidance of the program. For information, contact the director at 1745 University Avenue, St. Paul, MN 55104.

**Center for Independent Living (CIL) (612) 642-0506**

**Marilyn Carter, coordinator (612) 642-0504.** The goal of the CIL program is to demonstrate that children and adults who are severely multi-handicapped, in addition to blindness, can develop the skills and knowledge needed to function independently in their own homes, acquire an appropriate education and become eligible for vocational rehabilitation services. Counseling and training are provided to family members and consultation and in-service training are provided to community-based facilities or resources in methods of adapting existing programs to meet the clients' unique needs. For more information call this office at (612) 642-0504 or (612) 642-0506 for TTY/TDD.

**Communication Center, (612) 642-0502**

**James R. Judd, director.** The Communication Center is a statewide special library and transcription service available without charge to eligible Minnesotans. Anyone who is unable to read normal newsprint because of a visual or physical handicap is eligible. Eligible persons must have their applications signed by a doctor, nurse or other person referring them to the service. Applications are reviewed the same day they are received and, if approved, equipment is sent out immediately. Applicants 65 years or older, or with a temporary disability that prevents reading normal newsprint or whose illness is terminal, may apply by phone, 642-0897 in the Twin Cities or toll-free from outstate Minnesota, 1-800-652-9000.

Eligible persons and schools may borrow textbooks and leisure-time books on tape from the center's library of 6,000 book titles recorded at 3¾ ips (open reel) or 15/16 ips (cassette). Eligible individuals also may borrow a special phonograph, cassette player and closed-circuit radio. The cassette player and phonograph are part of the Library of Congress Talking Book Program, which offers a wide variety of books and magazines on disc and tape from the regional library in Faribault.

The closed-circuit radio—Radio Talking Book—is a Minnesota-based radio reading service broadcasting 24 hours of newspapers, bestsellers and magazines every day throughout the year. The signal is transmitted across much of the state but, by law, is not available to the general public.

Eligible college students, or schools in Minnesota in which eligible students are enrolled, may call the center and request instructions for obtaining transcribed materials. The center also will search nationwide to acquire books needed on tape or in Braille not available in the center's library. No charge is made to Minnesota school districts for materials provided through the center but a charge is made by out-of-state resources if textbooks in Braille are found to be available and ordered from out-of-state.

By request, the Communication Center prepares master transcriptions onto tape or in Braille of books not available in the center's library. Eligible persons or schools in Minnesota requesting this service will need to send the printed copies they wish to have transcribed to the center for preparation. In order to use cassette tapes from the center, schools and students must obtain cassette equipment with a playback speed of 15/16 ips. Contact the center for more information.

*"People See Differently," "What to do When you Meet a Blind Person" and "Not Without Sight"* are 16mm films available from the center for loan to any group, in or out of state. Call the center to reserve the films. They can be shown on the premises or sent to a designated address.

All services are free. The center is supported by public and private funds.

**District Offices—State Services for the Blind and Visually Handicapped****NORTHEAST REGION (218) 723-4601, Robert Allie, supervisor (Duluth)**

**Duluth**—320 W. Second St., Room 111, Duluth, MN 55802, (218) 723-4600, serving Aitkin, Carlton, Cook, Itasca, Kanabec, Koochiching, Lake, Pine and St. Louis counties

**Hibbing**—750 E. 34th St., Hibbing, MN 55746, (218) 262-6754, serving St. Louis and Itasca counties

**NORTHWEST REGION—(612) 255-2254, Allen Eliason, supervisor (St. Cloud)**

**St. Cloud**—1411 W. St. Germain, Room 105, St. Cloud, MN 56301, (612) 255-2254, serving Benton, Big Stone, Kandiyohi, Meeker, Pope, Sherburne, Stearns, Swift and Wright counties

**Brainerd**—1601 Minnesota Drive, Brainerd, MN 56401, (218) 828-2490, serving Cass, Crow Wing, Douglas, Mille Lacs, Morrison, Todd, and Wadena counties

**Moorhead**—Townsite Centre, 810—Fourth Ave. S., Moorhead, MN 56560, (218) 236-2422, serving Becker, Beltrami, Clay, Clearwater, Grant, Hubbard, Kittson, Lake of the Woods, Mahanomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Traverse and Wilkin counties

**SOUTH REGION—(507) 389-6324, Curt Martinson, supervisor (Mankato)**

**Mankato**—709 S. Front St., Mankato, MN 56001-3895, (507) 389-6324, serving Blue Earth, Brown, Cottonwood, Faribault, Jackson, Le Sueur, McLeod, Martin, Nicollet, Renville, Sibley, Waseca and Watonwan counties

**Marshall**—700 N. Seventh St., P.O. Box 346B, Marshall, MN 56258, (507) 537-7114, serving Chippewa, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock and Yellow Medicine counties

**Rochester**—717 Third Ave. S.E., Rochester, MN 55904-7397, (507) 285-7282, serving Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha and Winona counties

**METRO REGIONS—(612) 642-0515 or 0521, Robert Eischen, Ralph Hilgendorf and Marcia Jagodzinske, (acting) supervisors.**

1745 University Avenue, St. Paul, MN 55104-3690, (612) 642-0500, serving Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington counties

**CENTER FOR INDEPENDENT LIVING**—1745 University Ave., St. Paul, MN 55104, (612) 642-0863, Linda Lingen, serving statewide.

**Office of Vocational Rehabilitation (612) 296-9154**

**James House, director** This office is responsible for the direct delivery of the full range of vocational rehabilitation services to eligible clients on a statewide basis. The state is divided into seven service delivery areas. Within each area, there are DRS field offices housing counselors and support staff necessary to provide service to clients. There is no charge for the services considered usual and necessary for each individual rehabilitation program.

This office administers a special program service unit for injured workers covered under the provisions of the Minnesota Workers' Compensation statute. It also oversees the independent living programs in Minnesota. Qualified rehabilitation consultants are available statewide.

Following is a listing of DRS field offices by area, including the counties each serves:

**CENTRAL AREA**

**Cambridge Field Office** serving Chisago, Isanti, Kanabec and Pine counties, East Side Plaza, E. Highway 95, Route 5, Cambridge, MN 55008, (612) 689-3250 (TTY/TDD)

**Hector Field Office** serving McLeod, Meeker and Renville counties, P.O. Box 516, Hector, MN 55342, (612) 848-2254

**Marshall Field Office** serving Lincoln, Lyon, Murray, Redwood and Yellow Medicine counties, 1210 E. College Drive, Marshall, MN 56258, (507) 537-7280 (TTY/TDD)

**St. Cloud Field Office** serving Benton, Mille Lacs, Sherburne, Stearns and Wright counties, 54 28th Ave. N., St. Cloud, MN 56301, (612) 255-2224 (TTY/TDD)

**St. Cloud Cooperative Vocational Rehabilitation Program**, State Reformatory for Men, Box "B", St. Cloud, MN 56302, (612) 255-5054

**Stillwater Cooperative Vocational Rehabilitation Program**, Minnesota Correctional Facility-Stillwater, Box 55, Stillwater, MN 55082, (612) 439-1910, Ext. 349, 382

**Willmar Field Office** serving Big Stone, Chippewa, Kandiyohi and Swift counties, 2015 S. First St., Willmar, MN 56201, (612) 235-0707

**Worthington Field Office** serving Cottonwood, Jackson, Nobles, Pipestone and Rock counties, 923 Fifth Ave., Worthington, MN 56187, (507) 372-2149 (TTY/TDD)

## **WEST METROPOLITAN AREA**

Serving Hennepin, Scott and Carver counties:

**Minneapolis Northwest Field Office**, Suite 214, 3300 County Road 10, Minneapolis, MN 55429, (612) 341-7140

**Minneapolis Southwest Field Office**, 3201 W. 69th St., Minneapolis, MN 55435, (612) 341-7150 (TTY)

**Minneapolis Northeast Field Office**, 392 United Labor Center Building, 312 Central Ave. S.E., Minneapolis, MN 55414, (612) 341-7130

**Minneapolis South Field Office**, Third Floor, 311 Second Ave. S., Minneapolis, MN 55401. (612) 341-7117 (TTY/TDD)

**Metro Hearing Impairment Unit**, Third Floor, 311 Second Ave. S., Minneapolis, MN 55401, (612) 341-7100

**Minneapolis Special Services**, c/o Multi Resource Center, 1900 Chicago Ave., Minneapolis, MN 55404, (612) 871/2402

## **EAST METROPOLITAN AREA**

Serving Ramsey, Dakota, and Washington counties:

**East Metro Area Office**, Yankee Square Office Building, Number 3, Suite 105, 3460 Washington Drive, Eagan, MN 55122, (612) 296-9362

**Anoka Field Office** serving Anoka County, D-62 Professional Building, 950 Highway 10, Suite 101, Spring Lake Park, MN 55432, (612) 341-7128 (TTY/TDD)

**Metro Square Field Office**, Suite 266, Metro Square Building, 121 E. Seventh St., St. Paul, MN 55101, (612) 296-6786 (TTY/TDD)

**Roseville Field Office**, Room 101, Roseridge Office Building, 1611 W. County Road B, St. Paul, MN 55113, (612) 296-9380—296-9357 (Voice/TDD)

**Southeast Metro Field Office**, Twin Oaks Office Plaza, 5972 Cahill Ave. E., Suite 101, Inver Grove Heights, MN 55075, (612) 297-2623

**St. Paul Schools**, Humboldt Junior High School, 640 Humboldt Ave., St. Paul, MN 55107, (612) 292-0087

**White Bear Field Office**, Lincoln Square Center, 3134 Century Ave. N., White Bear Lake, MN 55110, (612) 296-9350

## **NORTHEAST AREA**

**Duluth Field Office** serving Lake, Cook and southern St. Louis counties, Suite 611, Government Center, 320 W. Second St., Duluth, MN 55802, (218) 723-4698—(218) 723-4725 (Voice/TTY)

**Grand Rapids Field Office** serving Itasca and Aitkin counties, 401 11th St. S.E., Grand Rapids, MN 55744, (218) 327-1789—(218) 327-4485 (TTY/TDD)

**Hibbing Field Office** serving northern St. Louis County, Central Mesabi Medical Center, Suite 101, 750 E. 34th St., Hibbing, MN 55747, (218) 262-6780

**International Falls Field Office** serving Koochiching and Lake of the Woods counties, 407 Fourth St., International Falls, MN 56679, (218) 283-3436

**Moose Lake Cooperative Vocational Rehabilitation Program** serving residents from Carlton, Chisago, Cook, Dakota, Isanti, Kanabec, Koochiching, Lake, Mille Lacs, Pine, Ramsey, St. Louis and Washington counties, 1000 Lake Shore Drive, Moose Lake, MN 55767, (218) 485-4411

**Virginia Field Office** serving Northern St. Louis County, 505 W. 12th Ave., Virginia, MN 55792, (218) 741-5855 (TTY/TDD)

## **NORTHWEST AREA**

**Alexandria Field Office** serving Douglas County and the schools of Alexandria, Brandon, Evansville, Glenwood, Osakis, Sauk Centre, Villard, 302 S. Kenwood St., P.O. Box 907, Alexandria, MN 56308, (612) 762-2131, Ext. 228

**Bemidji Field Office** serving Beltrami, Clearwater and Mahanomen counties, 1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-3980 (TTY)

**Brainerd Field Office** serving Cass, Crow Wing, Morrison, Otter Tail, Todd and Wadena counties, 1927 S. Sixth St., Brainerd, MN 56401, (218) 828-2530 (TTY/TDD)

**Crookston Field Office** serving Kittson, west one-half Marshall, Norman, Polk and Red Lake counties, Hillview Offices, Highway 75 S. and Minnesota St., Crookston, MN 56716, (218) 281-1946

## **222 / Jobs & Training Department**

**Fergus Falls Field Office** serving Becker, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin counties, Lincoln Centre, Suite 11, 125 W. Lincoln, Fergus Falls, MN 56537 (218) 739-7565 (TTY/TDD)

**Fergus Falls Cooperative Vocational Rehabilitation Program**, Box 157, Memorial Building, Fergus Falls State Hospital, Fergus Falls, MN 56537, (218) 739-7575

**Little Falls Field Office** serving Morrison School, Lindberg Square, 211 S.E. First S., Little Falls, MN 56345, (612) 632-5310

**Moorhead Field Office** serving Clay County, Second floor, Townsite Centre, 810 Fourth Ave. S., Moorhead, MN 56560, (218) 236-2206

**Park Rapids Field Office** serving Hubbard and upper one-half of Cass counties, 601 E. First St., Park Rapids, MN 56470, (218) 732-9761

**Staples Field Office** serving schools of Bertha-Hewitt, Clarissa, Deer Creek, Eagle Bend, Henning, Men-  
agha, Motley, New York Mills, Parker Prairie, Perham, Pillager, Sebeka, Staples, Verndale and Wadena.  
Staples, MN 56479, (218) 894-2459

**Thief River Falls Field Office** serving east one-half of Marshall, Pennington and Roseau counties, and the  
schools of Badger, Goodridge, Greenbush, Grygla, Middle River, Roseau, Thief River Falls and Warroad,  
c/o Thief River Falls AVTI, Highway 1 E., Thief River Falls, MN 56701, (218) 681-7598

**Wadena Field Office** serving Todd and Wadena counties, 311 Jefferson St. N., Wadena, MN 56482, (218)  
631-4601

### **SOUTHERN AREA**

**Austin Field Office** serving Mower County, Room 124-A, 1900 Eighth Ave. N.W., Austin, MN 55912,  
(507) 433-0570

**Faribault Field Office** serving Dodge, Freeborn, Rice and Steele counties, Depot Square Building, 303  
N.E. First Ave., Faribault, MN 55021, (507) 332-3330 (TTY/TDD)

**Mankato Field Office** serving Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca  
and Watonwan counties, 709½ S. Front St., Mankato, MN 56001, (507) 389-6511 (TTY/TDD)

**Red Wing Field Office** serving Goodhue county, Pottery Office Center, 2000 W. Main, Suite 341, Red  
Wing, MN 55066, (612) 388-7811

**Rochester Field Office** serving Fillmore, Olmsted and Wabasha counties, Friedell Building, Room 142,  
1200 S. Broadway, Rochester, MN 55901, (507) 285-7293 (TTY)

**St. Peter Cooperative Vocational Rehabilitation Program**, 100 Freeman Drive, St. Peter, MN 56082,  
(507) 931-7179

**Winona Field Office** serving Houston and Winona counties, 220 Center St., Winona, MN 55987, (507)  
457-5483

### **WORKERS' COMPENSATION OFFICES**

#### **Metropolitan Area:**

**Metropolitan Workers' Compensation Office**, 1441 Energy Park Drive, East Building, St. Paul, MN  
55108, (612) 297-1600

**Rochester Workers' Compensation Office**, Friedell Building, Room 142, 1200 S. Broadway, Rochester,  
MN 55901, (507) 285-7293

#### **Outstate Minnesota:**

**Bemidji Workers' Compensation Office**, 1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-3982

**Brainerd Workers' Compensation Office**, 1927 S. Sixth St., Brainerd, MN 56401, (218) 828-2530

**Duluth Workers' Compensation Office**, Suite 611, Government Center, 320 W. Second St., Duluth, MN  
55802, (218) 723-4706

**Fergus Falls Workers' Compensation Office**, Lincoln Centre, Suite 11, 125 W. Lincoln Ave., Fergus Falls,  
MN 56537, (218) 739-7565

**Hibbing Workers' Compensation Office**, Central Mesabi Medical Center, Suite 101, 750 E. 34th St.,  
Hibbing, MN 55746, (218) 262-6780

**Mankato Workers' Compensation Office**, 709½ S. Front St., Mankato, MN 56001, (507) 389-6514

**St. Cloud Workers' Compensation Office**, 2700 First St. N., Suite 200, St. Cloud, MN 56301, (612)  
255-2490

## Governor's Council on Jobs Policy Coordination

Farm Credit Services Bldg., Suite 475, 375 Jackson Street, St. Paul, MN 55101  
Keith J. Ford, director (612) 296-2226

Executive Order #87-11

The council grew from an effort to put people to work with a "jobs first" objective, while at the same time reducing public assistance caseloads and unemployment. The 1985 Jobs Act (Minnesota Statutes, chapter 267) established an Office of Full Productivity and Opportunity, subsequently abolished by the 1987 Legislature which passed a Welfare Reform Act. The office was then designated a council by executive order in order to continue its work.

The council was established to develop and coordinate a comprehensive interagency strategy to reduce unemployment and public assistance dependency. It provides a state-wide focus for the transformation of traditional income maintenance programs, which are state supervised and county administered, into a system that is designed to assist citizens to enter or reenter the workplace. This strategy is expected to encompass an array of disciplines and programs, including education, employment and training, income maintenance and support services, health, economic development and other appropriate programs.

The council consists of the commissioners of the departments of education, jobs and training, trade and economic development, human services, health, agriculture, finance and labor and industry; the chancellors of the community college and state university systems; the directors of the state planning agency and the vocational technical education system; the executive director of the Higher Education Coordinating Board; the president of the University of Minnesota or the president's designee; and a representative of the governor who serves as the council's chair.

The council is responsible for coordinating and assuring implementation of the 1987 Welfare Reform legislation consistent with the 1985 Jobs Act. It is also responsible for coordinating the development of a comprehensive strategy to serve the long-term training and retraining needs of Minnesota's workforce in a rapidly evolving time of technological change. Additionally, the council will coordinate the state's response to federal welfare reform and jobs and training policy initiatives, including state requests for federal demonstration authorities, analysis of proposed federal legislation, information sharing and planning activities, and recommendations to the governor for state policy positions and initiatives.

The council's administrative support and staff is provided by the State Planning Agency.

The council periodically issues reports, and is planning to publish a newsletter. Contact the council for more information, assistance, or to be placed on their mailing list.

## Department of Labor and Industry

4th & 5th Floor, Space Center Bldg., 444 Lafayette Road, St. Paul, MN 55101  
Ray Bohn, commissioner; Ken Peterson, deputy commissioner (612) 296-2342

Minnesota Statutes, chapters 175-178, 181-184, & 326; Minnesota Rules 5200-5499

The Department of Labor and Industry is primarily a regulatory agency to protect the rights of working people in Minnesota. It advises employers, the general public, and employees, about safe and healthful working environments. It ensures that employees receive legal compensation for work performed, administers apprenticeship programs, and insures care and benefits for individuals suffering from occupational injuries and diseases. The department also protects the public by licensing and inspecting establishments operating high pressure boilers and steam equipment.

## Background

The Department of Labor and Industry was created in 1967 by the Minnesota legislature to replace the former "Industrial Commission."

The Industrial Commission had been composed of three full-time commissioners, one of whom was the operational head of the commission. In 1967, the three commissioners became the Workers' Compensation Commission, now known as the Workers' Compensation Court of Appeals.

The new department assumed the Industrial Commission's responsibilities under the leadership of one commissioner appointed by the governor. These responsibilities included: Accident Prevention (currently Minnesota OSHA), Boiler Inspection and Steamfitting Standards (currently the Code Enforcement Division), Fee Employment Agencies and the Division of Women and Children (currently the Labor Standards Unit), Apprenticeship, and Workmen's Compensation (currently the Workers' Compensation Division).

## Labor Law Regulation and Enforcement (612) 296-6529

**Charles Curren, assistant commissioner.** The Regulation and Enforcement Section consists of the following divisions: Occupational Safety and Health Administration Compliance, Labor Standards, Code Enforcement, Apprenticeship, and OSHA Consultation Services.

## Occupational Safety and Health Administration Compliance (612) 296-2116

**Ivan W. Russell, director.** The Occupational Safety and Health Division of the Minnesota Department of Labor and Industry administers the Minnesota Occupational Safety and Health Act of 1973. The express legislative purpose of this Act is "to assure so far as possible every working man and woman in the State of Minnesota safe and healthful working conditions and to preserve human resources."

The Minnesota Occupational Safety and Health Codes adopt, by reference, the federal Occupational Safety and Health Standards. OSHA standards apply to all places of employment in the state with the exception of those under the exclusive jurisdiction of the federal government. In addition, Minnesota has adopted some "localized" standards that apply to hazards not covered by the federal OSHA standards.

All places of employment are subject to inspection to ascertain compliance with published Minnesota Occupational Safety and Health Standards. Inspections are scheduled following the guidelines of an administrative inspection scheduling plan approved by the federal Occupational Safety and Health Administration and in accordance with established priorities. Those priorities are: (1) imminent danger conditions; (2) catastrophes/fatalities/serious injuries; (3) employee complaints; (4) target industry inspections; and (5) follow-up inspections. When violations are found, citations are issued specifying abatement dates for all violations. A monetary penalty may also be assessed.

## Employer Rights and Responsibilities

An employer's rights and responsibilities under the act include, but are not limited to, the following:

- An employer must furnish employees conditions of employment that are free from recognized hazards that cause or are likely to cause death or serious injury.
- Employers are entitled to participate in the development, revision or revocation of OSHA standards by commenting on proposed standards, participating in hearings concerning standards, or by requesting the development of a new standard.
- An employer may request a variance from the requirements of a particular OSHA standard when the employer is unable to meet the mandates of that standard and wishes to use alternative means of compliance.
- Employers are entitled to protection of trade secrets or other legally privileged communications.



- Employers must post the Occupational Safety and Health Protection on the Job poster in their places of employment. Posters may be obtained by calling (612) 296-4893.
- Employers must provide employees all necessary protective equipment required by OSHA standards at no cost to the employees.
- When an employer receives a citation and/or proposed monetary penalty following an OSHA inspection, he may request an informal conference with an OSHA Area Supervisor to discuss the citation. The employer may also contest the citation or penalty before the Occupational Safety and Health Review Board. The Review Board is a quasi-judicial board composed of three members appointed by the governor with the advice and consent of the Senate. The Review Board may affirm, modify, or revoke a citation or monetary penalty.

### **Recordkeeping**

Employers must maintain a log of injuries and illnesses as prescribed in the Minnesota OSHA Codes and must post an annual summary of those injuries. The OSHA 200 Form, which is used for this purpose, includes information and instructions for completing the form and is available by calling (612) 296-4893. This injury and illness information must also be made available to an OSHA investigator should an inspection be conducted at the place of employment.

### **Employee Rights and Responsibilities**

Although the sole responsibility for compliance with the law rests with the employer, employees are obliged to comply with OSHA standards and regulations which are applicable to their own actions and conduct. Employees cannot be cited or fined for noncompliance; employers must set up their own disciplinary procedures for employees who violate standards or regulations. Employee rights include, but are not limited to, the following:

- Employees have the right to request an OSHA inspection by filing a written complaint with the Minnesota Occupational Safety and Health Division describing the hazardous conditions that exist at the work facility. The complaint must be filed by a current employee and must be signed. The complainant is protected from discharge and discrimination.
- Employees may participate in standards development activities.
- Employees must be notified of a variance request filed by their employer; employees may petition for a hearing on the variance request.
- Employees may participate in the opening and/or closing conference held prior to or during an OSHA inspection; employees who exercise this right must be paid their usual wage.
- Employees may not be discharged or discriminated against exercising any rights afforded them under the Minnesota OSHA Act.

### **"Employee Right-to-Know" Act**

The 1983 Minnesota Legislature passed the "Employee Right-to-Know" Act as part of the Minnesota statutes governing occupational safety and health. That act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, or in the case of hospitals and clinics, infectious agents (which apply only to hospitals and clinics) that they may be exposed to in their workplaces. The act requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents, and infectious agents and to provide training to employees concerning those substances or agents to which employees may be exposed.

Written information on hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees or their representatives. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents are also included. The Minnesota Department of Labor and Industry adopted the Employee Right-to-Know Standards on March 5, 1984. These standards include lists of hazardous substances, harmful physical agents, and infectious agents.

The Employee Right-to-Know Act applies to all employers and employees in Minne-

sota. Special provisions apply to certain technically qualified individuals who meet the criteria defined in the standard; farming operations and waste service employers regulated by the federal Resource Conservation and Recovery Act.

Small businesses (those which employ 20 or fewer full-time or equivalent full-time employees or that have less than \$1 million in annual gross revenues during the preceding fiscal year) were exempt from the requirements of the Employee Right-to-Know Act when it was passed in 1983. That exemption was repealed during the 1985 legislative session. Effective May 25, 1986, all businesses, regardless of size, number of employees, or annual revenues, must comply with the requirement of the Employee Right-to-Know Act.

Employers should conduct an inventory of their workplaces to determine what hazardous substances or harmful physical agents are present and which employees are at risk of exposure. Once the survey is completed, the employer must obtain, and have accessible to employees, written information on those substances or agents. This written information is usually available in the form of a material safety data sheet (MSDS) which can be obtained from the manufacturer of the substance. Material safety data sheets will provide the basic information that must be presented in the oral training program.

The Employee Right-to-Know Standard is being enforced as part of the Minnesota Occupational Safety and Health program. The standard provides guidelines concerning the type of information that must be included in the training program, how often training must be provided, requirements for documentation and maintenance of training records, and labeling of hazardous substance containers and equipment that generates a harmful physical agent. The standard also includes lists of hazardous substances and harmful physical agents to assist employers in evaluating their workplaces.

A copy of the Employee Right-to-Know Standard, which is included in the Minnesota Department of Labor and Industry Occupational Safety and Health Rules, may be obtained by contacting the Minnesota Documents Division of the Department of Administration, 117 University Avenue, St. Paul, MN 55155, telephone (612) 297-3000. Questions concerning the Employee Right-to-Know Act may be directed to one of the Occupational Safety and Health Division offices listed below.

### OSHA Area Offices

Anyone wishing more information on the OSHA standards or OSHA operating procedures, should contact one of the following OSHA offices:

- **Brainerd**, 415 N.E. Washington, Brainerd, MN 56401, (218) 828-2455
- **Duluth**, 108 Government Services Center, 320 West Second Street, Duluth, MN 55802, (218) 723-4678
- **Mankato**, Government Center, 410 South Fifth Street, Mankato, MN 56001, (507) 389-6501
- **Twin Cities**, Department of Labor and Industry, 444 Lafayette Road, St. Paul, MN 55101, (612) 296-2116

### Training

The training activity provides both internal training to Minnesota OSHA staff and outreach to safety clients. A wide spectrum of internal training is available to ensure continued professionalism for division personnel. Outreach is provided to the public on matters related to occupational safety and health and the administration of the state's occupational safety and health program, by responding to requests as well as by hosting seminars. A number of outside organizations are active in providing similar training to the public.

- The **Minnesota Safety Council**, a branch of the National Safety Council, has a full-time Occupational Safety Trainer who works very closely with Minnesota OSHA and presents public seminars on timely subjects. During the last year the trainer has conducted numerous seminars on Employee Right-To-Know, handling of hazardous materials, prevention of back injuries, fundamentals of occupational safety, fundamentals of industrial hygiene, key-man training, etc.

- The **Midwest Center for Occupational Health and Safety**, a consortium of academic institutions in Minnesota, is funded with NIOSH grants to conduct health-related seminars for both employers and employees. The center also develops seminars on timely subjects such as Right-To-Know, ergonomics, Industrial Hygiene training, air sampling techniques, etc.
- The **Minnesota Chamber** and the **National Federation of Independent Business** generate training seminars for their members, as do the major unions. Several very active private institutions produce and sell training programs to schools, many of which cover Right-To-Know. Organizations frequently invite OSHA to participate in their training.

### **Private Sector Consultation Services (612) 297-2393**

**Tim Tierney, director.** Free assistance is available to help private sector employers, especially those in small, high-hazard industries, improve their safety record, lower accident costs, and reduce OSHA citations and penalties. This service is state and federally funded and is confidential; your request will not result in an OSHA inspection. Consultants will help employers recognize hazards, make recommendations for solving problems and suggest other sources of help that may be available. The visit by a consultant is scheduled for a mutually agreeable time and is followed by a letter giving the consultant's recommendations. The employer is obligated to correct any serious hazards noted. For information or assistance, contact: Consultation Division, 444 Lafayette Road, St. Paul, MN 55101.

### **Public Sector Consultation (612) 297-2527**

The consultation activity provides free on-site consultation services to public employers since April 1985. So far all public employer consultations have been safety related. The Health Section's Consultation Unit has agreed to provide health consultation services to public/employers; however, that service is not promoted nor has it been requested.

The activity is set up to: promote the consultation service to public employers; confirm, with a signature the employer's understanding and acceptance of the obligation to correct serious hazards within an agreed upon time period; perform the consultation for the entire site, a piece of machinery, or a specific work operation as requested by the employer; present the employer with a written report of the findings of the consultation; and require the employer to file a Corrective Action Report to document the abatement of any serious hazards found during the consultation.

Requests for consultations are logged, case files are prepared and closed upon abatement of serious hazards. Pertinent data regarding the consultation is input to an IMIS data base designed by the Research Analyst especially for the consultation activity.

The consultation activity targets specific public employers. There is also an emphasis on promoting this consultation service to fire departments from whom a favorable response has been received.

Grant guidelines request information regarding verbal consultations. Minnesota OSHA distinguishes training from consultations on the basis of the consultation report. A company may, for example, request specific training for its employees, but this is recorded under outreach.

### **Occupational Safety and Health Advisory Council (612) 297-3467**

A 12-member Occupational Safety and Health Advisory Council is appointed by the Commissioner of Labor and Industry. The council is comprised of three members from labor, three representing management, three from the safety professional field, and three from the general public. The purpose of the council is to advise the Department of Labor and Industry and bring public matters regarding occupational safety and health to the attention of the commissioner and assistant commissioner. Per diem and related advisory council expenses are paid from MOSHA Administration.

**Occupational Safety and Health Review Board (612) 297-3467**

This three-member board, appointed by the governor, reviews contested citations and monetary penalties issued under the Occupational Safety and Health Act of 1973, and all final orders of the commissioner. Any employer, employee or representative of an employee who wishes to contest an OSHA citation may notify the commissioner within 15 days of receipt of citation.

**Labor Standards Division (612) 296-2282**

**Don Jackman, director.** The division advises and enforces compliance with state laws relating to minimum wage, overtime, child labor, wage claims, handicapped workers, fee employment agencies and illegal use of lie detectors by employers. Persons wishing to make complaints or needing information in any of these areas may call, write or visit the Labor Standards Division. The Labor Standards Division, as a public service, addresses groups to instruct and explain the provisions of the laws relating to the division's activities. There are no fees for any of the services provided to the public. There is a specific form for each area available from the division. The division provides brochures and information about each of these state laws. Because of their complexity, persons with questions are invited to call or write for these materials.

- **Fee employment agencies** must be licensed. A \$200 license fee is charged annually for the period from January 1 to December 31. Counselors and managers of fee employment agencies must take a one-hour exam which costs \$10. Upon passing the exam a license is issued which also costs \$10. **Search Firms** are not licensed but must register with the state and meet certain requirements. A \$200 registration fee is charged annually for the period from August 1 to July 31. Search firm personnel and owners are not required to take a test or have individual licenses. Application for license or registration for fee employment agencies and search firms involves an investigation and submission of references. Spot checks are made during the year. For more information contact Bob Roppe (612) 296-2125.
- **Child labor:** Employment of minors under fourteen is prohibited, with very few exceptions. Employment of minors under sixteen is limited to non-school hours while school is in session, to a maximum of 8 hours per day and 40 hours per week. Employment of minors under sixteen before 7:00 a.m. and after 9:00 p.m. is prohibited. Proof of age for each minor employee must be kept on file by the employer. Violators will be subject to fines and possible criminal prosecution. **Special Exemption Permits** may be granted by the commissioner of the Department of Labor and Industry in unusual cases. Applications for such exemptions may be obtained from the Labor Standards Division.
- **Minimum Wage, Overtime, and Wage Claims:** The minimum wage is undergoing significant change in many ways, making it too complex to list here at this time. For up-to-date information, call the division. At press time for this book, the minimum wage in Minnesota is \$3.35 per hour August, 1987. For minors under eighteen, the minimum wage is \$3.02 per hour. Employees who receive at least \$35 per month in tips may be paid a minimum of \$3.18 per hour, due to the 5% tip credit. Overtime wages of 1½ times the regular hourly wage must be paid to employees who work in excess of 48 hours in a week. Wages must be paid within 24 hours to employees who are discharged, and within 5 days to employees who quit their jobs.

**Changes in Minimum Wages**

Effective January 1, 1988, the Minnesota law provides separate minimum wage rates for "federally covered employers" and "state covered employers." The following is a guideline to determine which rate applies: As a general rule, the federal law covers all employees of enterprises with workers producing or handling goods for interstate commerce. The following are "federally covered" and must pay the higher rate:

1. Laundry or dry cleaning establishments;
2. firms engaged in construction or reconstruction
3. hospitals and nursing homes;

4. Pre-schools, elementary schools, secondary schools, and institutions of higher learning (public or private, profit or non-profit);
5. retail or service establishments whose gross annual volume of sales or business is not less than \$362,500;
6. any other type of enterprise having an annual gross volume of sale or business of not less than \$250,000;
7. agricultural employer who used more than 500 work-days of farm labor in any calendar quarter of the previous calendar year; and
8. public agencies (federal, state, and local government)

The minimum wage for non-exempt employees (18 years of age and over) and minors (under 18 years of age) is as follows:

	Federally Covered		State Covered	
	Adult	Minor	Adult	Minor
1988*	3.55	3.20	3.50	3.15
1989	3.85	3.47	3.65	3.29
1990	3.95	3.56	3.80	3.42

**NOTE:** Tipped employees (who receive \$35.00 or more in gratuities a month) remain at \$3.35 (adults) and \$3.02 (minors) until 1/1/1989.

The Minnesota Fair Labor Standards Act provides for a subminimum wage for handicapped workers when a permit is obtained from the Labor Standards Division of the Minnesota Department of Labor and Industry. Credit can be applied against the minimum wage for (a) MEALS and LODGING. A meal credit is equal to 60 percent of the adult minimum wage rate for one hour per meal accepted. A Lodging credit is equal to 75 percent of the adult minimum wage rate for one hour per day of lodging.

- **Lie Detectors:** Employers may not require or request their employees to take polygraph tests, voice stress tests, or any other test purporting to test the honesty of an employee or prospective employee.
- **Mandatory Retirement:** An employer may not discharge, refuse to hire, or demote any individual on the basis of age if the age of the individual is less than 70. For further information on your rights and duties under this law, call the Labor Standards Division (612) 296-2282. Complaints and actions are taken by the Department of Human Rights, see page 170.
- **Prevailing Wage:** The division administers the Little Davis-Bacon Act, assuring that State of Minnesota construction projects pay workers the prevailing wage rate in each county. These wage rates are determined through periodic surveys of building contractors. No services are provided directly to the public. A complete listing of these rates is sold at the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

• **Protection of Employees Who Report Violations of Law**

Under legislation enacted in 1987, a Minnesota employer cannot discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee:

- or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to an employer or to any government body or law enforcement official;
- is requested by a public body or office to participate in an investigation, hearing or inquiry; or
- refuses to participate in any activity that the employee, in good faith, believes violates any state or federal law or rule or regulation adopted pursuant to law.

The Labor Standards Division of the Department of Labor and Industry is charged with developing rules for employers to notify employees of their rights under the law.

An employee is a person who performs services in Minnesota for an employer. The definition does not include independent contractors. An employer is any person having one or more employees in Minnesota, and includes the state and political subdivisions.

An employee whose employment is involuntarily terminated may, within five working days following termination, request in writing that the employer provide the reason for the termination. The employer must provide the truthful reason for the termination in writing within five working days following receipt of the request. An employer who fails to do so is subject to a civil penalty of \$25 per day per injured employee, up to a maximum of \$750 per injured employee. Communication of the statement furnished by the employer cannot be the subject of a defamation action by the employee against the employer.

The identity of an employee making a report or providing information must be kept confidential by the public official or law enforcement officer unless the employee consents to identification or the investigator determines that disclosure is necessary for prosecution. If disclosure is necessary for prosecution, the employee must be informed prior to the disclosure.

The law does not permit an employee to make statements or disclosures knowing they are false or that they are in reckless disregard of the truth. The law also does not permit disclosures that would violate federal or state law or diminish or impair the rights of any person to the continued protection of confidentiality of communications provided by common law.

#### • Parenting Leave

This new legislation is awaiting development of rules. **TO REQUEST LEAVE:** an employer must employ 21 or more employees at one site; an employee must work 20 hours or more per week and must be employed by the employer for at least 12 months; the leave must be given upon request of the employee with the employee given at least six weeks leave of absence and the leave may not begin more than six weeks after birth or adoption; insurance coverage must be made available by the employer, but does not require the employer to pay the cost of the insurance; and the employer may not retaliate against the employee for requesting the leave.

**REINSTATEMENT:** The employee who returns from leave must be given a position of comparable duties, number of hours, and pay; the employee taking the leave longer than one month must notify the supervisor of return at least two weeks prior to return; if lay-off of employee's position should occur during leave of absence, the employee is not entitled to comparable position; the employee has rights for recall; the employee returning from leave of absence must be given same rate of pay plus increases that occurred during the leave; the employee must be given all accrued pre-leave benefits and seniority; the employee may return to employment after leave period as part-time, provided employer agrees; paid parental or disability leave may be included in the leave of absence; persons violated of above sections may bring civil action against their employer.

### Code Enforcement (612) 296-4530

**B. James Berg, Director.** The division is responsible for the safety of boilers and pressure vessels in the State of Minnesota. It is the primary responsibility of the division to prevent injuries, loss of life, and property damage from boiler and pressure vessel explosions or malfunctions. The division regulates the safety of boilers and pressure vessels during manufacture, installation, operation and maintenance.

Boilers and pressure vessels in the state are inspected annually either by the state's 13 inspectors, or, if the vessels are under insurance, by authorized insurance company representatives. If under insurance, these vessels are exempt from state inspection and annual reports are issued to the division from the insurance companies with recommended changes. The division issues annual exemption certificates to the owner or operator.

Boiler operating engineers must be licensed with the state in whatever classification is

necessary for the type of equipment they will be working with. In order to obtain a license the applicant must pass an examination and have the number of years of service and knowledge required to take an examination in whatever category is necessary for his occupation. Licenses are renewed annually. To receive information on inspections or an application for an engineer license contact the division. Fees and experience requirements as of December 31, 1986 are:

Class of License	Required Experience	New License	Renewal License	Expired License Renewal (under 5 years)
Chief Engineer	5 years	\$40.00	\$25.00	\$30.00
First Class Engineer	3 years	25.00	20.00	25.00
Second Class Engineer	1 year	20.00	15.00	20.00
Special Class	Equipment Familiarity	15.00	10.00	15.00
Hobby	(Contact Division)	30.00		
Pilot Engineer (Boats)	30 days	20.00	10.00	15.00

Licenses which have expired less than five years prior to the date of application for renewal may be renewed without taking the examination by paying a higher renewal fee. Licenses which have expired five years or more prior to the date of application for renewal may be renewed by filing an application for a license, taking an examination and paying the new license fee.

The division examines journeyman and contractor pipefitters to determine their qualifications to install high pressure steam piping and appurtenances. Applications to take the examinations are sent out upon request. Examinations are given Monday through Friday and, if passed, licensed granted.

Fees and experience requirements as of December 31, 1986 are: Journeyman, four years experience or training, \$25 examination fee and \$15 renewal. Contractor, five years experience or training, \$75 examination fee and \$50 renewal. Late fee is \$5.

The division inspects high pressure steam piping and appurtenances, checking on license, material, design, workmanship and, if work is welded, the welder's qualifications. Information on license and inspection may be obtained by contacting the Code Enforcement Division.

#### **Code Enforcement Advisory Council (612) 297-3467**

The council consists of 11 members appointed by the commissioner of labor and industry. It advises the commissioner on the rules, policies and procedures for code enforcement.

#### **Boiler Advisory Task Force**

The task force advises the commissioner on issues related to boiler and pressure vessel inspection and licensure.

#### **High Pressure Piping Advisory Task Force**

The task force advises the commissioner on issues related to high pressure piping, inspection and licensure.

#### **Apprenticeship (612) 296-2371**

**Robert Wicklund, director.** This unit is the official registration agency for apprenticeship and on-the-job training programs in the state of Minnesota. It is also the federally recognized approval agency for the U.S. Department of Labor, Bureau of Apprenticeship and Training.

The unit develops, reviews, registers, and inspects apprenticeship programs in agreement with sponsors to assure compliance with *Minnesota Statutes* and the Minnesota Plan for Equal Employment Opportunity and Apprenticeship. The unit approves all veterans' apprenticeship and on-the-job training programs which meet the requirements of U.S. code. For information or a free booklet that provides assistance in setting up apprenticeships, contact the unit.

**Apprenticeship Advisory Council.** This council, composed of eight members appointed by the commissioner, proposes occupational classifications for apprenticeship programs, proposes minimum standards for apprenticeship programs and agreements, and advises the commissioner on policies and procedures affecting the apprenticeship programs.

## **Workers' Compensation Division (612) 296-2258**

**Ann Clayton, assistant commissioner.** Workers' compensation insurance provides compensation to employees who have a work-related injury or disease. The compensation includes partial wage replacement and full payment of medical and rehabilitation costs. In case of death, workers' compensation benefits are paid to the employee's dependents. Employers are required to provide workers' compensation insurance coverage for their employees.

The Minnesota Workers' Compensation Law was designed to standardize the benefit structure, reduce litigation, and encourage early rehabilitation intervention, good employee/employer relationships and return-to-work programs.

The law establishes a "two-tier" system that provides financial incentives to get injured workers back to work quickly. If the employer offers the injured employee a suitable job and the employee accepts it, the employee will receive a lump-sum payment called impairment compensation. If the employer does not offer the injured employee a suitable job, the employee will get economic recovery compensation, which is a significantly larger award.

The employer whose workers return to work quickly benefits from reduced compensation costs, and the employee who goes back to work can be restored to a productive, useful life.

### **Who is required to have Workers' Compensation?**

Generally all employers are required to have workers' compensation insurance and display the name of their insurer in a conspicuous place. Certain types of employers are exempt from carrying workers' compensation insurance, including some small family farms and family businesses. Some independent contractors are exempt as individuals, but independent contractors who have employees must carry workers' compensation insurance for those employees. If you feel you may not be required to carry workers' compensation insurance, contact your attorney, insurance company or the Department of Labor and Industry for a determination.

### **Who is covered under Workers' Compensation?**

The Minnesota Workers' Compensation Law requires that the following workers, among others, be covered by Workers' Compensation insurance:

- Employees of profit-making organizations, such as corporations, partnerships and individual proprietorships.
- Employees of charitable organizations.
- Employees of state, county and local governmental agencies.
- Farm workers employed by any farm operation that paid \$8,000 or more in cash wages in the previous calendar year (January through December).

### **What if an employee is injured out of state?**

Employees who are hired in Minnesota or generally work here and are required by their job to go out of state are covered by the Minnesota Workers' Compensation Law. If a worker is employed in another state but is injured on the job in Minnesota, he or she can choose to be covered by the Minnesota Workers' Compensation Law or by the law in his or her resident state.

### **What injuries and diseases are covered?**

Workers' compensation insurance covers injuries and diseases that arise out of and in the course and scope of the employment. A work-related injury or disease is a physical condition that is either caused, aggravated, precipitated or accelerated by the work or the work environment. Covered injuries can occur at the work place or outside the work place



if the employee has been sent out on an assignment or is in transit between different work sites.

### **What to do when an employee is injured**

When an employee is injured, it is the employer's responsibility—not the employee's—to complete a First Report of Injury form. This form must be sent to one's insurance company no later than 10 days after the injury. The insurance company in turn must send the report to the Department of Labor and Industry no later than 14 days after the injury. If the report is not filed within that time, the insurance company can be fined by the department. This penalty will be reflected back to the employer as a loss if he/she is responsible for the delay. Self-insured employers have 14 days in which to file the report.

It is important to file the report promptly—within 24 hours, if possible—so the insurance company will have adequate time to investigate the claim. If the work-related injury is serious or results in a fatality, the employer must notify the Department of Labor and Industry by telephone at (612) 296-2432 within 48 hours, in addition to filing the Report of Injury form.

The employer should complete the injury report as accurately and completely as possible and sign it. If an employer does not have all the information before the 10-day limit expires, he/she should send the form to the insurance company with whatever facts available. The employer can forward additional information to the insurer at a later date.

Completing a First Report of Injury form does not mean the employer is accepting liability for the injury. The insurance company will pay on the claim only after it has been investigated and determined that it is most likely compensable.

### **Early rehabilitation intervention**

Under the 1983 Workers' Compensation Law, insurers are required to refer an injured employee for a rehabilitation consultation within five days after 60 work days of lost time in the case of most injuries and 30 work days of lost time in the case of back injuries. It is expected that this early intervention will reduce the amount of lost time and return the injured worker to suitable, gainful employment quickly.

### **Returning an employee to work**

The law strongly encourages employers to bring their injured workers back to work once they have recovered. In cases of serious injuries, this might mean bringing employees back to temporary light-duty work or to different jobs than they had before they were injured.

It is sometimes appropriate to ease the injured worker back into production if he or she has been out of work for a long time. To do this, an employer can:

- Adjust the employee's production quotas.
- Temporarily reduce the number of hours or work.
- Encourage the employee to keep up with prescribed exercises or treatments.
- Explain to co-workers the injured employee's need for lighter duties to reduce peer resentment.

If the employee is not able to do his or her old job because of medical restrictions, an employer can modify the job requirements. If the employee has a qualified rehabilitation consultant, the employer should work with the consultant on the modification. In addition, the employee's supervisor should be made aware of the importance of the modified work plan.

It is important to coordinate these return-to-work programs with the employee's union. In some cases, a return-to-work program may conflict with seniority provisions in union contracts.

It can be beneficial for the employer and employees, and their unions to work out negotiated exceptions to seniority provisions for injured workers. For more information about ways employers and unions have cooperated in such efforts, contact the Department of Labor and Industry's Research and Education Division, 444 Lafayette Road, Saint Paul, MN 55101, telephone (612) 297-4595.

### **What is a suitable job offer?**

A suitable job offer is the offer of a job that is within the injured employee's medical restrictions and that returns the employee as close as possible to the economic status he or she enjoyed before the injury. Economic status includes not only wages, but also opportunities for promotion and/or advancement. Employee fringe benefits also may be considered in economic status. For example, if the employee had a minor injury, the only appropriate suitable job would be his or her old job or one similar to it.

Any job, even a job with another employer, can qualify as a suitable job if it meets the tests of medical appropriateness and economic status.

Employers do not need to make a suitable job offer to their employee at the time of injury, but it must be made no later than 90 days after the employee reaches Maximum Medical Improvement (MMI), which is the point at which no further significant improvement or recovery from the injury can reasonably be expected according to the employee's doctor.

Employers do not need to wait the full 90 days after MMI to offer their employees a suitable job. Most injured workers are ready to go back to work before that time. The best rehabilitation for an injured worker often is to return to a suitable job as soon as he or she is physically able to handle it, even if her or she has not yet reached MMI.

### **Employer involvement**

A majority of workers' compensation claims are handled quickly and without problems. But sometimes a dispute may arise.

When there are disputes over rehabilitation benefits, medical benefits or the discontinuance of weekly benefits, they can be resolved by an administrative conference. An administrative conference is an informal nonadversarial meeting held by a specialist from the Department of Labor and Industry to which the employer, the insurer, the injured employee and all other interested parties are invited. An attempt is made to resolve these types of disputes amicably without litigation. If that is not possible, the department will make a decision that is binding on all parties. The decision can be appealed.

Employers are encouraged to attend administrative conferences along with their insurers because a much higher percentage of agreements are reached by doing so.

### **Reducing Workers' Compensation costs**

Workers' compensation insurance costs are based on your "employee rate classification" and your "experience rating," which is the history of injuries in a particular business.

It is difficult to control each rate classification because it is determined by the nature of each business and the type of work employees do. However, there are a number of ways to control the cost of workers' compensation premiums for the future. Employers who have accident prevention programs generally will have lower workers' compensation costs. The employer can take an active role in lowering workers' compensation costs by:

- Implementing safety programs that emphasize the proper use of hazardous equipment and materials.
- Developing wellness programs that incorporate physical fitness and health education.
- Providing employee education on proper lifting techniques and appropriate body mechanics.
- Initiating return-to-work policies that include temporary light-duty assignments and job modification.
- Contacting the Consultation Division of the Department of Labor and Industry, which provides a free, nonenforcement service to assist private-sector employers in their voluntary efforts to improve workplace safety and health. For more information, call the Consultation Division at (612) 297-2393.

Your insurance company or agent can help you learn more about accident prevention, safety and health programs and return-to-work programs.

### **Buying Workers' Compensation insurance**

There are several hundred licensed insurance agents who sell workers' compensation insurance in Minnesota. It is best to contact several agents to review a business and to quote prices for the insurance. In Minnesota, workers' compensation insurance is sold through "open competition," which means insurance companies establish rates and compete for business. All workers' compensation policies provide coverage mandated by law; therefore, only the price varies, and shopping for insurance can save money. Other factors to consider in choosing a carrier are claims servicing, safety counseling, and the carrier's reputation.

Other options are available in buying workers' compensation insurance. For example, some large employers or groups of employers "self-insure," which allows them to manage their workers' compensation claims and contain their costs.

Occasionally, an employer is unable to obtain workers' compensation insurance in the voluntary market because the business is too small to justify the expense of selling and servicing the account or because of the nature of the risk involved in the business. In this case, an employer would buy Assigned Risk Insurance. Additional information about this type of plan can be obtained from insurance agents.

### **Seminars on Workers' Compensation**

From time to time, the Minnesota Department of Labor and Industry and the Insurance Division of the Minnesota Department of Commerce sponsor seminars and programs for employers on controlling workers' compensation costs. Seminars are often sponsored by private business organizations. For more information about workers' compensation seminars, contact the Department of Labor and Industry's Research and Education Division at (612) 297-4595, or call 1-800-652-9747 and ask for the Workers' Compensation Hot Line.

### **Law Handbook available**

*The Workers' Compensation Handbook*, which contains the 1984 Minnesota Workers' Compensation Law and related rules, is available for \$11 plus \$2.16 tax and postage per copy from the Minnesota Documents Division, 117 University Ave., St. Paul, MN 55155. Allow two weeks for delivery. Prices are subject to change.

### **Workers' Compensation Division telephone numbers**

**Twin Cities Area:** Workers' compensation specialists, (612) 296-2432; Rehabilitation and Medical Services, (612) 297-2636; Mediation Services, (612) 296-4534; Research and Education, (612) 297-4595; **Duluth Office:** Government Service Center, 320 West Second Street Duluth, MN 55802, (218) 723-4670; **Outside of Twin Cities Area:** Call 1-800-652-9747 and ask for the Workers' Compensation Hot Line.

### **Workers' Compensation Advisory Council (612) 297-3467**

Every two years, the council presents to the legislature and the governor its findings on the costs, methods of financing, and the formula providing supplementary compensation to workers' permanently and totally disabled prior to July 1, 1969. Its findings also list the alterations and the scheduled benefits for permanent partial disability and other aspects of the Workers' Compensation Act.

### **Insurance Advisory Task Force.**

This task force, composed of 14 members appointed by the commissioner, advises the commissioner on workers' compensation law and its impact on the insurance industry.

### **Assistance and Compliance (612) 296-2258**

**Bonnie Venburg, director.** This unit responds to all requests for information regarding workers' compensation. The unit audits files for closing, monitors insurers and administrators for compliance with the law, and assesses penalties to offenders.

### **Workers' Compensation Administrative Operations (612) 297-4772**

**Cynthia Thompson, director.** This unit reviews all workers' compensation claims and refers them to the appropriate area for resolution. The unit maintains all division files,

processes requests for administrative conferences and claim petitions, and maintains statistics on dispute resolutions.

### **Mediation Services (612) 296-4534**

**Charlotte Neigh, director.** This unit mediates disputes between parties in workers' compensation cases. Participation in mediation is voluntary, and the mediation sessions are confidential. Mediation provides a speedy and inexpensive dispute resolution process designed to reduce unnecessary litigation.

### **Administrative Intervention and Conferences (612) 297-2684**

**Rich Pranke, acting director.** If mediation is inappropriate or unsuccessful, disputed workers' compensation cases may be referred here. The unit may intervene in the case, or may hold an informal administrative conference with the disputing parties. Both methods are designed to quickly resolve cases and avoid expensive and time-consuming litigation.

### **Judicial Services (612) 296-2276**

**James Gallagher, chief settlement judge.** If cases cannot be resolved informally, they will be referred to a settlement judge to negotiate a decision. The judges encourage settlements, and review and issue department orders for settlements.

### **Rehabilitation and Medical Affairs (612) 297-3467**

**Mary Jo Glumack, director.** This unit certifies rehabilitation providers and investigates complaints against them. It also implements rehabilitation and medical monitoring rules, and conducts an ongoing study of the cost effectiveness of rehabilitation in Minnesota. Staff in this unit are available to provide educational seminars to rehabilitation and health care providers.

#### **Medical Services Review Board**

This board consists of 12 members appointed by the commissioner. The board advises the commissioner of the adoption of rules regarding medical services provided to injured employees. They also assist the commissioner in public education efforts, and helps monitor medical services provided to injured employees, which includes disciplining health care providers as necessary.

#### **Rehabilitation Review Panel**

This panel consists of 13 members appointed by the commissioner. It acts on appeals of discipline and certification of qualified rehabilitation consultants, studies rehabilitation services, develops and recommends rehabilitation rules to the commissioner, and assists the commissioner with public education efforts.

### **Special Compensation Fund (612) 296-2117**

**Leo Eide, acting director.** The Special Compensation Fund pays workers' compensation benefits to employees injured while working for uninsured employers, and reimburses insurers and self-insurers for benefits paid under the second injury and supplemental benefit provisions. The unit also enforces Minnesota's law that all employers must carry workers' compensation insurance.

### **Department Counsel (612) 296-6490**

**Gary Mesna, director legal services.** This unit provides legal assistance to Department staff for workers' compensation issues.

### **General Support Division (612) 296-2342**

**Ken Peterson, deputy commissioner.** This division provides overall policy, administrative, and budgetary support for the department. Its activities consist of Research and Ed-

ucation, Agency Administration, Department Communications, and Information Management Services.

### **Research and Education (612) 297-4595**

**Susan Robertson, director.** This unit conducts ongoing research of workers' compensation systems in Minnesota and other states. The Research and Education unit utilizes the results of its research to educate employers, employees, medical providers, and others through seminars and publications.

### **Agency Administration (612) 296-2342**

**David Abrams, director.** This unit provides administrative personnel and fiscal management for the Department, so that various divisions may receive the direction, technical assistance, and financial and human resources necessary to meet their goals and objectives.

### **Department Communications (612) 297-4371**

**Kathleen Janasz, director.** This unit regularly provides updated information on workers' compensation and other issues to employers, employees, insurers, and other clients. The unit also assists Department staff with communications projects such as publications and seminars.

### **Information Management Services (612) 296-4893**

**Arthur G. Gasche, director.** This unit manages the information resources, electronic data and word processing operations of the Department. It also compiles occupational safety and health administration and workers' compensation statistics.

## **Office of the Lieutenant Governor**

121 State Capitol, St. Paul, MN 55155

**Marlene Johnson, lieutenant governor, (612) 296-2374**

Minnesota Constitution Article V

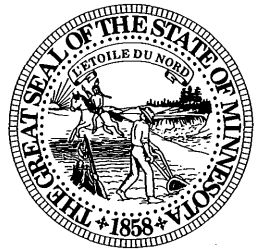
The lieutenant governor is first in line when a vacancy occurs in the Office of Governor and may assume the governor's duties any time the governor is unable to perform them. The lieutenant governor represents the governor and the state of Minnesota within the state, nationally, and internationally.

A bill was enacted in 1971 enabling the governor to delegate to the lieutenant governor such powers, duties, responsibilities, and functions as are prescribed by law to be performed by the governor, provided those powers are not imposed upon the governor by the constitution. Until 1972, the lieutenant governor presided over the Minnesota Senate. A constitutional amendment, ratified in November of that year, permitted the senate to choose its own presiding officer. Consequently, the lieutenant governor became a full-time official of the executive branch.

The governor has delegated to the lieutenant governor the responsibility for the administration's budget policy and legislative efforts. She leads the administration's efforts to formulate an agenda for Minnesota's families and children, and coordinates the state's tourism and small business programs.

In addition, the lieutenant governor chairs the Governor's Open Appointments Commission, the Commission on Minnesotans Outdoors and the Capitol Area Architectural and Planning Board.

The office is available to assist the public with questions concerning these areas, as well as matters of a general nature. For assistance, contact the Office of Lieutenant Governor.



## **Bureau of Mediation Services**

1380 Energy Lane, Suite #2, St. Paul, MN 55108-5253

Paul W. Goldberg, commissioner (612) 649-5421

Minnesota Statutes, chapter 179 and 179A; Minnesota Rules 5500-5599

The bureau administers the state's public policy governing the collective bargaining relationship between unionized employees and their employer. Established in 1939, the bureau has responsibilities in the public, private, and nonprofit sectors of the state's economy. Its primary goal is to promote a stable and constructive relationship between labor and management in Minnesota. The bureau carries out activities in the following areas:

### **Selecting Employee Bargaining Representatives**

The bureau establishes groupings or units of employees which are appropriate for the purpose of collective bargaining and determines whether the employees within those groups desire to be represented by a labor organization. The question of unit determination is addressed by means of a public hearing where the petitioning labor organization and the employer provide evidence concerning what the appropriate grouping should be. The bureau then determines an appropriate unit based on the hearing record. Following the unit determination process, the bureau may conduct a secret ballot election among the employees within the appropriate unit to resolve the question of representation. A labor organization receiving a majority of the votes cast at the election will be certified as the exclusive representative for the employees and thereby gain the right to collectively bargain with the employer over their terms and conditions of employment.

### **Mediation Services**

The bureau devotes the largest amount of staff time and resources to mediation. When face-to-face negotiations between a union and employer have reached a deadlock, either party or both may request the assignment of a mediator. The mediator then aids the parties in reaching a voluntary settlement acceptable to both. The mediator helps to secure settlements by suggesting alternatives, helping the parties to identify crucial issues, and by seeking areas of compromise from each party. The mediator is not an advocate for either party and does not make public recommendations. Rather, through the use of a variety of techniques, the mediator helps the parties to negotiate their own resolution of the dispute.

In addition to mediation of disputes over the terms of a contract, the Bureau also provides grievance mediation to resolve disputes over discipline, discharge, or contract interpretation. Due to the high rate of settlement achieved in grievance mediation, many labor contracts now include this as a step in the grievance procedure.

### **Fair Share Issues**

Labor organizations having the status of exclusive representative may assess public employees who are represented by the organization, and who are not members, a fair share fee which reflects the costs of representing non-member employees. Public employees may challenge the amount of these fees under certain conditions. Such challenges are decided by the director after a public hearing on the matter by a member of the bureau staff.

Fair Share Challenge forms are available from the bureau. A \$10 filing fee is required when submitting such challenges.

### **Arbitration Referral**

Most union contracts contain a grievance procedure which ends in arbitration as a means to resolve disputes over discipline, discharge and the application or interpretation of the contract. The bureau maintains a master list of arbitrators from which panels of arbitrators are referred to labor and management representatives upon request. From the bureau list provided the parties alternately strike names until a single arbitrator remains who will hear and decide the grievance.

## Union Democracy

The bureau supervises union officer elections and contract ratification votes upon request and on a case by case basis.

## Education

The bureau offers education and information programs on the collective bargaining process to representatives of labor and management, staff mediators and the grievance arbitrators. In addition, the staff mediators work on an individual basis with a variety of labor organizations, associations, employers, institutions of higher education and other mediation agencies to make the mediation process understandable.

## Labor-Management Cooperation

The bureau also devotes some of its time to promoting cooperative labor-management programs throughout the state and administers the Minnesota Area Labor-Management Committee Grant Program.

Bureau staff members provide assistance to the statewide Minnesota School Labor-Management Committee (LMC) created in October, 1985, with the assistance of a grant from the Federal Mediation and Conciliation Service. The School LMC is coordinated by a project director and has a 28-member board of directors representing 15 labor and management organizations. In addition to providing a non-adversarial forum for the discussion of matters by all of these organizations, the statewide LMC is aiding in the establishment of similar programs at the local level in 20 Minnesota school districts.

## Board of Medical Examiners

**2700 University Avenue West, #106, St. Paul, MN 55114-1080**

**David Ziegenhagen, executive director (612) 642-0538**

**Minnesota Statutes, chapters 146-148, 319A: Minnesota Rules 5600-5699**

The board is an administrative agency of the state of Minnesota responsible for licensing, regulating and disciplining physicians. In addition, the board has statutory authority for licensure of midwives and registration of physical therapists, physician assistants and professional corporations. To file a complaint against anyone covered by the board's statutory authority, telephone or write the board office and request complaint forms. If investigations are required, they are conducted by the attorney general's office. The board has authority to issue a letter of reprimand, require uncompensated public service, levy a civil penalty, or restrict, suspend or revoke a license. Complaints and investigative reports are reviewed by the board, which makes final decisions regarding discipline. Depending on the complexity of the case, the number of complaints awaiting processing and a variety of legal factors, the length of time for the complaint process varies from several weeks to more than a year.

Fees are levied by the board for licensing, registration and some other services. Fees quoted below were those in effect as of January 1, 1987. Fees are reviewed annually and must be set at a level high enough to cover all funds appropriated by the legislature. Please write or telephone the board to verify current fees.

Initial licensure for a physician is \$100, and the annual renewal fee is \$55. The FLEX (Federal Licensing Exam) examination is given in June and December, and the fee is \$425. Certification of licensure to other states is \$10. Each physician is required to complete 75 hours of continuing medical education every three years, and forms for reporting are provided with annual registration materials at no cost.

Initial registration for physician assistants is \$100, plus 420 for each supervisory agreement, and annual renewal fees are \$20.

Initial registration for physical therapists is \$40, and the fee for annual renewal is \$15. The board administers the PES examination three times yearly, at a fee of \$90.

Medical corporations are registered by the board. The first year registration is \$100, and annual renewal thereafter is \$25.

The board meets at least five times a year, and those parts of the meeting not dealing with disciplinary or personnel matters are open to the public. In addition, the board convenes meetings of the Physician Assistant Advisory Council and the Physical Therapist Advisory Council as needed. For information concerning meeting schedules and other information, contact the board office.

## Metropolitan Airports Commission

6040 - 28th Avenue South, Minneapolis, MN 55450

Harold W. Greenwood, Jr., chairman

Jeffrey W. Hamiel, executive director

(612) 726-1892

Minnesota Statutes, sections 473.601-473.679



The Metropolitan Airports Commission (MAC) has jurisdiction over an area lying within the seven-county metropolitan area and/or within a 35-mile radius of the city halls of Minneapolis and St. Paul. MAC owns and operates one major hub airport, Minneapolis-St. Paul International Airport and a system of six reliever airports; St. Paul Downtown Airport (Holman Field), Lake Elmo Airport, Airlake Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.

The commissioner's air carrier airport, Minneapolis-St. Paul International Airport, handled more than 17 million passenger enplanements and deplanements in 1986 and will be enlarging its passenger terminal space and baggage handling spaces to meet increased public needs. Corporate aviation needs are served both at the St. Paul Downtown Airport (Holman Field) and the International Airport. Other general aviation needs are served at Anoka County (Blaine), Flying Cloud, Crystal, Lake Elmo and Airlake Airports. In 1986 more than 1,300,000 aircraft operations took place on MAC's system of airports, one of the largest systems in the nation in terms of operations.

The commission consists of 11 members from the metropolitan area (a chairman and 8 commissioners appointed by the governor and the mayors of the cities of St. Paul and Minneapolis or their designated representative). The commission is charged with the promotion and development of air transportation, the development of the full potential of the metropolitan area as an aviation center, and to provide such aviation services in an economical and safe manner with minimum environmental impact. The commission coordinates its functions with the federal government, the commissioner of aeronautics of the Minnesota Department of Transportation and the Metropolitan Council.

The commission meets once a month on the third Monday of each month in Room 303 of the main Terminal Building at Minneapolis-St. Paul International Airport. The meetings begin at 1:00 p.m.

The commission possesses the authority to levy 1/3 mill on the assessed valuation of the seven-county area, but currently does not exercise its option to levy this tax. The commission's most recent bond sale carried a AAA rating.

As a service to the public, the MAC publishes guides to the facilities at the Minneapolis-St. Paul International Airport, an airport access guide for the handicapped and elderly and a guide to the parking lots at the airport. These pamphlets are free and available at the airline ticket counters and other locations in the airport terminal building. A 20-minute slide presentation with sound, using 2 projectors, detailing the history, structure, financing and future plans of the commission is available free to groups. A staff member will run the projectors and answer questions. Call for more information and for availability.

The commission owns and operates six reliever airports. For additional information on the reliever airports system contact Mr. Gary Schmidt, Manager of Reliever Airports, 726-1892; Mr. Greg Fries, Assistant Manager of Reliever Airports, 224-4306 (St. Paul, Lake



Elmo and Airlake Airports); or Ms. Jan Nielsen, Assistant Manager of Reliever Airports, 537-2058 (Flying Cloud, Crystal, and Anoka County-Blaine Airports).

- **Airlake Airport—Dakota County.** This airport consists of approximately 550 acres and includes a northwest-southeast runway (11/29) which is 4,100 feet long and 75 feet wide. The runway is equipped with an instrument landing system, medium intensity runway lights and runway end identification lights. The primary use of the airport is training for general aviation aircraft. At present, the airport is served by one fixed-base operator.
- **Anoka County-Blaine Airport—Anoka County.** The airport is comprised of approximately 1,900 acres, and includes one north-south runway (17/35) which is 100 feet wide and 4,855 feet long and one east-west runway (8/26) which is 75 feet wide and 3,200 feet long. Medium intensity runway lights are located on both runways, and a Visual Approach Slope Indicator serves Runway 35. The airport is served by several fixed base operators and has a control tower manned only during the weekends.
- **Crystal Airport—Hennepin County.** The airport functions as a general aviation airport with northwest-southeast parallel runways (13/31) 75 feet wide and 3,250 feet long and a single northeast-southwest runway (5/23) 75 feet wide and 2,500 feet long. Runways 13L/31R and 5/23 have medium intensity runway lights and visual approach slope indicators. The FAA operates a control tower and a number of fixed-based operators provide aviation services at the field.
- **Flying Cloud Airport—Hennepin County.** The airport consists of 561 acres and functions as an all purpose general aviation field with parallel east-west runways (9/27) which are 75 feet wide and 3,600 feet and 3,900 feet long, respectively, and a north-south runway (18/36) which is 75 feet wide and 2,695 feet long. Runways 9R/27L and 18/36 have medium intensity runway lights. Visual Approach Slope Indicators are available on Runways 9R, 27L and 36. A Medium Intensity Approach Lighting System is also available on Runway 9R. The airport is served by an FAA control tower and several fixed-base operators providing a full range of services.
- **Lake Elmo Airport—Washington County.** This airport consists of 640 acres and includes a northwest-southeast runway (13/31) which is 75 feet wide and 2,850 feet long, and a northeast-southwest runway (3/21) which is 75 feet wide and 2,502 feet long. Medium intensity lights have been installed on Runway 1/31. Two commercial operators provide service at the field; a third is expected to be under construction shortly.
- **St. Paul Downtown Airport—Ramsey County.** The final construction project of a phased development program which will result in a new runway (14/32), taxiway system and elevated building area is scheduled to be completed in the fall of 1987. The airport will then consist of three runways; two in the general northwest-southeast alignment—Runway 12/30, 150 feet wide and 4,115 feet long, Runway 14/32, 150 feet wide and 6,700 feet long, and an east-west runway—Runway 8/26, 100 feet wide and 3,850 feet long. Visual Approach Slope Indicators will serve Runways 12, 26 and 30. Precision Approach Path Indicators will serve Runways 14 and 32. Runways 12/30 and 14/32 will have high intensity runway lights; Runway 8/26, medium intensity. Runways 30 and 32 will have runway end identification lights. An instrument landing system will be available on Runway 32. This airport is served by an FAA control tower and several fixed-base operations.

## Metropolitan Council of the Twin Cities Area

300 Metro Square Building,

7th and Robert Streets,

St. Paul, MN 55101

Steve Keefe, chair

David Renz, executive director

General Offices (612) 291-6359

Data Center (612) 291-6464

Minnesota Statutes, sections 473.10-473.341

Minnesota Rules 5700-5799



The Metropolitan Council was created by the Minnesota State Legislature in 1967 to "coordinate the planning and development of the metropolitan area." The legislation established a regional government agency uniquely capable of dealing effectively with the problems of an entire metropolitan area.

The council is a forum where consensus is developed on how to solve the Twin Cities area's current problems and avoid future ones through long-range planning. Through its policies and plans, it influences the development of the region and its quality of life. The council is authorized by state and federal law to plan for the big regional systems—airports, parks, highways and transit, and sewers—as well as for air and water quality, solid waste, land use, aging, arts, health and housing. It sets broad public policies for the four regional systems.

In some cases, special metropolitan agencies carry those policies out. For example, the Metropolitan Waste Control Commission owns and operates the regional sewerage system. In other cases, the council works with other units of government and the private sector to implement its policies.

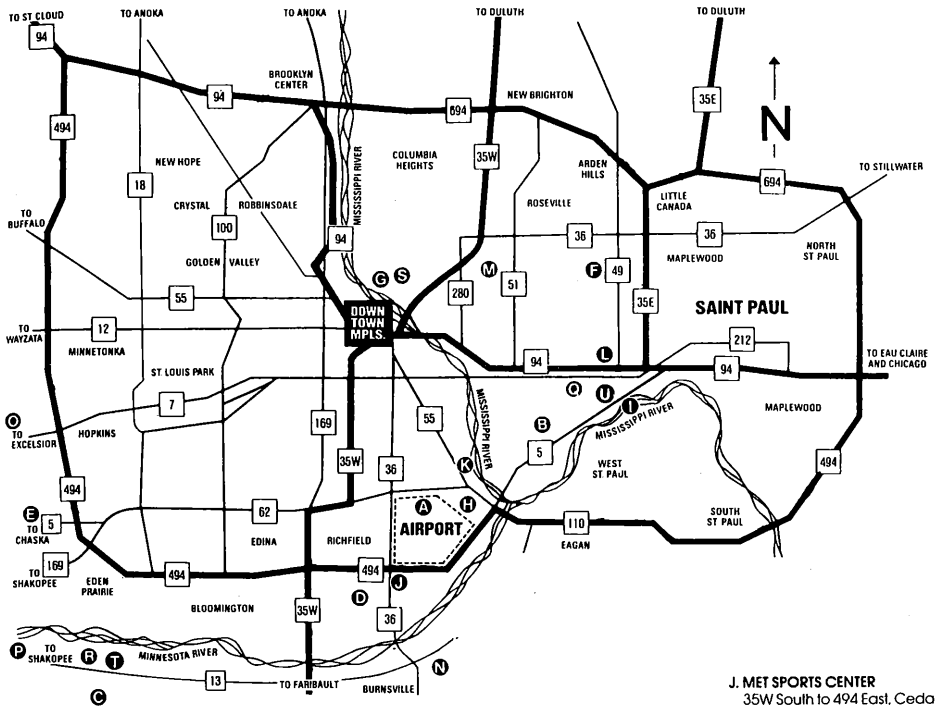
The council has 17 members, 16 appointed by the governor to four-year terms from districts within the region that are roughly equal in population. The 17th member is a full-time chair, who is appointed by the governor and serves at the governor's pleasure. The council has a full-time professional staff of about 200 employees.

The organization operates through a committee structure. It has four standing committees that meet weekly. Council business is conducted at the committee level first. Committee recommendations are then considered by the full council.

Several citizen advisory committees advise and assist the council in its planning and development programs: Advisory Committee on Aging, Arts Advisory Committee, Developmental Disabilities Advisory Committee, Land Use Advisory Committee, Metropolitan Housing and Redevelopment Authority Advisory Committee, Metropolitan Health Planning Board, Metropolitan Waste Management Advisory Committee, Minority Issues Advisory Committee and the Transportation Advisory Board. People interested in appointment to any of the Metropolitan Council's advisory committee should contact the council at (612) 291-6390, or write to the appropriate committee at the council's address. See below for a description of what each committee does and how often it meets.

The council's *Metropolitan Development Guide* is its long-range plan for the Twin Cities Area. It establishes policies for the region's growth and contains data about the region—its economic, demographic, physical and social characteristics. The guide contains the following regional plans: aviation, development and investment framework (a generalized growth and financial plan), health, housing, recreation open space, solid waste disposal, transportation and water resources management, which includes sections on sewage treatment, surface water management, and water availability and use. The council reviews a wide variety of physical development and human services-related proposals in the Twin Cities Area to ensure their compatibility with the development guide. The council also conducts urban research in a number of areas and provides technical assistance to the area's local governmental units. Copies of each development guide chapter are available to the public at a small cost.

# GREATER MINNEAPOLIS ST. PAUL AREA



## How To Get There!

Locations of Attractions Outside Downtown Minneapolis

### A. AIRPORT

35W South to 494 East  
726-1717 information

### B. ORDWAY MUSIC THEATRE

94 East to 10th St. exit,  
St. Peter So. to  
Washington 224-4222

### C. CANTERBURY DOWNS, MN RACE TRACK

35W South to Hwy 13,  
west 9 mile Hwy 101, left  
on Cty. Rd. 83 445-RACE

### D. CARLTON CELEBRITY ROOM

494 West to Cedar So. Exit,  
left at light. 854-9300

### E. CHANHASSEN DINNER THEATRES

35W South to 494 West to  
Hwy 5 West 934-1525

### F. COMO PARK AND ZOO

94 East to Lexington Pkwy  
north to Como Park. 488-4041

### G. DUDLEY RIGGS THEATRES

1430 Washington Avenue  
2605 Hennepin 332-6620

### H. FORT SNELLING

35W South to 62. east to  
Fl. Snelling. 726-1171

### I. JONATHAN PADELFORD

Excursion Boat, Harriet Island.  
St. Paul 222-0000 (May-Oct.)

### L. MINN. STATE CAPITOL

94 East to Marion St. Exit  
Tours: 296-2881

### M. MINNESOTA STATE FAIR

94 East to Snelling Ave. Exit  
north to Como. 642-2200

### N. MINNESOTA ZOO

35W South to 122nd St. Exit,  
east on Cliff Rd. to Johnny  
Coke Ridge Road. 432-9010

### O. OLD LOG THEATER

5175 Meadville, Excelsior  
474-5951

### J. MET SPORTS CENTER

35W South to 494 East, Cedar  
Ave. So. Exit. 853-9300

### K. MINNEHAHA FALLS/PARK

Hiawatha to  
Minnehaha Pkwy.

### P. RENAISSANCE FESTIVAL

4 Miles Southwest of  
Shakopee on Highway 169.  
445-7361

### Q. OMNI THEATRE/SCIENCE MUSEUM OF MINN.

10th at Wabasha St. Paul  
221-9488

### R. MURPHY'S LANDING

35W south to Hwy 13,  
west 10 miles on Hwy. 101  
445-6900

### S. UNIVERSITY OF MINN.

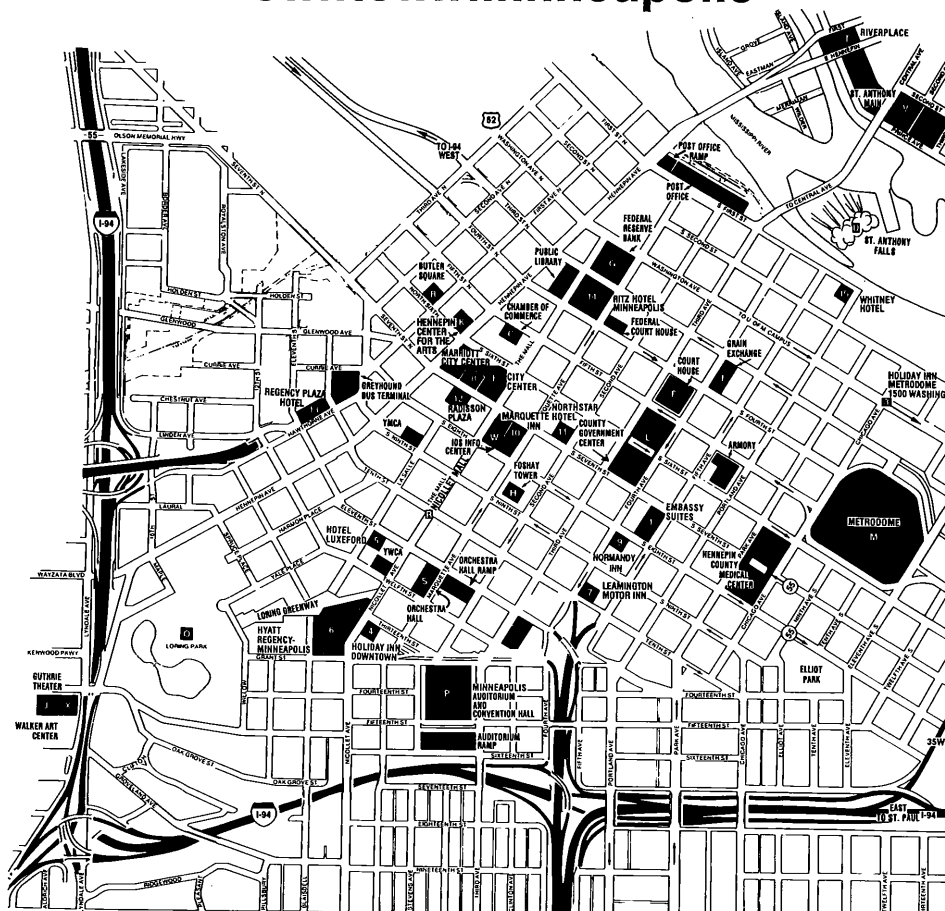
Northrup Aud., Bell Museum,  
Rarig Center, Stadium Fourth  
St. to across river 373-2851

### T. VALLEYFAIR

35W South to Hwy 13, west 9  
miles on Hwy 101. 445-7600

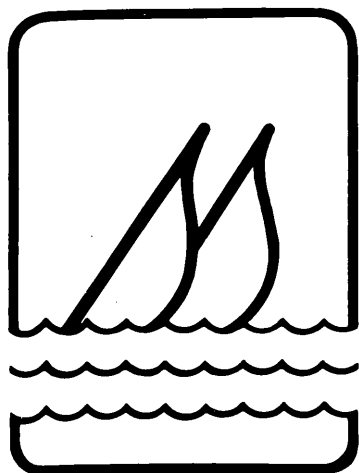
### U. CHIMERA THEATRE

30 E. 10th Street, St. Paul  
I-94 to 10th Street Exit at  
second stoplight.  
292-4300



- A. American Swedish Institute
- B. Butler Square
- C. Chamber of Commerce
- D. Children's Theatre Company
- E. City Center
- F. City Hall Court House
- G. Federal Reserve Bank
- H. Fosbury Tower
- I. Grain Exchange
- J. Guthrie Theater
- K. Hennepin Center for the Arts
- L. Hennepin County Government Center
- M. Hubert H. Humphrey Metrodome
- N. Hennepin County Museum
- O. Lorain Park
- P. Minneapolis Auditorium & Convention Hall
- Q. Minneapolis Institute of Arts
- R. Nicollet Mall
- S. Orchestra Hall
- T. Riverplace
- U. St. Anthony Falls
- V. St. Anthony Main
- W. Visitor Information—IDS Crystal Court
- X. Walker Art Center

# Minneapolis



## City of Lakes

Produced by the Minneapolis  
Convention and Visitor  
Association, 15 South 5th Street,  
Minneapolis, Minnesota 55402  
(612) 348-4313

### Points of Interest Downtown

1. **Nicollet Mall** Nation's longest downtown pedestrian stroll-way flanked by trees, flowers, benches and fountains—the heart of the shopping district. Perfect for leisure walk in summer and a holiday spectacle of lights during the winter months.
2. **Minneapolis Public Library** and Information Center John Rood's sculpture "The Scroll" faces the main entrance on the Mall. Exhibits in the lobby feature topics of interest, changed every six weeks. Also visit the Planetarium in the Library.
3. **St. Anthony Main/Riverplace** ... on the river, in the historic heart of Minneapolis. It is a stunning collection of distinctive shops and restaurants.
4. **Butler Square** Old massive warehouse renovated with interesting shops, restaurants and offices.
5. **Upper St. Anthony Lock & Dam** See historic St. Anthony Falls, where Minneapolis was founded and which supplied power for early lumber and flour mills. Tour the Federal Lock & Dam, start of navigation of Mississippi River.
6. **Minneapolis City Hall/Hennepin County Government Center** A dramatic architectural contrast between stately City Hall with a clock larger than "Big Ben" in London and the new modernistic home of County Government.
7. **Foshay Tower** A Minneapolis landmark designed after the Washington Monument. Observation deck on the 31st floor.
8. **IDS Center** Fifty-seven story home of Investors Diversified Services. Star attraction is the Crystal Court with 120-foot ceiling topped by see-thru pyramids and overhanging restaurants.
9. **Orchestra Hall** Exciting downtown Minneapolis home of the world famous Minnesota Orchestra, ranked among the finest concert orchestras in the nation.
10. **Walker Art Center** One of the finest art galleries offering an extensive collection of contemporary art.
11. **Guthrie Theater** World famous repertory theater built by Sir Tyrone Guthrie.
12. **Loring Park** The lake and park in Downtown Minneapolis ideal for strolling and relaxing amid greenery, water and a host of swans and ducks.
13. **Minneapolis Institute of Arts/Children's Theatre Company** A newly expanded museum with paintings and sculptures considered among the finest in the world and CTC, the country's largest professional Children's Theatre.
14. **Hennepin County Historical Society** Elegant mansion displaying items from the early settlers of Hennepin County (Minneapolis).
15. **American Swedish Institute** A 33-room castle-like mansion filled with fine exhibits depicting Minnesota's Scandinavian heritage.
16. **Hubert H. Humphrey Metrodome** A dramatic addition to the downtown skyline. The home of the Minnesota Twins, Minnesota Vikings, and the University of Minnesota Gopher football team.
17. **City Center** A 3-level skylit shopping mall with 3 major restaurants, a fast food court and over 60 unique and exciting shops.





# SAINT PAUL

## Event Parking Directory



All day lot parking



Civic Center event parking only



All day ramp parking



Evening & Saturday only



Major downtown entrances



Skyway system



Extended hours area: 6 a.m.-2 a.m.



Information Centers

\*All parking meters:  
Free after 6 p.m. weekdays  
and after 11 a.m. Saturdays



**Saint Paul Convention Bureau**

(612) 292-4360  
1-800-328-8322 Ext. 983

City of Saint Paul



(612) 292-1577

The council actively encourages the public to participate in the preparation of regional plans and has developed a number of mechanisms to stimulate citizen participation in council activities. Council meetings are open to the public. The full council meets on the second and fourth Thursday of the month at 4 p.m. in its downtown St. Paul offices at 300 Metro Square Bldg., 7th and Robert Streets.

Development guide plans are formulated from technical research performed by the council staff and by a public participation process. The research studies performed by the council are also available to the public, and contain data that often is valuable in private-sector decision-making. Much of the data is available in published form at minimal cost.

The council collects data from other sources in the Twin Cities area and makes it available through its data center. People needing planning-related information should contact the data center (291-6464) for assistance. In addition, the council has consumer information on a number of topics, including health and housing. Except as noted below, the publications and services listed are available by calling 291-6464.

### Direct-Service and Grant Program

- **Housing Assistance**—The council is predominantly a planning organization. However, it administers one large direct-service program for the public in its role as a metropolitan housing and redevelopment authority. This is the federal Section 8 housing assistance program. Under the program, individuals and families with low incomes receive a housing rent subsidy so they pay no more than 30 percent of their income for housing. The council takes applications, determines program eligibility, and assists people in finding private market rental housing that meets U.S. Department of Housing and Urban Development (HUD) rental limits and local housing codes. More than 3,800 individuals and families are under the program. Information about the program can be obtained by calling the Metro HRA at 291-6300. Also, see description below.
- **Grant Programs**—The council also administers several grant programs. People interested in securing grants should call the following numbers: local arts development, 291-6571; grants for services to elderly people, 291-6304; housing rehabilitation grants and Section 8 moderate rehabilitation housing programs, 291-6300; and solid waste grants, 291-6499.

### Publications

Publications are available to keep people informed about the Metropolitan Council. Citizens can, by request, have their names added to a mailing list to receive the following free publications:

- ***Metro Monitor*** is an eight-page newspaper featuring articles on regional issues and council activities. It covers major regional planning and coordinating issues, lists new publications and provides information on other matters of general regional interest. It is published every six weeks.
- ***Metro Digest*** is a monthly publication summarizing council actions and listing coming meetings of metropolitan agencies.
- Specialized newsletters are written for special-interest audiences, usually professionals in the field. The ***Developmental Disabilities*** and ***Housing Relocation*** newsletters are published periodically.

### Special Public-Service Publications

- ***1987 Legislative District Map***, 17 × 22 inches, shows legislators and legislative district boundaries in the Twin Cities area. Free.
- ***Public Boat Launch Guide***, 1987. 17 × 22 inches. Map shows locations of public boat launch sites in the Twin Cities area. Joint publication of the council and the Minnesota Department of Natural Resources. Free.
- ***Regional Parks***, 1987. 32 × 37 inches. Map of the seven-county area lists regional parks and the type of activities they offer. Free.



- ***Consumer's Guide to Housing Options for Older People***, 1986. Report helps older people select the kind of housing that best meets their needs. \$3.50.
- ***Consumer's Guide to Nursing Homes***, 1986. Report lists region's nursing homes and summarizes factors to be considered in selecting nursing homes. \$3.50.
- ***Art Town***, 1987. Brochure lists nonprofit arts groups, their specialties and how to contact them. Free.
- ***1980 Census Tracts, Twin Cities Metropolitan Area***, 17×22 inches. Map shows census tract boundaries. Necessary to use data from the 1980 federal census. Free.
- ***Aerial Photo Prints***, 36×36 inches. Shows 14-square-mile section of Twin Cities area. Scale is 1 inch to 800 feet. 233 photos in all. Cost is \$2 each, plus mailing.
- ***Citizen's Guide to the Metropolitan Area***, 1987. Brochure summarizes organization and activities of the council. Free.
- ***Making One Community Out of Many***, 1986. Book by Arthur Naftalin evaluates 19 years of the Metropolitan Council. \$4.
- ***Council Advisory Committee brochures***. Each of a dozen free brochures summarizes the responsibilities of a metropolitan commission or advisory committee to the council. The brochure also explains how citizens can become candidates for appointment to regional committee posts.
- **Audiovisual Presentations**. The council has 35-millimeter slide shows and videos about the council and regional programs available for loan. The council also has speakers available to talk to groups. No honorariums are accepted.
- The Metropolitan Council has many other publications including reports on the economics of the Metro Area, health, housing, population, transportation, planning and others. Several other maps also are available. A council publications directory is available free upon request; call 291-6464.

Following is a brief description of each department and division at the Council.

## Office of Chair (612) 291-6391

**Steve Keefe, chair**. The office provides major strategic and public policy direction for the council and its regional constituents. It manages appointments to metropolitan agencies and council advisory committees; coordinates state, federal and local governmental relations; and provides support to the chair and council members as they plan and coordinate metropolitan development.

## Office of Executive Director (612) 291-6390

**David Renz, executive director**. The office directs the operations of the council and its staff. This includes coordinating strategic planning, directing the work program and budget, managing council meeting agendas, performing internal audits, and administering equal opportunity and affirmative action goals.

## Administration Department (612) 291-6456

**Jon Elam, director**. The department operates the council's internal support systems, including the divisions of Employee Relations, Information Systems, and Finance and Facilities.

### Employee Relations Division (612) 291-6316

**Denise Legato, manager**. The division prepares the payroll; maintains employee records; recruits for the hiring of new staff; oversees employee benefit programs; and administers the labor agreement, personnel code, and employee classification and compensation plans.

### Finance and Facilities Division (612) 291-6359

**Timothy Fleetham, manager**. The division operates the council's financial systems and support systems including facility management, fixed assets, purchasing and administra-

tive services. Duties include preparing and maintaining the annual budget, and overseeing bonding and debt management for other metropolitan agencies.

### **Information Systems Division (612) 291-6480**

**Roy Larson, manager.** The division operates and maintains the council's word and data processors, prints council documents and assembles mailings to council committees. It also includes a regional data base file that includes information on census tracts, zip codes, traffic assignment zones and health planning areas.

### **Community Services Department (612) 291-6512**

**Marge Hols, director.** The department develops and implements the council's public affairs and information program through its three divisions: Data Center, Community Outreach and Publications.

### **Metropolitan Council Data Center (612) 291-6464**

**Robert Johns, manager.** The data center provides data and information about the seven-county Twin Cities Area in the fields of aging, arts, demographics, the economy, housing, health, government, minorities, natural resources, parks and open space, solid waste and transportation. The information comes in the form of data, publications, brochures, newsletters, maps and videos. The data center provides research services or custom tabulations of computerized information to businesses, agencies or individuals. Anyone may review and use information at the data center office or council library.

### **Community Outreach Division (612) 291-6500**

**Shirlee Stone, manager.** The division encourages citizen participation in solving regional problems. It plans and coordinates council public meetings; develops plans to communicate council priorities; helps the council gain participation and consensus among target groups such as local governments, businesses, minorities and civic groups; and coordinates special events.

### **Publications Division (612) 291-6425**

**Nancy James, manager.** The division produces print and audiovisual information to inform and educate council constituencies about the council and the regional problems and issues it addresses. Activities include production of a tabloid newspaper, the *Metro Monitor*; a citizen's guide to the council; an annual report; slide-tape shows; a weekly list of meetings and agendas; and a monthly digest of Council activities. The division also assists the media in reporting on regional issues.

### **Human Services Department (612) 291-6566**

**Nancy Reeves, director.** The department seeks to maintain and enhance opportunities for people, including those who are disabled, economically disadvantaged or members of minority groups. Areas covered are health, housing, aging and arts. The department administers the Metropolitan Housing and Redevelopment Authority (Metro HRA), which provides assistance to almost 4,000 low-income households in 77 suburban and rural communities annually.

### **Housing/Aging/Arts Division (612) 291-6483**

**Marion Angelica, manager.** In housing, the division studies regional housing issues, including homelessness and the need for low-cost housing; and reviews applications for new housing mortgage insurance and housing bond applications. In aging, the division plans and coordinates regional services for elderly people and distributes federal grant funds. It also works to reshape the region's long-term care system for people who are chronically ill or disabled. The goal is to make the system less dependent on institutional care, such as that provided in nursing homes, and make it possible for people to remain independent longer. In arts, the council, as the region's designated Regional Arts Council, promotes art

groups and distributes state and private funds for art and cultural groups.

#### **Health Division (612) 291-6427**

**Malcolm Mitchell, manager.** The division plans and coordinates regional health services to promote wellness, contain costs and improve the quality of and access to health care. It does this by publicizing trends in health care usage and costs, and implementing joint projects with other organizations to reach these goals. In the area of developmental disabilities, the division helps counties implement effective case management programs for people with severe developmental handicaps.

#### **Metropolitan Housing and Redevelopment Authority (612) 291-6311**

**Tom McElveen, manager.** The Metro HRA helps Metropolitan Area suburbs provide affordable housing opportunities for households with low and moderate incomes. The HRA provides rental assistance through the federal Section 8 program, which provides certificates, housing vouchers and moderate rehabilitation units. The HRA also administers rehabilitation loan and grant programs in 12 Ramsey County cities and in Brooklyn Center.

#### **Metro Systems Department (612) 291-6312**

**Judy Pinke, director.** The department develops policy plans for highways, transit, airports, parks and open space, sewers and solid waste. The department works to integrate the council's planning with the work of metropolitan implementing agencies in the areas listed above, in addition to sports facilities (the Metrodome and Met Center). The department also conducts special studies on other regional concerns.

#### **Metro Governance Division (612) 291-6330**

**Robert Mazanec, manager.** The division oversees the finances, system management and performance of the metropolitan implementing agencies. The agencies are the Metropolitan Waste Control Commission, the Regional Sports Facilities Commission, the Metropolitan Parks and Open Space Commission, the Regional Transit Board and the Metropolitan Transit Commission.

#### **Solid Waste Division (612) 291-6468**

**Karen Schaffer, manager.** The division works to establish a new approach to handling the region's solid waste—a system that eliminates the need to dispose of unprocessed solid waste in landfills by 1990. Activities include preparing a policy plan for the region's solid waste system, performing environmental reviews of landfills, overseeing county solid waste plans and activities, administering grants and loans to encourage reduced dependence on landfills, promoting recycling, and conducting environmental reviews of solid-waste processing facilities.

#### **Parks and Natural Resources Division (612) 291-6401**

**Robert Nethercut, manager.** The division provides support to the Metropolitan Parks and Open Space Commission in developing a regional park system. The division helps the commission prepare a system plan and capital improvement program. It also helps the commission in making grants, with state funds, for the acquisition and development of regional parks, park reserves, trails and special recreational facilities. The region's 49 parks and trails are owned and operated by six metropolitan counties, the Suburban Hennepin Regional Park District, the Minneapolis Park and Recreation Board, and the cities of Bloomington and St. Paul.

#### **Transportation Division (612) 291-6308**

**Natalio Diaz, manager.** The division plans for the long-range needs of the region's transit, highway and airport systems. In transit, the division makes recommendations for capital investments in and service plans for transit modes—such as light rail transit, busways, and special lanes for high-occupancy vehicles. In highways, the division works in concert with

other agencies to identify major road design alternatives that will help congested highways handle increasing amounts of traffic. In aviation, the division develops plans that will meet aviation needs into the next century while emphasizing the need to reduce airport noise.

### **Research and Long-Range Planning Department (612) 291-6335**

**Roger Israel, director.** The department seeks to improve decision-making at the council and in the region by producing policy-based research, a comprehensive planning perspective for the council, and a long-range horizon for regional research, policy and decision-making.

### **Planning and Technical Assistance Division (612) 291-6363**

**Pat Pahl, manager.** The division maintains the Council's *Metropolitan Development Guide*, the framework that metropolitan agencies, local governments and the private sector use to make planning decisions in areas ranging from regional growth and finances to airports, housing, health and solid waste. Other activities include providing planning assistance to local governments, administering a planning assistance loan program, and providing a regional perspective on major metropolitan development projects.

### **Research Division (612) 291-6521**

**Chuck Ballentine, manager.** The division carries out research activities that measure and anticipate social, demographic, land use and other changes occurring in the region. The division performs fiscal and economic analysis for both the council's planning and policy work as well as the plan/project reviews it carries out. The division has started intensive monitoring of the impact of council policies, particularly those of the *Metropolitan Development and Investment Framework*.

## **Metropolitan Council Advisory Committees**

The council is assisted by nine citizen advisory committees. They are listed below with a brief description of what they do and when they meet.

### **Advisory Committee on Aging**

This 25-member committee focuses on the needs of the 260,000 elderly people in the Twin Cities area and helps the council develop plans and programs to meet those needs. Members serve on two subcommittees and attend monthly meetings.

### **Arts Advisory Committee**

This 25-member committee encourages and develops the arts in the Twin Cities Metropolitan Area. Members serve on two arts grant panels and attend monthly meetings.

### **Developmental Disabilities Advisory Committee**

This 25-member committee advises the council on the needs of persons with developmental disabilities and promotes services for them. Members serve on a subcommittee that meets monthly and meets as a full committee every other month.

### **Metropolitan Health Planning Board**

This 25-member board contains rising health care costs and improves people's health in the Twin Cities area. Members serve on at least one subcommittee and attend monthly meetings.

### **Metro HRA Advisory Committee**

The Metropolitan Housing and Redevelopment Authority Advisory Committee advises and assists the council in carrying out its responsibilities as a housing and redevelopment authority for the Twin Cities area. The nine-member committee meets monthly and may also hold special meetings concerning urgent or complex issues.

### **Land Use Advisory Committee**

This 18-member committee provides the council with a citizens' advisory board concerning various regional issues and helps the council carry out land use planning in the region. The committee meets four times a year.

### **Minority Issues Advisory Committee**

This 25-member committee advises the council on issues of concern to minority communities in the Twin Cities area. Members attend subcommittee meetings and attend monthly meetings.

### **Transportation Advisory Board**

This 30-member board focuses on transportation needs in the Twin Cities area and assists in developing plans and programs to meet those needs. Members attend monthly meetings. Members also serve on a subcommittee, which usually meets once a month.

### **Metropolitan Waste Management Advisory Committee**

This 30-member committee helps the council plan for one of the Twin Cities Area's biggest challenges over the next 20 years—reuse, recycling and safe disposal of solid waste. Members meet monthly and occasionally twice a month. Members usually serve on at least one subcommittee.

## **Metropolitan Parks and Open Space Commission**

**300 Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101**

**Larry Kitto, chairman; Robert Nethercut, director (612) 291-6401**

**Minnesota Statutes, sections 473.301-473.341**

The commission is a nine-member group of citizens who advise and assist the Metropolitan Council in developing long-range plans and funding for adequate park and open space facilities in the region.

The guiding document for the program is the Recreation Open Space Policy Plan/Development Guide which defines the policy direction and identifies those sites and facilities in the metropolitan area deemed to be regional in nature. Regional parks are 200-500 acres in size and park reserves are 1,000 acres or more. Facilities for recreation include swimming, boating, fishing, picnicking, camping, nature interpretation and trail activities. Regional trail corridors and special use facilities are also included in the system.

The commission has planned for a regional park system of 54 parks and park reserves, two special use sites, and trail corridors. The commission has funded major acquisitions in the following regional parks: Anoka County Riverfront in Anoka County, Lake Minnetonka in Carver County, French Regional Park on Medicine Lake in Hennepin County, Central Mississippi Riverfront in Minneapolis, Cleary Lake in Scott County, Long Lake, Bald Eagle-Otter Lake, Grass-Vadnais, Lilydale-Harriet Island in Ramsey County and Lebanon Hills in Dakota County. Major acquisitions at park reserves have taken place at Rice Creek-Chain of Lakes in Anoka County, Spring Lake in Dakota County, Hyland-Bush-Anderson Lakes in Hennepin County, Murphy-Hanrehan in Scott County and Lake Elmo in Washington County. Major developments and redevelopments have been completed at regional parks at Coon Rapids Dam in Hennepin and Anoka Counties, Minneapolis Chain of Lakes, Hidden Falls-Crosby Farm, Phalen-Keller, and the Como Zoo in St. Paul and at Battle Creek and Long Lake in Ramsey County. Additional development projects have been funded and are in progress at Long Lake, Lake Elmo, French, Central Mississippi Riverfront, Como Zoo, Como Conservatory and Bunker Hills in Anoka County.

Before the creation of the commission, cities and counties were on their own in starting park programs. Since 1974 the commission has had the responsibility for park system planning and funding. Initial funding for the program came from bonds sold by the Met-

ropolitan Council. Today it comes from the sale of state bonds. A brochure about the commission and copies of the guiding document can be obtained at the Metropolitan Council Data Center, (612) 291-6464.

A total of \$138.5 million has been authorized by the state legislature for the regional system since 1974. The Metropolitan Council authorizes grants to the implementing agencies—the counties, municipalities and special park districts—to acquire and develop regional recreation facilities. These implementing agencies pay most of the operation and maintenance costs, primarily from real estate property tax sources. In 1985, the state legislature authorized payment of \$4,000,000 for the FY 86-87 biennium to be distributed by the council to the implementing agencies to help pay operating and maintenance costs.

Established by the state legislature, the commission meets on Monday afternoons twice a month. Commission members are appointed by the Metropolitan Council. Eight members are selected from districts of equal population, plus the chairman who represents the metropolitan area at large. Terms are for four years. To be considered for appointment when vacancies occur on the commission, contact Sandi Lindstrom, (612) 291-6390, in the office of the Metropolitan Council chair for more information.

A map of the regional park system has been published, titled "Regional Parks: A Map and Guide to Regional Parks in the Twin Cities Metropolitan Area." This map shows where regional parks are located, who operates them, and what recreational opportunities are available at each. Copies may be obtained free of charge from the Metropolitan Council Data Center. Mail orders cost \$1.00 for postage and handling.

## **Metropolitan Sports Facilities Commission**

**900 South 5th Street, Minneapolis, MN 55415**

**Ron Gornick, chairman;**

**Jerry Bell, executive director**

**(612) 332-0386**

**Minnesota Statutes, sections 473.551-473.597**



The commission was established by the state legislature in 1977 to decide whether a new stadium should be built and, if so, what type and where. The commission decided to build a covered facility in downtown Minneapolis. Construction began in December 1979 and the Hubert H. Humphrey Metrodome was opened in April 1982. The commission also owns Met Center in Bloomington, but does not operate the building.

Revenue for the commission comes from operating the building and is generated through admission taxes, rent, concession revenue and other miscellaneous revenue. The charge to rent the Metrodome is a minimum of \$5,000 per day. The stadium is available at the times in which the major tenants, the Minnesota Twins, Minnesota Vikings and the University of Minnesota Gophers, are not using the facility. Parking is available throughout the downtown area and can handle 20,000 vehicles. The Metrodome parking lot can handle up to 230 buses at any one time.

In 1986, the commission received revenue of \$10.6 million and had expenses of \$7.8 million for an operating surplus of \$2.9 million. The operating surplus along with interest earned on reserve funds has resulted in the suspension of the hotel/motel/liquor tax in the city of Minneapolis since January 1, 1985. Two and one-half million people visited the Metrodome in 1986.

The commission handles complaints dealing with the administration of the Metrodome. Public speakers are available occasionally, depending upon the flow of the work at the time. There is no charge for a speaker.

The commission is a seven-member group with a chairman appointed by the governor and the other members appointed by the Minneapolis City Council. The term of appoint-

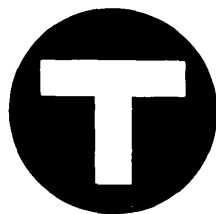
ment is four years. Regular commission meetings are held the third Wednesday of every month in the commission offices at the Metrodome and are open to the public. For more information, contact the commission administrative offices.

## Metropolitan Transit Commission

560 Sixth Avenue North, Minneapolis, MN 55411-4398  
 Frank Snowden, chairman; John Capell, chief administrator  
 (612) 349-7400

**Bus Schedule Information: (612) 827-7733**

**Minnesota Statutes, sections 473.401-473.451**



The Metropolitan Transit Commission (MTC) is a public agency with jurisdiction within the seven-county metropolitan area. It was created in 1967 by the Minnesota legislature. Since 1970, the MTC has owned and operated the major bus system in the Twin Cities area.

The bus system has 923 standard buses, 36 wheelchair lift-equipped buses and 82 articulated buses. Five bus garages and an overhaul base are located in the Twin Cities. MTC buses travel approximately 28 million miles per year on 123 routes, carrying over 74 million passengers annually.

Special features of the transit system include a computerized radio system that links buses to a central control center, special metered ramps that give buses easy access to Interstate 35W, reverse flow bus lanes in downtown Minneapolis, an exclusive transit way on Nicollet Mall, 101 park-and-ride lots that provide more than 5,000 parking spaces and 620 passenger waiting shelters.

In addition to bus service, the MTC offers carpooling and vanpooling services through the Minnesota Rideshare program.

For bus schedule and fare information, call 827-7733. Information is also available at MTC booths in the MTC Transit Store located on Marquette Avenue between 7th and 8th Streets in downtown Minneapolis and on the street level of Town Square in downtown St. Paul. **To charter buses**, call 349-7574. To file a complaint or commendation, call Customer Service at 349-7405. For lost and found information, call 349-7408. For carpool or vanpool information, call 349-RIDE. Transit information is available for speech and hearing impaired people via teletypewriter by calling 341-0140.

Bus fares must be paid in exact change or by using a prepaid fare item. The MTC sells tokens, 10-ride commuter tickets and monthly **All You Can Ride** cards. The items are sold at the MTC's two information booths and at many banks, department stores and other outlets. They are also available by mail. Send a check or money order including first class postage to MTC Convenience Fares, 560 Sixth Avenue North, Minneapolis, MN. 55411-4398. **All You Can Ride** cards are sold at a discount through a payroll deduction program. For information on this program, call the Communications Section at 349-7686.

Reduced bus fares are available during off-peak hours to persons over 65 or under 18 and to handicapped people. Senior citizens may use their Medicare cards or specially endorsed driver's licenses and State I.D. cards as identification. Youths aged 14 to 17 may receive **Easy Rider** identification cards from their schools. Handicapped riders using regular buses should have a **Limited Mobility** identification card, which may be obtained by calling 349-7480. Off-peak hours are from 9 a.m. to 3:30 p.m. weekdays and all day Saturday, Sunday and holidays.

**Metro Mobility** provides door-to-door transportation for handicapped people who are unable to ride regular buses. Metro Mobility users must be certified. Information on the service and certification forms may be obtained by calling the Metro Mobility Transportation Center at 349-7480.

The MTC publishes an annual report, which is available without charge. Copies of publications, reports and studies published by the MTC may be obtained by calling the Com-

munications Section at 349-7573. The **Twin Cities Transit Guide**, which contains a map of all bus routes and information of MTC services is available at the two MTC information booths and by mail. Pocket bus schedules may be obtained by sending a self-addressed stamped envelope to **MTC Pocket Bus Schedules**, 560 Sixth Avenue North, Minneapolis, MN 55411-4398.

## Metropolitan Waste Control Commission

350 Metro Square Building, 7th & Robert Streets

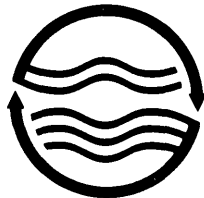
St. Paul, MN 55101

Peter E. Meintsma, chairman

Louis J. Breimhurst, chief administrator

(612) 222-8423

Minnesota Statutes, sections 473.501-473.549 Minnesota Rules 5900-5999



The Metropolitan Waste Control Commission (MWCC) was created by the state legislature as the Metropolitan Sewer Board in 1969. It was established to prevent water pollution and efficiently treat the wastewater for 103 municipalities in the seven-county area. As the regional water pollution control agency, the commission was charged to more effectively and economically prevent, abate, and control water pollution in lakes, rivers, and streams. The commission is also involved in various research and development projects, all toward the goal of preserving the quality of metropolitan water resources.

The MWCC owns and operates the wastewater treatment system in the 7-county metropolitan area. The system includes over 500 miles of interceptor sewers, 60 lift stations, 12 treatment plants, 175 remote flow meters which utilize a computer-based telemetry system, and a combined sewer regulator system. The commission treats approximately 275 million gallons of sewage per day.

The commission constructs and upgrades facilities to accommodate the future development of the communities in accordance with the *Water Quality Management Development Guide/Policy Plan* of the Metropolitan Council. The system is coordinated through the comprehensive plan each community submits to the Metropolitan Council. The council reviews the commission's capital budget annually.

The commission is regulated by the Minnesota Pollution Control Agency and the Federal Environmental Protection Agency. The regulatory bodies enforce standards for effluent discharges and air emission at MWCC treatment plants. The commission board is comprised of a chairperson appointed by the governor and eight commissioners appointed by the Metropolitan Council. Commissioners serve staggered 4-year terms and each represents a geographical precinct based on Metropolitan Council districts. Vacancies are announced and applications are accepted by the secretary of state.

The commission board meets during the second week of each month in committees and the third Tuesday of each month as a full board. Special meetings are held pursuant to notice. Committee meetings and full commission meetings are held at the commission's central office. All meetings are open to the public.

The commission staff is organized into major departments and offices. The Office of the Chief Administrator oversees management of agency personnel and programs as directed by the policy-making commissioners. The Planning Department is responsible for pre-facilities capital planning, grants administration and financial planning, municipal services planning, liaison with the Metropolitan Council, and other special focus long-range planning projects. The Engineering and Construction Department plans and designs facilities needed in the short and long range, maintains and upgrades present structures, and manages construction of plants, interceptors and lift stations. The Quality Control Department provides extensive laboratory services, monitors water quality in area lakes and rivers, and administers an industrial waste control program. The Operations Department provides operation and maintenance of all plants and the collection system, manages



the sludge land application program, and is responsible for flow metering. The Administrative Services Department administers personnel programs for employees and controls purchasing, inventory, and the Commission financial affairs.

The commission's operations are funded in three ways. The primary source of funds is the user charge assessed to each community in the system. This charge is based on the volume of wastewater the community discharges to the system. The community, in turn, bills residential, commercial and industrial customers within its jurisdiction for these costs as well as the costs of the municipal system. The second source of funds is the Service Availability Charge (SAC), a one-time charge assessed for each new sewer hook-up. This charge is a payment to amortize major system construction. The third source of funding is the industrial strength charge assessed to those industries that discharge relatively strong wastewater into the system.

Expertise and information from commission staff is relied on by diverse groups including the Minnesota Pollution Control Agency (MPCA), the Departments of Natural Resources of both Minnesota and Wisconsin, the U.S. Geological Survey (USGS), the U.S. Army Corps of Engineers, consulting firms nationwide, the University of Minnesota, barge owners, citizen groups, and several libraries.

The commission works cooperatively with other agencies, such as DNR, USGS, MPCA, to avoid redundancy, exchange new information and acquire data cost-effectively regarding technical issues.

The commission provides information services directly to the public through speakers and slide presentations which can be arranged for school groups, civic and business organizations, and professional forums. General information publications are produced each year describing the goals and progress of the commission's pollution control programs. A newsletter, the *LINK*, with a circulation of approximately 3,000, carries articles describing many different facets of MWCC activities. The general interest publications are available on request from the Office of Public and Community Relations. The commission produces technical reports concerning engineering projects, water quality monitoring, technical plant performance, and finances of the agency. These reports are available for review at the central office.

The goal of all MWCC programs is to provide efficient wastewater treatment and collection service in full compliance with environmental requirements.

## Department of Military Affairs

Veterans Service Bldg., 4th Floor  
Capitol Complex—20 W. 12th Street  
St. Paul, MN 55155-2098  
(612) 296-4662

Major General James G. Sieben, Adjutant General, (612) 296-4664  
Brigadier General John H. Cox

Assistant Adjutant General (Army), (612) 296-4672  
Brigadier General Joseph A. Kazek

Assistant Adjutant General (Air), (612) 296-4677  
Minnesota Statutes, chapters 190-195



The Department of Military Affairs consists of the military forces of the State of Minnesota, the office of the adjutant general, civilians employed for administration and maintenance, and the state-owned military installations.

The Minnesota Army and Air National Guard are dual-mission forces. They are the organized militia of the state of Minnesota, under command of the governor. At the same time, National Guard men and women are members of a reserve component of the active U.S. Army and Air Force and may be called into federal service by the president of the United States.

The Minnesota National Guard's state mission is to provide units that are organized, equipped and trained to function efficiently at existing strength in the protection of life and property and in the preservation of peace, order and public safety under orders from the governor. The federal mission of the Guard is to provide units for mobilization in time of war or national emergency to augment the active Army and Air Force.

The adjutant general, as military chief of staff to the governor, heads the Department of Military Affairs and is responsible for the Guard fulfilling its state and federal missions. The adjutant general accepts federal monies on behalf of the State of Minnesota for military forces and executes related agreements and contracts. He is the Minnesota National Guard's contracting officer for Guard construction, improvement and maintenance programs.

#### **Directorate of Finance (612) 296-4671**

**Chief Warrant Officer 4 Thomas J. Ryan, director.** The directorate budgets, distributes and accounts for all State of Minnesota funds appropriated for the Minnesota Army and Air National Guard. The section also prepares and manages federal reimbursements for certain state expenditures, provides personnel services for the department's state employees and supervises custodial services for Minnesota's 70 armories and three air bases.

#### **U.S. Property and Fiscal Office (612) 632-6631, ext. 331**

**Colonel Donald G. Jensen, U.S. property and fiscal officer.** All federal money and equipment issued to the Minnesota Army and Air National Guard must pass through this office which is located at Camp Ripley. The office maintains all necessary records concerning receipt, disbursement and accounting of all federal resources loaned to or used by the Minnesota Guard. In a state capacity, the office is accountable for the receipt, storage, issue, maintenance and accounting of state-owned property used by the Minnesota Guard.

#### **Directorate of Personnel (612) 296-4040**

**Lieutenant Colonel Steven E. DeMars, director.** The directorate manages and provides staff supervision and administration of all military manpower and personnel aspects of the Minnesota Army National Guard. It maintains both Army Guard current and historical personnel records and a reference library of military regulations, directives and circulars.

#### **Recruiting and Retention Section (612) 296-4235**

**Lieutenant Colonel William A. Serie, manager.** The section supervises the Army Guard's statewide recruiting force, as well as plans, organizes and implements recruiting programs and functions directly related to recruiting efforts. Further, the section handles reenlistment of current Guard members and other reserve and active component members who enlist in the Army Guard. Questions relating to enlistment benefits and procedures should be directed to this section.

#### **Directorate of Plans, Operations, Training and Military Support (612) 296-4535**

**Lieutenant Colonel Benton D. Murdock, director.** The directorate budgets and manages all military school activities, provides broad training guidance to all Minnesota National Guard members, and plans and programs troop units into Camp Ripley for annual and weekend training periods. The Military Support section of the directorate develops plans for military support to civilian authorities in domestic emergencies, disturbances and natural disasters. It helps state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use. The section will provide information to the public about the various types of community service and emergency programs. For information contact Lieutenant Colonel Ronald L. Deppa, military support officer (612) 296-4238.

### **The Minnesota Military Academy (612) 296-4210**

**Major Terry J. Dorenbusch, training administrator.** The academy operates the Guard's Officer Candidate School and the Non-Commissioned Officer (NCO) Education System. The officer training school is the primary source of officers for the Minnesota Army Guard. Under the non-commissioned officer system NCO's can complete their required military education.

### **Support Personnel Management Office (612) 296-4668**

**Lieutenant Colonel Duane D. Paisley, support personnel management officer.** This office manages the full-time employees who support the Minnesota National Guard throughout the year. These employees are either on active duty status or are federal civilian employees. With few exceptions, the full-time employees are members of the National Guard and perform the day to day duties of recruiting, maintenance, administration and training.

### **Human Relations/Equal Opportunity Section (612) 296-4000**

**Second Lieutenant Janel K. Bennett.** This section coordinates with supervisors, managers and the Support Personnel Management Officer in administering the EEO Affirmative Action Plan; investigating and detecting instances of discrimination of employees and recommending corrective action to the Adjutant General; minority community relations; EEO incentive awards; and assisting in implementing the Federal Women's Program and the Hispanic Employment Program.

### **Public Affairs Section (612) 296-4684**

**Lieutenant Colonel David W. Pearson, public affairs officer.** This section handles public information, community relations and internal information for the Army and Air Guard. News media and public inquiries should be channeled to this section.

### **Army Aviation Support Facility, St. Paul Downtown Airport (612) 296-4585**

**Major Dennis J. Lord, facility commander.** The Army Aviation Support Facility (AASF) assists with the management of the Army Aviation Program. Facility personnel perform aircraft maintenance, flight operations, aircraft standardization, tactical training, aviation safety and administrative support.

### **Camp Ripley Training Site (612) 632-6631 ext. 321**

**Lieutenant Colonel Gary E. LeBlanc, camp commander.** Camp Ripley is the state-owned National Guard training site located seven miles north of Little Falls, MN. The 53,000 acre site has accommodations to house over 11,000 troops during moderate weather and 2500 for winter training. The camp's winter operations training facilities have earned the designation of the primary winter training site in the nation for the National Guard.

### **Office of the Military Architect and Engineer (612) 632-6631, ext. 315**

**Lieutenant Colonel Wayne A. Johnson, facilities management officer.** This office, located at Camp Ripley, supervises the construction, maintenance and repair of all Army National Guard facilities throughout Minnesota. The office acts as the State's representative for all contracted Army National Guard construction, maintenance and repair.

### **Air National Guard State Headquarters (612) 296-4673**

**Lieutenant Colonel Donald B. Solwold, executive support staff officer.** This section is the link between the adjutant general and the Minnesota Air Guard and its two air bases. Major Air Guard personnel actions—enlistments, separations, discharges—are processed by the section and all current personnel records are stored here. The section also develops policies and directives for the Minnesota Air National Guard and provides guidance in ensuring the U.S. Air Force regulations are adhered to by all Minnesota Air Guard units.

The section supervises Air Guard logistics, training, spending, operations, maintenance, recruiting and personnel.

### 133rd Tactical Airlift Wing 725-5632

**Brigadier General Patrick S. Boab, commander.** The 133rd Tactical Airlift Wing, headquartered at Minneapolis-St. Paul International Airport flies four-engine C-130E Hercules transports in State and Federal missions. The wing includes a flying squadron and several other units in the Twin Cities and similar organizations on the east coast. The wing also provides air traffic control service to civilian aircraft at the Anoka County airport on weekends.

### 148th Fighter Interceptor Group (218) 727-6886

**Colonel John D. Broman, commander.** The Duluth-based 148th Fighter Interceptor Group stands around the clock, armed alert for the North American Aerospace Defense Command (NORAD). The group flies the F4-D Phantoms in air defense, protecting a large part of industrial North America from bomber and cruise missile attack.

### 47th "Viking" Infantry Division (612) 296-4702

**Major General Robert L. Blevins, commander.** The 47th "Viking" Infantry Division, one of our nation's ten National Guard Divisions, is headquartered in St. Paul. The division has units in Minnesota as well as in Iowa, Illinois, Wisconsin and New Mexico. The 47th Division consists of infantry, armor, artillery, aviation, engineer and support and service units—the full complement of an infantry division.



### Troop Command (612) 296-4140

**Colonel Adrian Beltrand.** The Minnesota Army National Guard's Troop Command is the parent headquarters of all Army Guard units not assigned to the 47th "Viking" Division. Included are a high priority mechanized infantry battalion and a field-artillery battalion, plus specialized military police and maintenance units.

## Minnesota Municipal Board

165 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101

**Terrence Merritt, executive director (612) 296-2428**

*Minnesota Statutes, chapter 414; Minnesota Rules 6.0100-6.3400*

In 1959, Minnesota was the first state in the country to create a quasi-judicial agency to hear and decide local municipal incorporation and boundary adjustment questions. There are three permanent members on the Municipal Board. Two county commissioners from the affected county serve as voting members in certain types of proceedings.

There are four major types of boundary adjustments: annexations of unincorporated land to municipalities; detachments of incorporated land to townships or detachment of incorporated land from one municipality followed by the land's annexation to an adjacent municipality; consolidation of two or more municipalities into a single municipality; incorporation of a municipality.

The board provides assistance in understanding boundary change and incorporation statutes, information to citizens on proper filing procedures, and sample forms. It also provides information relating to the factors which the board must consider in making its decision. These forms may be obtained from the board office at the above address.

Depending on the type of proceeding, there is a filing fee ranging from \$25.00 to \$600.00.

All proposed boundary changes or incorporations are resolved within two years from the date of the first board hearing.

## Department of Natural Resources

500 Lafayette Road, St. Paul, MN 55155-4001

Joseph N. Alexander, commissioner (612) 296-2549

Minnesota Statutes, chapters 84, 84A, 85, 86, 86A, 88-94, 97-112;

Minnesota Rules 6100-6299



### Background

A forestry association was founded in 1876 to protect the state's timber resources. By 1895 the state named its first chief fire warden who later became forestry commissioner and secretary of the state's forestry board. The department of conservation was created in 1931 and was renamed the Department of Natural Resources (DNR) in 1971 to reflect the agency's broader responsibilities.

Minnesota's rich natural resources include 26,000 square miles of forestland; about 12,000 lakes; tens of thousands of miles of boatable rivers; game animals, rare species, and other wildlife of many kinds; some of the richest mineral lands in the nation; and hundreds of areas for camping, hiking and other outdoor recreation.

The stewardship of Minnesota's resources is handled by about 1,500 full-time employees and up to 2,500 part-time employees who work for the DNR, and thousands of volunteers from across the state and nation. About two-thirds of the full-time employees and nearly all of the seasonal workers work in the field, close to the resources they manage.

From its St. Paul headquarters to home offices for conservation officers, the DNR staffs more than 350 offices in Minnesota's cities, small towns, woods and farmlands. Crucial to the DNR's field operations are its six regional offices in Bemidji, Grand Rapids, Brainerd, New Ulm, Rochester and St. Paul. The department is organized by divisions, according to the resources it manages: Forestry, Fish and Wildlife, Parks and Recreation, Minerals, Trails and Waterways, Enforcement, and Waters.

### Office of the Commissioner (612) 296-2549

**Steven G. Thorne, deputy commissioner (612) 296-2540.** The commissioner of the Department of Natural Resources (DNR) has authority over all of the public lands, parks, timber, waters, minerals, and wildlife of the state and their use, sale, leasing, or other disposition. He is also responsible for encouraging programs, promoting the safe use of watercraft and firearms, and has jurisdiction over the harvest of wild rice from public waters. He has jurisdiction over 64 state parks, and 10 waysides, about 900 state-owned lands within state forest boundaries and 1,460 miles of recreational trails. He also is responsible for providing fire protection within the state's forested areas.

In 1984, the DNR moved into its new headquarters at 500 Lafayette Road, St. Paul, just north of the Space Center Building at 444 Lafayette Road.

**Eugene Gere, assistant commissioner for administration (612) 296-0533.** This office provides administrative and support services to the department and its regional offices. It also provides engineering, architectural, and landscape design construction projects and financial management; land acquisitions and sales; licensing; data and word processing; personnel; records and communication office services; and administers the department's youth manpower programs.

**Raymond B. Hitchcock, assistant commissioner for operations (612) 296-5229.** This position is involved with the daily operations oversight of DNR division directors. He is responsible for the overall direction of DNR operational units, including Engineering, Field Services, Financial Management, Human Services, Lands, Licenses, Management Information Systems, and Office Services.

The position also is responsible for the general direction of some divisions, including Enforcement, Fish and Wildlife, Forestry, Minerals, Parks, Trails and Waterways, and Wa-

ters. He holds monthly meetings of division directors to facilitate interdepartmental communication in the areas of policy, public response, divisional strategic planning, and interaction with the legislature. Another objective of the post is to assist on fish and wildlife issues and aid Waters in evaluating its regulations, establishing its objectives, performance criteria, and completion dates with each director, and coordinating the training of DNR employees in each region.

**Karen Loechler, assistant commissioner for planning and special services (612) 296-9556.** This position is responsible for implementing appropriate bureau consolidation, working towards the integration of divisional strategic plans, holding monthly meetings with bureau administrators, conducting a study of career opportunities and job enrichment for DNR employees, working with the Human Services manager to improve communication with other bureaus and divisions, and assisting in developing a public response policy.

She has administrative responsibility over the DNR Office of Planning, Human Resources (Personnel), Information and Education, and the Minnesota Environmental Education Board (MEEB).

**Natural Resources Information Center (612) 296-6157**  
**Statewide toll-free: 800-652-9747.TDD: (612) 296-5484**

Call the DNR Information Center for detailed information on natural resources or to request maps of state parks, trails, forests, and other informational brochures, which will be sent free of charge.

## Regional Administrators

**Merlyn Wesloh, Region I,** 2115 Birchmont Beach Road NE, Bemidji, MN 56601. (218) 755-3955.

**John Chell, Region II,** 1201 East Highway 2, Grand Rapids, MN 55744. (218) 327-4455.

**Robert Hance, Region III,** 1601 Minnesota Drive, Box 648, Brainerd, MN 56401. (218) 828-2613.

**James Schneider, Region IV,** Box 756, Highway 15 South, New Ulm, MN 56073. (507) 354-2196.

**Region V/Rochester,** P.O. Box 6247, Rochester, MN 55903. (507) 285-7420.

**Kathleen Wallace, Region V/Metro.** 1200 Warner Road, St. Paul, MN 55106. (612) 296-3572.

## Enforcement Division (612) 296-4771

**Leo Haseman, director.** The division enforces all natural resource laws in the state and regulates commercial and sport fishing, trapping, fur buying, and hunting. It also serves as a guardian for small and big game, fish, and migratory birds. Conservation officers manage and enforce the harvesting of Minnesota's wild rice crop, assist in the development and maintenance of public access to public waters, enforce boat and water laws, manage licensing and operation of snowmobiles and all-terrain vehicles (ATV), and enforce laws dealing with alterations of beds of lakes and streams. The division supervises the Firearms Safety Training Program, the Snowmobile Safety Program, and the ATV Training Program.

Wild animals killed by motor vehicles are also disposed of by officers. Other responsibilities include enforcing laws and rules on shooting reserves; aerial pollution surveillance of lakes and rivers; surveys and census work regarding moose, beaver, deer, and deer yards; and pheasant counts. The division also enforces all rules and statutes within state parks, campgrounds, and recreational areas under the jurisdiction of the DNR. The division holds auction sales to dispose of furs, firearms, and hunting, fishing, and trapping equipment confiscated from violators of the game and fish laws.

A pamphlet outlining the duties of conservation officers is available from individual officers and regional and DNR central headquarters. Conservation officers operate from their own private homes and their addresses and phone numbers are listed in local direc-



tories. For information on the safety programs offered by the division or for the times and locations of disposal auctions, contact the division. There are no forms or fees. Most requests can be handled immediately.

### **Motor Vehicle-Killed Wildlife**

A new law passed and implemented during 1987 shifts most of the responsibility for the pick-up of car-killed deer from DNR Conservation Officers to "local road authorities," and provides for no-cost deer possession.

Under the new law, DNR Conservation Officers still coordinate the program, and will be issuing six-month possession permits to be distributed by state and local authorities.

In addition to transferring this responsibility for the pick-up of road-killed big game to local road authorities, the new law also requires the department to issue new possession permits which allow the driver claiming a salvageable animal to keep it at no charge. If they do not claim it, the carcass can still be released to another person at the scene or by a conservation officer for distribution to various public benefit groups or organizations.

Unsalvageable deer and deer for which there is no immediate salvageable demand must be referred to the road authority which has immediate responsibility, such as: the MnDOT on Interstate, U.S. and State highways; county highway departments on county-state aid highways and county roads; local (city/township) road authorities on all lesser streets and roads. Conservation officers will work with the various road authorities to implement this policy.

A monthly summary form will also be furnished to local road authorities by the DNR's Section of Wildlife which collects data on these accidents. Any injured deer still alive will be disposed of by the Conservation Officer responding to the incident, or other law enforcement officers at the scene if they are willing to assist in the disposal.

Other than road-killed deer, all other salvageable, big game shall be sold for the highest price. These animals, as well as confiscated deer kills and deer taken under permit, will still be sold and reported on confiscation and sale reports. The minimum prices for these animals are: deer (\$8), moose (\$50) and bear (\$10), plus \$1 per claw if sold with the animal.

### **Turn In Poachers (TIP) (612) 297-3999; Statewide toll-free: 1-800-652-9093**

The division coordinates a program called "TIP" (Turn In Poachers) which was instigated to encourage the public to report natural resource violations. The information and the person reporting will be kept confidential. Persons reporting violations are asked to obtain as much information from observation as possible, and to report all violations as soon as possible. If an arrest is initiated, the person reporting the violation will become eligible for a reward of up to \$1,000, depending upon the seriousness of the crime. The decision as to the amount of the reward will be determined by an impartial panel. The above telephone numbers are available 24 hours a day. Since its inception in 1981, this program has been a deterrent on the senseless waste of wildlife and is extremely beneficial to the Enforcement Division. TIP Inc., is a private, non-profit organization of conservationists concerned about poaching problems. TIP Inc., provides all reward monies for the program.

### **Special Investigation Unit (612) 296-0657**

**Michael Grupa, support services supervisor.** This unit concentrates on illegal commercialization and interstate trafficking. It also coordinates enforcement with other law enforcement agencies and the U.S. Fish and Wildlife Service. Investigation and enforcement is also carried out on problems dealing with public waters and dumping of wastes.

### **Arrests and Confiscations Unit (612) 296-4883**

**Pat Bauer, supervisor.** This unit is responsible for the proper disposition by public auction of all nonperishable articles confiscated from violators of Minnesota game and fish laws.

The firearms and sporting goods auction is held in the late summer or early fall and is open to the public. This auction is publicized in three major newspapers in the state, and is also carried by various radio stations throughout the state. A complete list of articles may be obtained by contacting this unit during the month preceding the sale.

The unit also provides a summary of confiscated animals, such as car-killed, illegally taken, diseased, or crippled deer, moose, and bear. A summary of arrests showing a breakdown of violations and percentage of not guilty or dismissals on all game and fish, snowmobile, and watercraft laws is prepared by this unit and is available to the public by contacting the unit.

### **Firearms, Snowmobile, and ATV Safety Section (612) 296-4819**

**Cathy Brehm, coordinator.** This section provides a sufficient number of trained instructors and training locations to ensure that any student between the ages of 12 and 16 who wishes to learn the safe handling of firearms, snowmobiles, and ATVs (all-terrain vehicles) may do so. Six safety training specialists are located in the field, one for each DNR region plus one safety training coordinator who is located in the St. Paul office. The objective of these training programs is to provide training to a group of volunteer instructors so that they will in turn conduct classes for the eligible youth in their communities.

The **Youth Firearms Training** consists of at least 12 hours of instruction in safe handling of firearms which includes firing on a rifle range, a field trip for teaching commonly accepted principles of safety in hunting, and providing experience in the handling of all types of common hunting firearms. Upon completion of this course, a youth receives a certificate which is used in lieu of a license to hunt small game. This certificate must also be presented if the youth wishes to procure a big game hunting license.

**Snowmobile and ATV Safety** is taught to promote safe, courteous participation in the sport of snowmobiling and use of all-terrain vehicles. This consists of pre-season maintenance, nomenclature, proper clothing, laws, general operations, and problems one may encounter while riding. Upon completion of the safety course and passing both a written and performance test, trainees receive a certificate. This certificate allows youths 12 years of age and older to operate a snowmobile or ATV on public lands and lakes which are under the control of the commissioner of the DNR. Between the ages of 14 and 18, youths may drive snowmobiles as an adult.

The cost for the programs is \$5. Anyone wishing to participate should contact their local conservation officer or call the DNR Enforcement Division. Duplicate certificates to replace those that are lost may be obtained by contacting the Safety Training Office in person or by writing and giving the complete name, address, and date of birth. The cost for a duplicate is \$5.

### **Engineering Bureau (612) 296-2119**

**John Ernster, administrator.** The bureau provides engineering, architectural and landscape design, construction plans and specifications, and contract administration for the department's construction projects. The bureau prepares property plats and conducts land surveys and produces numerous maps, charts, signs, and displays used by other DNR units.

The bureau has on file an extensive collection of aerial photographs of Minnesota done by private companies. Photos may be photocopied at cost or persons may obtain a photo number from the files and be referred to the private companies that hold the negatives. The Department of Transportation also has high altitude photos of U.S.G.S. quadrangle maps for the majority of the state. These photos can be reproduced on an ozalid machine, are about 20" × 24", and are only for governmental agency use. The State Planning Agency has printouts of regions where aerial mapping has been done and can tell when the photographs were last taken.



## Field Services Bureau (612) 297-4906

**Norm Kordell, administrator.** The bureau's objective is to provide a coordinated approach to support activities for the department minimizing the amount of time a resource manager needs to spend on support. The bureau provides various services to department personnel including equipment and supply purchasing; equipment fabrication (items peculiar to DNR that cannot be purchased, e.g. specialized fire fighting equipment); equipment maintenance, repair, and disposal; building maintenance, repair, and minor construction; coordination of new buildings; building disposal; disposition of vehicle accident cases; federal excess property acquisition; safety coordination; fixed asset inventory control; and coordination of sign construction. The bureau maintains two service centers in the state:

**Northern Service Center** (218) 327-4443  
1201 East Highway 2, Grand Rapids, MN 55744  
**Southern Service Center** (612) 296-2161  
1200 Warner Road, St. Paul, MN 55106

## Financial Management Bureau (612) 296-8340

**Allen Yozamp, administrator.** The bureau provides basic accounting and budgeting services in direct support of all natural resource programs administered by the department. In addition, the bureau coordinates the development and implementation of all financial management policies and procedures in the department. This involves the review and interpretation of statewide directives issued by the Department of Finance, as well as the formulation of internal operating policies and procedures. The bureau provides no services directly to the public.

## Fish and Wildlife Division (612) 297-1308

**Larry Shannon, director.** The division manages all programs concerning fish and wildlife. The division also acquires land to be developed as Wildlife Management Areas. In cooperation with the Bureau of Information and Education, it provides leaflets and pamphlets on Minnesota wildlife and fish. The division also offers maps of Wildlife Management Areas, Minnesota trout streams, and a booklet listing lakes stocked with trout.

Leaflets and pamphlets are available from the Natural Resources Information Center. Depth contour maps of lakes are available from the Department of Administration's Minnesota Documents Division. Copies of hunting, fishing, and trapping rules are available from the Natural Resources Information Center and are also included with the individual licenses. For more information, contact the division. There are no forms or fees except for the depth contour maps. For a free catalog listing available lake depth and other maps, contact the Minnesota Documents Division, 117 University Ave., St. Paul, MN 55155, (612) 297-3000, or statewide toll free 1-800-652-9747.

## Ecological Services Section (612) 296-2835

**Jack Skrypek, chief.** The section serves as a planning, fact-finding, monitoring, and environmental reviewing unit supporting the department's activities and providing information needed by regulatory agencies. It evaluates fish, wildlife, and related resources in all areas proposed for major development—such as dams, hydro facilities, reservoirs, channels, mines, tailings basins, and power plants—so that recommendations and decisions can be made for the protection, mitigation, and reenforcement of these resources in project plans. It sounds and maps lakes, provides laboratory services, monitors water quality in representative fish lakes, and conducts biological surveys on major rivers of the state.

The section administers and coordinates the statewide aquatic nuisance control program so that lakeshore property owners can control weeds, algae, and other nuisance conditions through permits without harming lake ecosystems. It enforces federal and state laws pertaining to aquatic pesticides through monitoring, surveillance, and inspections of

applications in public waters. It also investigates major pollution spills and kills of fish and wildlife, and collects fish specimens needed by DNR and other public agencies for analysis for pesticides and other toxic substances.

Ecological services conducts autopsies, tests, and analyses on all water samples and fish and wildlife specimens brought in to the laboratories for diseases, parasites, pesticides, mercury, PCBs (polychlorinated biphenyls), and other toxic substances. The section carries out a program for the prevention, treatment, and control of diseases in fish hatcheries, ponds, and other rearing facilities. It coordinates the statewide lake aeration program, reviews applications for aeration permits, and issues permits after field and central staff reviews.

The section also contains a planning unit and is facilitating the development of a planned management system in the Division of Fish and Wildlife.

### **Fisheries Section (612) 296-3325**

**Richard L. Hassinger, chief.** The section manages the state's 3.8 million acres of fishing waters used by 2.1 million anglers. Its field force operates from six regional and 26 area offices. Projects include the improvement of game fish habitat, propagation and distribution of fish, rough fish control, and lake rehabilitation. A large fish survey program is operated to provide current information on the status of the fish populations and as a basis for the distribution of the management effort. A fisheries research program is conducted to develop new management methods, improve techniques and supply basic information for understanding problems.

The development of spawning areas, trout stream improvement, and rough fish barriers allow intensive management. Easements along trout streams provide an access corridor for trout fishing.

The big six walleye lakes—Red Lake, Lake of the Woods, Mille Lacs, Winnibigoshish, Leech, Rainy—annually produce more than 2 million walleye to anglers.

Each year, about 190 million fish are raised and distributed from the following facilities: 23 walleye spawning stations, 4 muskellunge spawning stations, 10 sucker spawning stations (to supply food for muskellunge rearing), 14 walleye hatcheries (7 of which also hatch sucker eggs and 4 of which also hatch muskellunge eggs) 5 trout hatching and rearing stations, 200 walleye rearing ponds, 113 controlled northern pike spawning areas, and 18 muskellunge rearing ponds.

Information on fishing, kinds of fish, and other biological and physical features present in a certain lake or stream is available and can usually be obtained immediately from the fisheries office in the area involved.

Applications for permits to remove rough fish in certain situations may be made by qualified groups or individuals. Permits are available at the fisheries station in the area involved.

Permits to control aquatic nuisances such as algae, weeds, snails, and leeches are available upon application. Fees vary with the type of control planned and are available from the Area Fisheries Headquarters.

Permits to transport and stock fish which are purchased from private hatcheries are obtained at your local fisheries station by filing an application. The length of time for processing is two to three weeks.

Application for permits to operate lake aeration systems are available from local fisheries stations.

A report, *"Key to Common Aquatic Plants,"* 1974, is available at cost from the Minnesota Documents Division, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

The following reports and guides are available from the Fisheries central office and the area and regional offices as current supplies permit. There is no charge for any of these publications: *"North Shore Fishing Guide," "A Guide to Lakes Managed for Stream Trout," "Trout Streams of Southeast Minnesota," "Designated Trout Lakes"* (list of lakes

by county with geographical description), and "*Designated Trout Streams*" (list of streams by county and geographical description).

Lake survey report and stocking records are available for inspection at the Fisheries offices for the involved areas and informational leaflets on most fish species are available for handout at the same location.

## **Fisheries Area Headquarters Statewide**

**DNR Region I Northwest**—Fisheries Regional Headquarters, 2115 Birchmont Beach Road NE, Bemidji, MN 56601, (218) 755-3959

### **Fisheries Area Offices**

**Baudette**—Route 1, Box 1001, 56623, (218) 634-2522

**Bemidji**—2114 Bemidji Ave., 56601, (218) 755-2974

**Detroit Lakes**—P.O. Box 823, 56501, (218) 847-1579

**Fergus Falls**—1221 Fir Ave. East, Box 122, 56537, (218) 739-7576

**Glenwood**—Route 3, Box 1A, 56334, (612) 634-4573

**Park Rapids**—P.O. Box 271, 56470, (218) 732-4153

**Walker**—P.O. Box 38, 56484, (218) 547-1683

**DNR Region II Northeast**—Fisheries Regional Headquarters, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-4415

### **Fisheries Area Offices**

**Duluth/French River**—10029 North Shore Drive, 55804, (218) 723-4785

**Ely**—Star Route 2, Box 3710, 55731, (218) 365-3230

**Finland**—P.O. Box 546, 55603, (218) 353-7591

**Grand Rapids**—1201 East Highway 2, 55744, (218) 327-4431

**Grand Marais**—P.O. Box 146, 55604, (218) 387-2535

**International Falls**—Route 8, Box 8, 56649, (218) 286-5434

**DNR Region III Central**—Fisheries Regional Headquarters, 1601 Minnesota Drive, Box 648, Brainerd, MN 56401, (218) 828-2624

### **Fisheries Area Office**

**Aitkin**—502 Minnesota Ave. N., 56431, (218) 927-6915

**Brainerd**—1601 Minnesota Drive, Box 648, 56401, (218) 828-2552

**Hinckley**—P.O. Box 398, 55037, (218) 384-6147

**Little Falls**—Route 4, Box 14A, 56345, (612) 632-6675

**Montrose**—P.O. Box 158, 55363, (612) 675-3301

**DNR Region IV Southwest**—Fisheries Regional Headquarters, Highway 15 South, Box 756, New Ulm, MN 56073, (507) 354-2196

### **Fisheries Area Offices**

**Hutchinson**—P.O. Box 296, State Highway 7 West, 55350, (612) 587-2717

**Ortonville**—P.O. Box 26, 56278, (612) 839-2656

**Spicer**—P.O. Box 457, 232 Lake Ave. S., 56288, (612) 796-2161

**Waterville**—P.O. Box 86, 56096, (507) 362-4223

**Windom**—P.O. Box 221, 56101, (507) 831-3394

**DNR Region V Southeast**—Fisheries Regional Headquarters, P.O. Box 6247, Rochester, MN 55903. (507) 285-7420. **DNR Metro Region VI**, 1200 Warner Road, St. Paul, 55106, (612) 296-2959.

### **Fisheries Area Offices**

**Lake City**—P.O. Box 69, 55041. (612) 345-4219.

**Lanesboro**—Route 2, Box 85, 55949. (507) 467-2442.

**DNR Fisheries Section**, 500 Lafayette Road, St. Paul, MN 55155-4012, (612) 296-3325

## **Wildlife Section (612) 296-3344**

**Roger Holmes, chief.** The section carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional and area personnel. The section acquires, develops, and manages Wildlife Management Areas, most of which are open to public hunting during established seasons. The section recommends hunting and other wildlife related regulations, census, survey and research programs, and promotes wildlife habitat protection and development on public and private lands. These duties include administration of the Scientific and Natural Areas Program, the Natural Heritage Program, and the Nongame Wildlife Program, which is funded through an income tax checkoff. This section will answer any information requests concerning wildlife programs and rules. Information requests may be directed to any of the local field offices located throughout the state or to the DNR Wildlife Section, 500 Lafayette Road, St. Paul, MN 55155-4007.

## **Natural Heritage Program (612) 296-4284**

**Barbara Coffin, coordinator.** The program's goal is to identify Minnesota's ecologically significant natural lands. It conducts inventories and research, manages data in a computer-based system, and provides technical advice on Minnesota's native habitats and rare species. The program identifies and locates significant examples of Minnesota's plant and animal species, plant community types, special wildlife habitats, and special geologic features. The program is a centralized information system useful to planners interested in conservation or development. This system will aid both the process of identifying natural areas most needing protection and the environmental review process that must evaluate potential impacts from alternate routing and siting decisions on public and private development projects. A brochure describing the program's information system in more detail is available upon request.

## **Nongame Wildlife Program (612) 297-0700**

**Carrol Henderson, supervisor.** The program has over 50 wildlife conservation projects underway in Minnesota to help the kinds of wildlife we do not hunt. Examples are restoration of peregrine falcons and trumpeter swans to the state, protection of bald eagles and loons, providing wildlife ecology lesson plans to schools through "Project WILD," and providing the public with information about topics like helping bluebirds, building birdhouses, and winter bird feeding.

This popular program is financed by donations to the Nongame Wildlife Checkoff on Minnesota's income tax and property tax forms. Of 31 states with a wildlife checkoff on their state income tax forms, Minnesota has consistently ranked first or second in the nation in the number of donations received and amount of money raised. In 1986, nearly \$800,000 was received from taxpayers.

For more information, contact the program at the DNR, 500 Lafayette Road, St. Paul, MN 55155-4007.

## **Scientific and Natural Areas Program (612) 297-2357**

**Bob Djupstrom, supervisor.** This is a statewide program established to preserve and manage Minnesota's rare and/or endangered natural features. The program, created by the 1969 Minnesota Legislature, currently administers 30 natural areas established to protect Minnesota's most uncommon features or sensitive resources. State natural areas are typically a few hundred acres or less in size. Scattered across the state, these areas include a rare sand prairie dune community, an unusual orchid bog, a remnant prairie in south-central Minnesota, habitat for some of Minnesota's most rare plant and animal species, an undisturbed maple-basswood forest with the largest sugar maples and bitternut hickory in the state, a ravine harboring some of Minnesota's last hemlock trees, and a plant community essentially unchanged for several thousand years: calcareous fens.

State scientific and natural areas are open for nature observation and educational and research use. Consumptive activities such as picking plants, hunting, snowmobiling, camping, and fishing are prohibited. Certain areas may be visited only after securing a

free permit. All research projects must be covered by a permit. Organized groups interested in visiting a preserve should contact the program beforehand to inform us as to the date of the visit. The program may be able to lead an organized group or have someone else do so if time permits. The program has free brochures for several preserves as well as a statewide synopsis of all 30 preserves.

Lands designated as scientific and natural areas have been acquired with public funds, leased on a long-term basis from the private sector, or gifted by the private sector. Persons interested in gifting lands or having their lands evaluated as to state natural areas significance should contact the program.

To find out more about the program or a particular preserve, contact the program at the DNR, 500 Lafayette Road, MN 55155-4007.

#### **Farmland Wildlife Population and Research Group (507) 652-8478**

**Alfred Berner, group leader.** The group coordinates and conducts all the censuses, surveys, and research dealing with wildlife species in the agricultural areas of Minnesota. The group conducts August roadside counts, which are used to estimate population changes for pheasants, gray partridge, cottontail rabbits, jackrabbits, mourning doves, red fox, and skunk. Other census and survey projects consist of aerial deer counts, deer reproduction (examination of does killed by cars from January to June), and turkey gobbler counts.

Research projects conducted by the group consist of deer feeding studies, deer population modeling, deer mortality determinations, use of 10-row windbreaks for wildlife, experimental stocking of wild turkeys, the effects of trapping on muskrat populations, and population dynamics of gray partridge.

The group is located 5 miles south and 2 miles west of Madelia on State Trunk Hwy. 60 and Watonwan Co. Road 109. The facility is open weekdays and the public is welcome. The area is being managed as a demonstration area for wildlife habitat practices as well as a facility to house the research staff. For more information, write the station, Route 3, Box 127, Madelia, MN 56062.

#### **Forest Wildlife Population and Research Group (218) 327-1732**

**Patrick Karns, group leader.** The group designs and analyzes all the census and survey data, and conducts original research, dealing with wildlife in the northern forested area of Minnesota. The group conducts deer, moose, and aerial beaver censuses; surveys deer reproduction; conducts ruffed grouse drumming and sharp-tailed grouse dancing ground counts; and conducts furbearer scent-post surveys.

Research projects involving the group are ecology of forest predators, dynamics of deer populations, habitat selection by white-tailed deer, physiology of deer, an experimental census of otter, studies of deer and timber wolf interactions, and studies of black bear populations. In addition, the group operates a wildlife forensics laboratory.

The group is located in the DNR Regional Headquarters on Highway 2 in eastern Grand Rapids. For more information write the station at 1201 East Highway 2, Grand Rapids, MN 55744.

#### **Wetland Wildlife Populations and Research Group (218) 755-2973**

**Todd Eberhardt, group leader.** The group conducts surveys, censuses, and research on the state's wetland wildlife. The group conducts statewide waterfowl breeding population estimates and fall distribution and abundance of waterfowl on selected areas. It bands locally reared ducks during the summer and determines the breeding populations of waterfowl on selected automobile transects and lakes. The group cooperates with the Mississippi Flyway Council and assists in a project of pre-season banding of waterfowl in the early fall and helps conduct brood counts in the Chippewa National Forest.

Current research projects involving the group are ecology and life history of the ring-necked and wood ducks, the importance and impact of small refuges on waterfowl in western Minnesota, fall migration ecology of diving ducks, and studies of cavity-nesting waterfowl. The group also researches the distribution and chronology of diving duck harvests in Minnesota, and analyzes band recovery information and the harvest components of wa-

terfowl in Minnesota by species, sex, and age. The group is located within the DNR area complex in Bemidji. For more information write the station at 102 23rd St., Bemidji, MN 56601.

**Region I Northwest**—Regional Wildlife Headquarters, 2115 Birchmont Beach Road NE, Bemidji, MN 56601, (218) 755-3955

**Wildlife Area Offices:**

- Baudette**—Route 1, Box 1023, 56623, (218) 634-1705
- Bemidji**—2114 Bemidji Ave., 56601, (218) 755-2964
- Crookston**—203 West Fletcher St., 56716, (218) 281-3287
- Detroit Lakes**—P.O. Box 823, 56501, (218) 847-1579
- Fergus Falls**—1221 Fir Ave. E., Box 122, 56537, (218) 739-7576
- Glenwood**—Route 3, Box 1A, 56334, (218) 634-4573
- Karlstad**—P.O. Box 183, 56732, (218) 436-2427
- Middle River**—N.E. Star Route, Box 17, 56737, (218) 222-3747
- Morris**—701 Iowa Ave., 56267, (612) 589-1030
- Park Rapids**—P.O. Box 166, 56470, (218) 732-8452
- Roosevelt**—Red Lake WMA, Box 100, 56673, (218) 783-6861
- Roseau**—Roseau River WMA, Star Route 5, Box 103, 56751, (218) 463-1557
- Thief River Falls**—123 Main Ave. N., 56701, (218) 681-7789

**Region II Northeast**—Regional Wildlife Headquarters, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-4413

**Wildlife Area Offices:**

- Aitkin**—502 Minnesota Ave. N., 56431, (218) 927-6915
- Cloquet**—S. Hwy. 33, 55720, (218) 879-4544
- Ely**—Star Route 2, Box 3710, 55731, (218) 365-3230
- Grand Marais**—Fish & Wildlife Bldg., 55604, (218) 387-2370
- Grand Rapids**—1201 E. Hwy. 2, 55744, (218) 327-1728
- International Falls**—Route 8, Box 8, 56649, (218) 286-5434
- Virginia**—Hwy. 135E, 55792, (218) 749-7748

**Region III Central**—Regional Wildlife Headquarters, 1601 Minnesota Drive, Brainerd, MN 56401, (218) 828-2615

**Wildlife Area Offices:**

- Brainerd**—1601 Minnesota Dr., 56401, (218) 828-2555
- Cambridge**—915 Hwy. 65 S., 55008, (612) 689-2832
- Hinckley**—P.O. Box 398, 55037, (218) 384-6148
- Little Falls**—Route 4, Box 19A, 56345, (612) 632-6677
- Onamia**—Mille Lacs WMA, Route 2, Box 217, 56359, (612) 532-3537
- St. Cloud**—3725 12th St. N., Box 370, 56301, (612) 255-4279

**Region IV Southwest**—Regional Wildlife Headquarters, Box 756, Highway 15 South, New Ulm, MN 56073, (507) 354-2196

**Wildlife Area Offices:**

- Appleton**—Appleton Civic Center, 323 Schlieman Ave. W., 56208, (612) 289-2493
- Dundee**—Talcot Lake WMA, 56126, (507) 468-2248
- Gaylord**—230 4th N., 55334, (612) 237-5274
- Madison**—National Guard Armory, 56256, (612) 598-7641
- Mankato**—Nichols Office Center, #180, 56001, (507) 389-5370
- Marshall**—1400 Lyon E., 56258, (507) 537-6250
- Nicollet**—329 Pine St., Box 79, 56074, (507) 225-3572

**Redwood Falls**—231 2nd St. E., 56283, (507) 637-2320

**Slayton**—2431 26th St., 56172, (507) 836-6919

**Watson**—Lac qui Parle WMA, 56295, (612) 734-4451

**Willmar**—905 West Litchfield, 56201, (612) 231-5163

**Windom**—Route 2, Box 245, 56101, (507) 831-2465

**Region V Rochester/Metro**—Regional Wildlife Headquarters (Rochester), P.O. Box 6247, Rochester, MN 55903, (507) 285-7420 (Metro) Carlos Avery Game Farm, Forest Lake, MN 55025, (612) 296-5200

#### **Wildlife Area Offices:**

**Altura**—Whitewater WMA, 55910, (507) 932-4133

**Forest Lake**—Carlos Avery WMA, 18310 Zodiak, 55025, (612) 296-5290

**Owatonna**—285 18th St. S.E., 55060, (507) 451-9282

**Shakopee**—223 Holmes St., #101, 55379, (612) 445-9393

**Winona**—305 Exchange Bldg., 55987, (507) 457-5486

### **Division of Forestry (612) 296-4491**

**Gerald A. Rose, director.** The division manages and protects Minnesota's forest resources. Multiple-use forest management provides for improved wildlife habitat, quality forest recreation opportunities, increased yields of wood and wood products and conservation of the state's valuable land and water resources.

Its forest management program includes forest fire protection on 22.8 million acres of wildland; insect and disease protection on 16 million acres of forest land; management of 4.6 million acres of state forest and other state-owned lands, management assistance to non-industrial private forest landowners, counties, schools and municipalities; and assistance to wood users to improve harvesting, utilization and marketing of the timber resource.

The division also directs the sale of timber from state-owned lands, builds and maintains state forest roads, operates two forest tree nurseries, and supervises state forest campgrounds and other recreational sites located on state forest lands.

Administration of the forest management program is the responsibility of the director of forestry. Five regional forest supervisors and 19 Area Supervisors have line authority for field operations. Three functional staff groups in St. Paul and field personnel in each of the regions also report to the division director. The St. Paul staff provides guidance for each of the division's three main program areas: forest management, planning and information, and wildfire protection.

#### **Forest Administration Section (612) 296-4495**

This section is responsible for business management; including economics, statistics, and legislative coordination.

##### **Business Management (612) 296-4487**

**Joyce Nyhus, business manager.** This unit provides a variety of services to the Division of Forestry, including accounting, bill processing, coding of time sheets, expense reimbursements, and handling personnel transactions for the St. Paul Staff.

##### **Economics and Statistics (612) 296-4486**

**Doug Ford, forest economist.** The Forest Economist provides economic statistical analysis for the Division of Forestry. The Forest Economist is involved in determining the economic efficiency of various programs including the BWCA forest management intensification program and the fire protection program.

#### **Forest Management Section (612) 296-4499**

**Bruce ZumBahlen, assistant to the director.** The section consists of two major program areas: State forest management and cooperative forest management assistance.

**State Forest Management (612) 296-4482**

**C. Barry Morse, supervisor.** State forest management includes the silviculture, state forest roads, timber sales and forest recreation programs.

**Silviculture (612) 297-3513**

Silvicultural specialists are located at Regional offices in Bemidji, Grand Rapids, and Brainerd and at most areas in the north. The silviculture specialists handle part of the increased workload generated by the BWCA forest management intensification program and improve the quality and efficiency of timber management on state lands.

**Nursery Operations (612) 297-2973**

**Miles Wiegand, nursery coordinator.** The Division of Forestry operates two forest tree nurseries. Nursery tree shipments peaked at about 40 million trees per year in the early 1960's and then gradually declined to about 12 million trees per year in the late 1970's. The current forest management intensification effort has required considerable capital improvements at the nurseries to meet the projected demand for 18 to 20 million seedlings per year during the 1980's.

Nurseries are the General Andrews Nursery, DNR Forestry Headquarters, Box 95, Willow River, MN 55795, (218) 372-3182; and the Badoura Nursery, DNR Forestry Headquarters, Akeley, MN 56433, (218) 652-2385.

**State Forest Roads (612) 297-3509**

**Eric Geisler, specialist.** The division is responsible for the planning, construction and maintenance of 1,900 miles of state forest roads.

**Recreation and Lands (612) 297-3508**

**John Hellquist, specialist.** The division develops, maintains and operates many outdoor recreation facilities on state forest land and certain other lands managed by the DNR. Many state forest recreation management projects are cooperative efforts between the division and other groups or agencies.

**Timber Sales (612) 296-4498 and Scaling (218) 327-4441**

**Bill Berndt, timber sales supervisor; Eugene Jamrock, timber scaling specialist.** The commissioner of natural resources has the authority to sell timber from state lands. The annual allowable cut for each area is determined by field personnel under guidelines developed by the Forest Management Section. State timber is scaled to determine the volume cut and the payment due the state. Some scaling is completed by district personnel with check scales by area personnel and the scaling office. Many wood-using industries have been granted authority to scale state timber under terms of Consumer Scale Agreements.

**Cooperative Forest Management (612) 296-5965**

**S. Olin Phillips, cooperative forest management supervisor.** Cooperative forest management includes county, private and urban forest management, insect and disease, soils, and pesticide programs.

**Cooperative County Forestry Program (612) 296-5965**

**S. Olin Phillips.** The Cooperative Forestry Program works with county land departments in 16 northern Minnesota counties with the administration and management of approximately 2.8 million acres of tax-forfeited forest lands. Coordination of technical support and cooperative projects with the counties on division programs is a project role.

**Forest Insect and Disease Management (612) 296-5965**

**S. Olin Phillips.** The division's forest insect and disease management specialist conducts pest surveys, evaluates pest management techniques, directs pest control projects, and works to reduce insect and disease problems. The role of the division's forest pest management program is to provide management guidelines, standards, examples, and management options for preventing, mitigating or controlling these agents on public and private forest lands. The unit publishes a newsletter and annual *Forest Pest Report* which is available upon request.



**Private Forest Management Assistance (612) 296-5970**

**Bob Tomlinson, cooperative forest management specialist.** Over 8,000 of Minnesota's approximately 120,000 non-industrial private landowners are assisted annually with management plans and technical advice. DNR foresters provide professional guidance to private landowners in the management of their resource for multiple-use benefits. Services provided include advice on tree planting, timber stand improvement, harvesting and marketing assistance, and preparation of management plans.

**Urban and Community Forestry (612) 296-5970**

**Bob Tomlinson.** Annually the Division of Forestry provides approximately 300 local Minnesota communities and thousands of urban and suburban residents with technical advice and assistance in urban forest management. Assistance with tree planting, care and maintenance, management planning, wood utilization, urban development and multiple-use management has helped municipalities wisely use their urban forest resources, and efficiently utilize their forestry budgets.

**Pesticide and Forest Soils Programs (612) 297-4924**

**Michael J. Phillips, Ph.D., supervisor.** The division maintains an active pesticide program with the objective of reducing mortality and enhancing productivity of forest stands by minimizing impacts due to weed competition, insects and disease. The role of the soil specialists is to apply technical land form, soil and vegetation information in providing forest soil interpretations and recommendations to natural resource managers. Site analysis prior to the initiation of management activities is emphasized.

**Resource Planning and Information Section (612) 296-5953**

**Larry Hegstad, assistant to the director.** This section is responsible for planning, environmental studies, forest resource inventory, information management and for providing utilization and marketing studies.

**Forest Resource Planning (612) 297-2143**

**David Zumeta, supervisor.** Forest resource planning provides strategic and land management planning support for the Division of Forestry and for the Department of Natural Resources. Major planning activities include development and implementation of the Minnesota Forest Resource Plan, assisting in the development of program plans and land management plans for each of the division's administrative areas, recreational plan development, annual work planning and accomplishment reporting, and policy and environmental review. The planning staff also provides legislative and administrative support, manual review and revision, and staff support to the director on numerous other special projects.

**Environmental Studies (612) 297-2145**

**Jane Harper, environmental review supervisor.** The environmental review forester serves as the division's technical representative on the DNR's Planning and Environmental Review Team (PERT). PERT is responsible for developing a department position on environmental issues and project proposals submitted from outside the department. PERT also reviews the division's long range plans; department policy statements; and management plans for parks, trails, wildlife management areas, and other units.

**Information Management (612) 297-3516**

The Information Management Program is a Legislative Commission on Minnesota Resources' (LCMR)-funded effort to increase forest management efficiency through the improved use of computer-based information systems within the Division of Forestry. This unit has designed and implemented an integrated information system for the Division of Forestry.

**Forest Inventory (612) 297-3361**

**Michael Carroll, supervisor.** The Division of Forestry must have reliable inventory information to effectively manage the state's forest resources. The Forest Inventory Unit is

involved in the development and maintenance of Phase I and Phase II inventory systems. Phase I is the statewide permanent plot inventory maintained by the U.S. Forest Service's North Central Forest Experiment Station. This inventory provides estimates of the forest resources on all lands in Minnesota. Phase II inventory consists of on-the-ground examinations of each stand on state and county forest land. Both inventories have computerized data bases and programs to display inventory information in a variety of tabular and graphic formats.

#### **Utilization and Marketing Program (612) 296-6491**

**John Krantz, utilization and marketing specialist.** The program goal is to increase the use of Minnesota's wood resources, the economic benefits derived from industrial use of wood, and the wood-using efficiency of Minnesota's forest products industry. Program strategies include identification and promotion of wood resource based industrial development opportunities, promotion of commercial wood energy, increasing the flow of market information, and providing wood-products manufacturers with processing improvement assistance.

#### **Public Affairs (612) 296-5958**

**Meg Hanisch, public affairs specialist.** This program informs various publics and clientele of division programs and services; supplements efforts made by the department's Information and Education Bureau; cultivates public appreciation for natural resource management, protection and development; forms a central link for region information and education programs/representatives; develops feedback mechanisms to collect input from key clientele, cooperators, and the public; and trains division personnel in public affairs techniques and applications.

#### **Resource Protection Section (612) 296-5966**

**Dennis Gardner, chief.** The Division of Forestry provides wildfire protection for nearly 23 million acres within the state. During severe fire seasons nearly all Division of Forestry personnel are involved in fire control operations.

#### **Wildfire Protection Program (612) 296-4490**

**George Meadows, fire management specialist.** This program includes a variety of activities needed to maintain the division's fire control capabilities. Several training courses are held each year so that division personnel meet national standards and are eligible to participate in interagency fire protection efforts. The policies governing the radio manual are maintained by the fire section. The division has three overhead teams, equipment caches, and airtanker bases to respond to fires that exceed initial attack capabilities.

#### **Air Operations (218) 327-4436**

**A. Bruce Humrickhouse, chief pilot.** The chief pilot supervises the three DNR pilots when they are involved in fire emergencies and provides a variety of services for the division's Wildfire Protection and Forest Management programs. Helicopters and airtankers are hired on contract during fire seasons. The Air Operations Program maintains an aviation manual and provides training for air attack personnel.

#### **Rural Fire Protection (218) 327-4436**

**Carson Berglund, rural fire protection specialist.** The division has the authority to enter into cooperative fire protection agreements with rural fire departments. The division trains local fire department personnel in wildfire control techniques, assigns excess federal property to fire departments, and screens fire department applications for federal cost-sharing grants to purchase wildfire fighting equipment.

#### **Fire Planning and Analysis (218) 327-4436**

**Barbara Walker, fire management analyst.** This program is designated to collect, analyze and maintain wildfire information and records pertinent to the Wildfire Protection Program. Factors such as response times, dispatch strategies, available equipment and po-

tential resource losses are analyzed to determine if changes would result in a more cost efficient or effective wildfire protection program.

**Backus Forestry Headquarters, Box 6, 56435, (218) 947-3232**

**Forestry Stations:**

Nimrod—Rt. 2, Box 49, Sebeka, 56477, (218) 472-3262  
 Pequot Lakes—Box 27, 56472, (218) 568-4566  
 Washburn Lake—HCR, Box 370, Outing, 56662, (218) 792-5383

**Baudette Forestry Headquarters, Route 1, Box 1001, 56623, (218) 634-2172**

**Forestry Stations:**

Birchdale—Rt. 3, Box 201, 56629 (218) 634-2351  
 Williams—Route 1, Box 82, 56686 (218) 783-6935

**Bemidji Forestry Headquarters, 2220 Bemidji Ave., 56601 (218) 755-2890**

**Forestry Stations:**

Bagley, 56621, (218) 694-2146  
 Cass Lake, 56623, (218) 335-6647  
 Guthrie, 56451, (218) 224-2424  
 Lake Itasca, 56460, (218) 266-3661  
 Roy Lake—Mahnomen, 56557, (328) 935-5951

**Blackduck Forestry Headquarters, MN 56630, (218) 835-6684**

**Forestry Stations:**

Kelliher, MN 56650, (218) 647-8268  
 Northome, MN 56661, (218) 897-5254

**Brainerd Forest Headquarters, 1601 Minnesota Dr., 56401, (218) 828-2616**

**Forestry Stations:**

Crosby—1601 Minnesota Dr., Brainerd, 56401, (218) 828-2565  
 Little Falls, Route 4, 56345 (612) 632-6674  
 Long Prairie, 720 Commerce Road, 56347, (218) 732-6996  
 Pillager—1601 Minnesota Dr., Brainerd, 56401, (218) 828-2565

**Cambridge Forestry Headquarters, 915 S. Hwy 65, 55008, (612) 689-2832**

**Forestry Stations:**

Onamia, P.O. Box 92, 56359, (612) 532-3137  
 St. Cloud, 3725 12th St. N., Box 370, 56302, (612) 255-4277  
 Zimmerman, Route 2, Box 13, 55398, (612) 856-4826

**Cloquet Forestry Headquarters, Box 220, 55720, (218) 879-4544**

**Forestry Stations:**

Cotton, 55724, (218) 482-3219  
 Floodwood, 55736, (218) 476-2349

**Deer River Forestry Headquarters, Box 157, 56636, (218) 246-8343**

**Forestry Stations:**

Effie, Box 95, 56639, (218) 653-2691  
 Grand Rapids, 1201 E. Hwy. 2, 55744, (218) 327-4434

**Duluth Forestry Headquarters, 6163 Rice Lake Road, 55803 (218) 723-4669**

**Forestry Stations:**

Finland, P.O. Box 495, 55603 (218) 353-7397  
 Hovland, 55606, (218) 475-2210  
 Grand Marais, 55604 (218) 387-1075  
 Two Harbors, 804 15th Street, 55616 (218) 834-4730

**Hibbing Forestry Headquarters, 1208 E. Howard St., Box 705, 55746, (218) 262-6764**

**Forestry Stations:**

Side Lake, 55781, (218) 254-2370  
 Virginia, Hwy. 135, 55792, (218) 749-7749

**Hill City Forestry Headquarters, P.O. Box 9, 55748, (218) 697-2476**

**Forestry Stations:**

Aitkin, 56431, (218) 927-2414  
 Jacobson—P.O. Box 9, Hill City, 55748, (218) 697-2476

McGrath, 56350, (612) 592-3248  
Sandy Lake—McGregor, 55760 (218) 426-3407

**Lewiston Forestry Headquarters, Box 278, 55952, (507) 523-2183**

**Forestry Stations:**

Caledonia, 603 N. Sprague St., 55921, (507) 724-5261  
Lake City, Box 69, 55041, (218) 345-3216  
Preston, Box 212, 55965, (507) 765-2740

**Littlefork Forestry Headquarters, 56653, (218) 278-6651**

**Forestry Stations:**

Big Falls, 56627, (218) 276-2401  
International Falls, Box 8, Route 8, 56649, (218) 286-3334

**Mankato Forestry Headquarters, Nichols Off. Ct., Suite 180, 410 Jackson St., 56001, (507) 389-6713**

**Forestry Stations:**

Faribault, 1400 Cannon Circle, 55021, (507) 332-3247  
New Ulm, Box 756, Hwy. 15 South, 56073 (507) 354-2196  
Willmar, 905 W. Litchfield, 56201, (612) 231-5164

**Metro Forestry Headquarters, 1200 Warner Road, St. Paul, 55106, (612) 296-3572**

**Forestry Stations:**

Waconia, 219 East Frontage Road, 55387, (612) 442-2317

**Moose Lake Forestry Headquarters, Route 2, 701 S. Kenwood, 55767, (218) 485-4474**

**Forestry Stations:**

Hinckley, P.O. Box 74, 55037, (612) 384-6146  
Mora, 460 W. Maple, 55051, (612) 679-3683  
Sandstone, Eaglehead District, Route 2, Box 123, 55072, (612) 245-2022  
Wrenshall, Nickerson Station, Rt. 1, Box 160D, 55797 (218) 496-5721

**Orr Forestry Headquarters, 55771, (218) 757-3274**

**Forestry Stations:**

Cook, 55723, (218) 666-5385  
Kabetogama—Star Route, Orr, 55771, (218) 757-3489  
Tower, 55790, (218) 753-4500

**Park Rapids Forestry Headquarters, Box 113, 607 W. 1st St., 56470, (218) 732-3309**

**Forestry Stations:**

Alexandria, 110 Aga Drive, 56308, (612) 762-2131  
Detroit Lakes, Box 823, 56501, (218) 847-1579  
Rochester Region Office, P.O. Box 6247, 55903, (507) 285-7428

**Warroad Forestry Headquarters, 56763, (218) 386-1304**

**Forestry Stations:**

Gryla, 56727, (218) 294-6115  
Wannaska, 56761, (218) 425-7666  
Warroad, Clear River Station, Route 1, Box 28, 56763, (218) 386-1671

**Human Resources Bureau (612) 296-6492**

**Robert Siefert, administrator.** The bureau provides the department with the personnel services necessary to recruit, train and maintain its work force. Specific tasks include the recruitment, selection, and placement of employees; payroll administration; employee training and development; labor relations; employee benefits services; and the maintenance of employee personnel records. Publication of an employee newsletter, "*DNR News & Notes*", is done by the bureau and distributed to all employees as a source of information on personnel policies. Inquiries concerning job information should be directed to this office.

## Information and Education Bureau (612) 296-3336

**Gail Gendler, director.** The bureau provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities, and regulations. The bureau answers requests for information as soon as possible.

## Audio-Visual Section (612) 296-0896

**Lawrence Duke, supervisor.** This section provides photographic, cinematographic, and limited audio-visual equipment loans for DNR personnel. Black and white photo and color transparency files are maintained for use by department staff. In addition, Minnesota schools and organizations have access to a film loan library. For film loan information, call (612) 296-0899 or write to the film loan library at the department's address. A catalog listing available natural resource films may be obtained free of charge.

## Information, Publications, and Media Section (612) 296-3336

**David Erickson, news editor; Karen Kelley, information officer;** This section prepares and distributes news releases to the media. Radio stations have access to taped news bulletins and feature material through an automatic "answer phone" unit which makes it possible to record a message at the station by calling a special number at the bureau. This section also produces a wide variety of pamphlets, brochures, booklets, maps, and other publications which are distributed free to the public and to Minnesota schools.

## Publications Section (612) 296-3336

**Robert Kraske, editor; Kathleen Weffen, associate editor.** This section produces *The Minnesota Volunteer*, the official bi-monthly magazine of the department. This magazine circulates free to 100,000 Minnesota subscribers, including all schools and libraries in the state. The magazine features articles on natural resources, conservation, Minnesota history and lore, fish, and wildlife. Names of new subscribers are placed on a waiting list to be added to the regular mailing list on a first-come, first-served basis.

## Boat and Water Safety Section (612) 296-3310

**Kim Elverum, coordinator; Timothy Smalley, boating safety specialist.** This section provides the public with safety information and education programs and coordinates the efforts of other safety agencies and groups throughout the state. The section handles the free mandatory boating and safety education program for 13- to 17-year-olds, informational programs on boat and water safety, conducts in-service training programs for safety and enforcement personnel, collects and interprets statistical data on boat and water accidents and boating in general.

Total boat registrations for 1986 were 479,578 motorboats, 134,171 canoes, 22,783 sailboats, and 18,747 other types. Minnesota's total boat registration is one of the top three in the nation along with Michigan and California. There is one boat for every 6.5 residents in Minnesota, the highest per capita boat registration figure in the country.

## Land Bureau (612) 296-4097

**Rodney W. Sando, administrator.** The bureau acquires land for state parks, public access, trails, and for sites required for fish, wildlife, and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases, and gifts. The bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The bureau makes recommendations to the State Land Exchange Board, the authority on all land exchanges.

The bureau maintains a record of each parcel of state-owned, DNR-administered land. The bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land when the department is prohibited (by law or policy) from selling the land. State lands are sold when they are better suited for private development or are not necessary for conservation purposes.

## Records, Sales, and Leases Section (612) 296-0659

**James Lawler, supervisor.** This section keeps the ownership records (surface and mineral) for all presently owned DNR-administered land plus records for those lands which have been sold. It holds auction sales of state DNR-owned land better suited for private development or not necessary for DNR purposes. The section also administers approximately 9,000 leases and permits. The administration includes legal approval, billings, collections, and lease amendments.

## Acquisition and Exchange Section (612) 296-0625

**Jeff Hanson, supervisor.** This section handles the appraisals and purchase negotiations for all lands DNR is acquiring, through fee or easement. These appraisals are required to be documented and certified and reflect market value of land being acquired. The certified offer is presented to the landowner or his agent. The section functions only within the department and does not directly provide service to the public. All appraisals and negotiations are based upon the willing-buyer, willing-seller concept. The section also handles the land exchange procedure when state land is involved.

## License Bureau (612) 296-4507

**Margaret Winkel, administrator.** The bureau distributes fish and wildlife licenses to county auditors for sale by them and their respective agents and works with all deputy registrars in registering and licensing boats, snowmobiles, and all-terrain vehicles (ATVs). The bureau, located at 500 Lafayette Road, St. Paul, MN 55155, sells state park motor vehicle entrance permits. The bureau maintains a record of all boats, snowmobiles, and ATVs registered in the state. The department requires licenses for the use of boats, snowmobiles, and ATVs within the state, harvesting wild rice, hunting, fishing, and trapping. The bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is provided to the department.

## Qualifications and Special Licenses

The bureau issues resident and nonresident licenses. To qualify as a resident, a person must be a U.S. citizen or resident alien and have maintained a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard officially stationed in Minnesota qualify as residents of Minnesota. This does not pertain to moose hunting. A nonresident who is a bonafide full-time student at a public or private educational institution and resides in the state during the full term of the school year may obtain licenses as a resident upon proof of status as a student; however, a nonresident student who wishes to hunt big game must purchase a nonresident big game license.

Residents and nonresidents under 16 are not required to have fishing licenses, but nonresidents must include their daily or possession catch with a licensed parent or legal guardian's daily or possession limit. Residents under 16 should contact the bureau for information on necessary hunting or trapping

**1987 Minnesota Hunting & Fishing Licenses  
Guide to Issuing Agents**

Type of License	Sale Price	Price Plus Issuing Fee
Res. Sr. Citizen Small Game	7.50	8.25
Res. Individual Fishing	9.00	9.75
Res. Combination Fishing	13.00	13.75
Res. to Spear from Dark House	7.50	8.25
Res. Whitefish, Tullibee or Herring	5.50	6.25
Res. Dark House or Shelter	5.00	5.75
Res. Dark House or Shelter (rental)	15.00	15.75
Nonres. Shelter	17.50	18.25
Nonres. Individual Fishing	18.50	19.25
Nonres. Family Fishing	30.00	30.75
Nonres. Short Term Fishing (7-day)	15.50	16.25
Nonres. Short Term Fishing (3-day)	12.50	13.25
Trout and Salmon Stamp	5.00	5.75
Res. Small Game	11.00	11.75
Res. Deer Firearms	15.00	16.00
Res. Deer Bow & Arrow	15.00	16.00
Res. Regular Trapping (18 years & older)	13.00	13.75

licenses. The bureau issues a free fishing license to any citizen of a foreign country who is attending a public, private, or parochial school in the state as an exchange student. Residents who are 65 or over do not need a fishing license but must carry proof of residency and age. Minnesota servicemen stationed outside the state and home on a furlough do not need a license to fish or hunt small game but must carry their leave furlough papers. Servicemen must purchase a federal waterfowl stamp to hunt waterfowl.

Minnesota Statutes, section 98.47, subdivision 8 reads: "A license to take fish by angling or spearing shall be issued to any citizen of Minnesota who is blind or is a recipient of supplemental security income for the aged, blind, and disabled, or is a recipient of social security aid to the disabled under U.S.C. Title 42, Section 146, Paragraph (i)(1) or Section 423(d) or is a recipient of workmen's compensation based on a finding of total and permanent disability without charge." Also, a permanent license is issued to the mentally retarded and Minnesota veterans who have a 100% service-connected disability at no charge.

All free licenses are issued by county auditor's offices or license centers only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks and may be purchased November 1 of one year and valid through December 31 of the following year. Licenses for boats, snowmobiles, and ATVs are available from deputy registrar offices.

Applications for permits to do work in public waters, such as vegetation control or alteration of the natural course, current, or cross-section of lakes and streams, are made at the department's regional headquarters.

## Management Systems Bureau (612) 297-3906

**George Roberts, administrator.** The unit is responsible for the direction and support of DNR information systems. It plans and directs the implementation of the department's long-range data and word processing efforts; develops and implements departmental administrative procedure and standards for data systems; manages and supervises the department data entry center; monitors the department budget and expenditure processes relative to computer services and equipment purchases; provides liaison to computer processing centers at the Information Management Bureau of the Department of Administration, the University of Minnesota Computer Center, and others as needed; and coordinates interdepartmental data and word processing activities. The bureau provides no services directly to the public.

## Minerals Division (612) 296-4807

**William Brice, director.** The division is responsible for the leasing of mineral rights and of industrial minerals and peat associated with the state-owned lands the DNR is charged with managing. This responsibility here includes managing the mineral rights of lands

Res. Junior Trapping (13-18 years)	3.50	4.25
Res. Individual Sportsman	18.50	19.50
Res. Combination Sportsman	22.50	23.50
Nonres. Shooting Preserve	11.00	11.75
Nonres. Small Game	50.00	50.75
Nonres. Deer Firearms	100.00	101.00
Nonres. Deer Bow & Arrow	100.00	101.00
Nonres. Furbearer	100.00	100.75
Migratory Waterfowl Stamp	5.00	5.75
Wild Rice Harvesting	10.00	10.75
Pheasant Stamp	5.00	5.75

### Boat and Snowmobile and Park Permits

Canoes, Kayaks, Sailboats, Sailboards, and Rowing Shells for 3 years	7.00
Boat licenses for craft 19 feet or less for 3 years	12.00
Craft over 19 feet for 3 years	20.00
Snowmobile licenses for 3 years	18.00
ATV Licenses	18.00
State Park Annual Resident Permit	15.00
State Park Annual Sr. Citizen Permit	7.50
State Park Annual Nonresident Permit	15.00
State Park Annual Handicapped Permit	7.50
State Park resident daily vehicle permit	3.00
State Park resident Sr. citizen daily vehicle permit	1.50
State Park nonresident daily vehicle permit	3.00

held in trust for public schools and the university, lands acquired by the DNR, lands forfeited for delinquent taxes, and other miscellaneous state-owned lands. Specifically, the division manages rights associated with:

- 10 million acres of state-owned trust-fund and tax-forfeited lands
- the state's 18 percent ownership of the Mesabi Range
- large copper/nickel, titanium, and manganese resources
- a high potential for gold, platinum, other precious metals, copper, zinc, and industrial minerals.

The division also manages the 3 million acres of state and county peatlands and the construction materials (sand, gravel, and stone) on another 2.6 million acres of state lands.

Other key programs the division administers include:

- **Minerals Diversification**, seeking the discovery and development of minerals chiefly through improvement in the geologic data base, cooperative research, and environmental research.
- **Reclamation of Mined Lands**, ensuring the advantageous reclamation of mined lands and pre-development site planning.
- **Environmental Review for Minerals Projects**, satisfying the requirements for impact statements and other review procedures under Minnesota law.
- **Registration of Exploratory Borers**, providing a mechanism for collecting geologic drilling data developed by private industry.
- **Iron Ore and Taconite**, seeking to aid the existing industry in achieving greater efficiencies and cost cutting.
- **Industrial Minerals**, providing inventory and resource characterization for industrial minerals and peat and identification and support for industrial minerals development throughout Minnesota.

The resources and activities the division administers account for significant government and state economic income. In 1987, these included (estimated):

- Mineral development royalties—iron ore, taconite, copper/nickel, and peat—of \$3.2 million
- Private company expenditures on exploration of \$15 million
- Direct employment of about 7,000 people in a state industry that is third largest in the U.S.

The division is organized to most effectively implement its considerable responsibilities.

### **Mining Operations and Field Services (218) 262-6767**

**Roger Johnson, manager.** Regulates the iron ore and taconite industry operating on state lands; registers exploratory borers; provides public information on mining activities.

### **Mineral Leasing (612) 296-4807**

**Kathy Lewis, manager.** Conducts public lease sales on state-owned properties; negotiates leases under special circumstances; manages severed minerals.

### **Minerals Potential (612) 296-4897**

**Marty Vadis, manager.** Evaluates minerals potential of state lands, including industrial minerals; develops geologic information for distribution to the public and mineral exploration companies; conducts innovative geologic field work to identify mineral potential areas.

### **Reclamation (218) 262-6767**

**Arlo Knoll, manager.** Administers the state's metallic and peat mineland reclamation program; reviews applications for permits to mine; administers the state's abandoned mine fencing program.



### **Environmental Services (612) 296-4807**

**Dennis Asmussen, manager.** Administers the division's responsibilities under the Minnesota Environmental Policy Act, including the review of minerals projects for impacts and the preparation of impact statements when required; coordinates land management planning within and outside the division; coordinates land exchange requests for the division.

### **Development (612) 296-4807**

**Ronald Visness, manager.** Seeks technical and entrepreneurial innovation that will stimulate mineral development; builds state-private partnerships to further mineral development; demonstrates technical and economic feasibility of new mineral commodity production systems.

### **Minnesota Environmental Education Board, (612) 296-2368**

The Minnesota Environmental Education Board (MEEB) was established by the 1973 legislature to foster environmental education statewide. Most of the board's work is accomplished through a network of 13 Regional Environmental Education Councils (REECs), one in each of the original Regional Development Commission areas. All members of the state board and the regional councils serve without pay.

The board, composed of six at-large members appointed by the commissioners of the departments of Natural Resources and Education, meets quarterly to coordinate the activities of the councils statewide. The board also advises the legislature about the environmental education needs of the state and reviews environmental legislation to determine if it includes an educational aspect.

Each council is composed of 12 volunteers representing a cross-section of the people in that region. The councils identify the environmental education needs of their regions and find ways to meet them, typically through classes, workshops, conferences, radio/television programs, tours, special events, publications, and cooperative activities with other state and federal agencies involved in environmental education. The educational programs cover topics such as energy use, wildlife habitats, forest management, waste management, land use, acid rain, groundwater, etc.

The councils are assisted by four paid coordinators working through offices in St. Paul, Brainerd, and West-Central Minnesota. Most councils meet monthly at central locations in their regions to conduct business, exchange information, and develop programs. Some funds are available to reimburse council members for mileage and cover program-related expenses.

MEEB has a variety of environment-related materials available to the public free of charge. The regional councils regularly put on Project WILD inservice workshops for teachers. For further information, contact the board at 500 Lafayette Road, St. Paul, MN 55155-4005.

### **Parks and Recreation Division (612) 296-9223**

**William Morrissey, director.** The division develops and manages a system of 64 state parks and 10 waysides that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include 66 campgrounds—semi-modern (with showers and flush toilets) or rustic (with water and pit toilets), 31 swimming beaches, 31 naturalist programs, and over 1,000 miles of trails for hiking, biking, horseback riding, skiing, and snowmobiling. Every park has picnicking facilities ranging in character from remote and rustic to enclosed shelters with electrical service. Minnesota's park system is recognized as one of the most outstanding in the country. Maps (winter and summer) of every park are available free of charge from the Natural Resources Information Center in St. Paul or from park offices.

						Camping Facilities										Features										Trails (Miles)							
						Phone	Acres	Drive-in	Walk-in	Backpack	Canoe	Electricity	Dumping Station	Vault	Showers	Toilets	Campfire	Modern	Ice Machine	Picnic Area	Swimming	Shelling	Fishing (Enclosed/Open)	Boat Access (Dredge/Carry)	Boat/Canoe Rental	Hunting (Stream/Lake)	Hunting (Forest)	Hunting (Open)	Self-guided	Horse	Bike	X-Country Ski	Snowmobile
Afton	(612) 436-5391	1669		24	1		♂	*				•	♂	O/E	•	R			Y	•	18		5	4	18								
Banning	(612) 245-2668	5877	31		4		♂	♂				♂				R	D			•	15	1.8			11	4							
Bear Head Lake	(218) 365-4253	4375	73	5			•	♂	♂	♂		•	♂	•	S/L	D	B/C			•	17				14	6							
Beaver Creek Valley	(507) 724-2107	1214	42	6			•	♂	*			•	•	E	S			S		•	8				4								
Big Stone Lake	(612) 839-3663	1118	42			10	•	*				•	•		L	D	B			•	1.5						3.5						
Blue Mounds	(507) 283-4892	2028	73			40	•	♂	♂			•	•	O	L	C	C	S	S	2				3	7								
Buffalo River	(218) 498-2124	1240	44			8	•	♂	♂			•	♂	•	S			S	S	•	12	.6			12								
Camden	(507) 865-4530	1666	94			26	•	♂	♂	•	*	•	♂	O/E	•	S			S	S	•	9	1	7	6	8							
Carley	(507) 534-3400	211	20					*				•	•		S					5				4									
Cascade River	(218) 387-1543	2813	37	5		10	♂	♂	♂			•	♂	E	L/R					•	15				30	4							
Charles A. Lindbergh	(612) 632-9050	328	38		2		•	♂	♂	♂		•	♂	E	R	D		Y		•	6				5.5								
Crow Wing	(218) 829-8022	2042	61			12	•	♂	♂	♂		•	♂	O	R	D				•	18				6.5	11.5							
Father Hennepin	(612) 676-8763	316	103			30	•	♂	♂	♂		•	♂	O/E	•	L	D	10		•	4				2.5	1.5							
Flandrau	(507) 354-3519	805	90			20	•	♂	♂	♂	*	•	♂	E	R	C	10	S	S	•	8	1.5			7.5	1.5							
Forestville	(507) 352-5111	2643	74				•	♂	♂	♂	*	•	♂	O/E	S			S	S	•	16		14		6.5	9							
Fort Ridgely	(507) 426-7840	584	39				•	*	♂	*		•	♂	O/E				S		•	10		7		4.5	7							
Fort Snelling	(612) 727-1961	1580										♂	O/E	•	L/R	D	C	Y	Y	•	18		5		18								
Franz Jevne	None	118	10					*				•			R	D				1													
Frontenac	(612) 345-3401	2689	58	6		18	•	♂	♂			•	♂	E	L/R	D	10			•	10				6	10							
Geo. H. Crosby Manitou	(218) 226-3539	3400		21				*				♂		S/L	C					•	23				11								
Glacial Lakes	(612) 239-2860	1345	39	2			•	♂	♂	♂	*	•	♂	O	L	D	B/C			•	11	.6	9		5	9							
Gooseberry Falls	(218) 834-3855	1662	70	3			•	♂	♂	♂		•	•	E	S/L			S	S	•	18	1.5			12	2							
Hayes Lake	(218) 425-7504	2950	35	2				♂	♂	♂		•	♂	•	L/R	D			S	•	12	.5	3	1	6	6							
Helmer Myre	(507) 373-5084	1648	100	4		15	•	♂	♂			•	•	♂	E		D	C	Y	Y	•	16	3		8	7							
Interstate	(612) 465-5711	293	48			24	•	♂	♂	♂		•	♂	O/E	R	D	C	S	S	•	3												
Itasca	(218) 266-3656	30533	218	4		76	•	♂	♂	♂	*	•	•	♂	O	•	L/S	D	B/C	S	Y	•	33	1.8	20	17	31	31					
Jay Cooke	(218) 384-4610	8813	80	4			•	•	♂	*		•	♂	O/E	R			Y	S	•	50		10		32	12							
Judge C. R. Magney	(218) 387-2929	4514	36					*				•			L/R					•	6				5								
Kilen Woods	(507) 662-6258	228	33	4	3	11	•	♂	♂	♂		•	♂	E	R	C		S	S	•	5				1.5	3.5							
Lac qui Parle	(612) 752-4736	530	56					♂	♂	*		•	♂	O	•	L/R	D		Y	•	6		6		4								
Lake Bemidji	(218) 755-3843	1688	100			43	•	♂	♂	♂		•	•	♂	E	•	L	D	B/C	Y	Y	•	14	1		1	10	3					
Lake Bronson	(218) 754-2200	2983	190		2	15	•	♂	♂	♂		•	♂	E	•	L/R	D	B/C		S	•	14	1		5	3	10						

	Phone	Acres	Camping Facilities														Features										Trails (Miles)			
			Driv-in	Walk-in	Backpack	Canoe	Electricity	Dumping Station	Hubs	Vault	Showers	Trailer Camping	Modern	Seamless	Restrooms	Picnic Area	Shelter (Enclosed/Open)	Swimming	Fishing (River/Stream/Lake)	Boat Access (Drive/Carry)	Boat (Canoe/Row)	Water Control (Special/All Year)	Interpretive Signage	Self-guided	Hike	XCountry Ski	Snowmobile			
Lake Carlos	(612) 852-7200	1250	138			46	*	♂	♂	♂	*	♂	♂	♂	O	*	L	D	(10)	S	S	*	12	3	8	5	9			
Lake Louise	(507) 324-5249	1168	22			11	*	♂	♂	♂	*	♂	♂	♂	O	*	L/S	C		S	*	11	7	4	7					
Lake Maria	(612) 878-2325	1580	11					♂				♂					L	D	C	Y	*	13	6	13						
Lake Shetek	(507) 763-3256	1175	98	10		67	*	♂	♂	♂	*	♂	♂	♂	O	*	L	D/C	B	S	S	*	5.5		1.5	4.5				
Little Elbow Lake	(218) 734-2233	3127	20					♂				♂					L	D				10			10					
McCarthy Beach	(218) 254-2411	2566	59				*	♂	♂	♂		♂	♂	♂	E	*	L	D/C	B/C	S	*	18		8	10					
Maplewood	(218) 863-8383	9250	61	3	2			♂	*	♂	*	*	*	*	*	L	D/C	B		S	*	25	1	20	17	14				
Mille Lacs Kathio	(612) 532-3523	10585	70		4		*	♂	*	♂	*	♂	♂	♂	*	L/R	D	B/C	S	S	*	35	2	27	18	19				
Minneopa	(507) 625-4388	1145	62					♂	♂	♂		♂	♂	♂	O	S				*	4			3.5						
Minnesota Valley	(612) 492-6400	8000	25	12	6			♂	*			♂	♂	♂	O	R	C/D			*	36	26	4	10	30					
Monson Lake	(612) 366-3797	187	20					*				*	♂	♂	O	L	D				1									
Moose Lake	(218) 485-4059	965	18					♂				♂	♂	♂	O	*	L	D	B		*	1		4	10					
Nerstrand Woods	(507) 334-8848	1280	78				*	♂	♂	♂		♂	♂	♂	O					*	14		8	6						
O. L. Kipp	(507) 643-6849	2835	31					♂				♂	♂	♂						*	6.5	1	9							
Old Mill	(218) 437-8174	287	24		10			♂	♂	♂		♂	♂	♂	E	*	S		S	*	7	1	3	3						
Rice Lake	(507) 451-7406	1060	42				*	♂	♂	♂		♂	♂	♂	O	L	D	C		*	3		4	2.5						
St. Croix	(612) 384-6591	34037	213	4	2	10	42	*	♂	♂	♂	*	♂	♂	E	R/S	D	C	S	S	*	127	1	75	6.5	21	75			
Sakatah Lake	(507) 362-4438	842	60				*	♂	♂	♂		♂	♂	♂	*	L	D	C	S	S	*	5	42	2						
Savanna Portage	(218) 426-3271	15818	59	4			*	♂	♂	♂		♂	♂	♂	O	L	C/D	B/C		*	17		17	61						
Scenic	(218) 743-3362	2922	130	6	6	20	*	♂	♂	♂		♂	♂	♂	E	L	C/D	B/C	S	S	*	14	5	5	12	10				
Schoolcraft	(218) 566-2383	295	38		12			*				*	*		R	D					2	1								
Sibley	(612) 354-2055	2926	138			52	*	♂	♂	♂	*	♂	♂	♂	O	L	D	B/C	Y	Y	*	18	1	5	1	10	6			
Split Rock Creek	(507) 348-7908	400	28		14			♂	♂			♂	♂	♂	O	L	D	C	Y	*	2		2							
Split Rock Lighthouse	(218) 226-3065	1872	20	4				♂	♂	♂		♂	O/E		S			Y	*	8		8								
Temperance River	(218) 663-7476	133	50					♂	♂	♂		*			L/S	D	(10)		*	8		8								
Tettegouche	(218) 226-3539	4691	(4)									♂			S/LR			Y	*	14	2	4	5							
Tower Soudan	(218) 753-2245	1300										*			L	D		S	S	5			14							
Upper Sioux Agency	(612) 564-4777	1280	15		25		*	*				♂	O		R	D		S	*	13	5	3	10							
Whitewater	(507) 932-3007	2862	106	6			*	♂	*	♂	*	♂	♂	♂	O	*	S		Y	Y	* 10	2	1							
Wild River	(612) 583-2125	7000	73	1	4	20	17	*	♂	♂	♂	*	♂	O/E	R	D	C	Y	Y	* 35	1	20	35							
William O'Brien	(612) 433-2421	1330	125		7	62	*	♂	♂			♂	♂	♂	O	R/L	D	C	Y	Y	* 9.5	1.5	2	9						
Zippel Bay	(218) 783-6252	2946	60					♂				♂	♂	♂	O	L/S	D		*	6	6	2	15							



### **Park Systems (612) 296-0744**

**Wayland Porter, manager.** The Park Systems Unit coordinates the development and rehabilitation of projects; prepares funding proposals for the state legislature and federal supplementary funding programs; monitors planning and implementation of resource management activities; administers ongoing park maintenance and operations programs; and manages labor and personnel functions.

### **Park Development (612) 296-8289**

**John Strohkirch, manager.** This section implements state park development and resource management programs; selects and decides on new development and major rehabilitation projects; and monitors resource management activities.

### **Field Operations (612) 296-2609**

**Ron Hains, manager.** This section coordinates all parks maintenance and operations programs including cost accounting, policy development and compliance, and personnel transactions as well as labor and union negotiations and contract implementation procedures.

### **Administrative Services (612) 296-4781**

**John Winter, manager.** Administrative Services prepares the division budget and cost accounting procedures; coordinates and implements visitor services, public information programs, environmental review and land acquisition procedures; and oversees central office services and administration.

### **Fiscal Programs (612) 296-2760**

**William Brikker, business manager.** This section manages the division's fiscal matters including development of budget spending plans, determination of fees and charges, management of cost accounting procedures and divisional revenue, compilation and analysis of user data, review and processing concessionaire contracts and permits, and coordination of central office administrative services. Close contact with the attorney general's office must be maintained for appropriate interpretation of park rules and rule changes.

### **Computer Program (612) 297-1154**

**Suzanne Jenkins, programmer/analyst.** This section plans and implements the division's computer hardware and software programs and cost accounting program; develops and maintains division data management system; and provides employee training. It also administers the installation and operation of personal computers in field locations.

### **Environmental Review and Land Acquisition (612) 296-6226**

**Frank Knoke, environmental specialist.** This program coordinates the review process for proposed developments, environmental documents, rules and regulations, and policies of the DNR and other governmental agencies in order to determine their impact on state park lands and programs. It determines and directs the division's land use and land acquisition activities and coordinates resource management activities in state parks with other DNR divisions.

### **Visitor Services (612) 296-8396**

**Bobbie Gallup, coordinator.** This section plans, develops, and administers the interpretive and informational functions of the state park system. The interpretive services program provides park visitors opportunities to experience the geological, biological, historical, prehistoric, and aesthetic heritage of Minnesota through a variety of educational and recreational programs.

### **Marketing and Public Affairs (612) 296-8162**

**Bill Chiat, marketing and public affairs specialist.** This section plans and administers the division's marketing, gift sales, and promotional programs; prepares division informa-

tion and promotion publications; and oversees the public information program. Close contact is maintained with other recreation and tourism agencies to distribute information.

### **Regional park Supervisors**

Region I, Merle DeBoer, 2115 Birchmont Beach Road NE, Bemidji, 56601, (218) 755-3976.

Region II, Don Jueneman, 1201 East Highway 2, Grand Rapids, 55744, (218) 327-4412.

Region III, David Novitzki, 1601 Minnesota Drive, Box 648, Brainerd, 56401, (218) 828-2622.

Region IV, Charles Mitchell, Highway 15 S., Box 756, New Ulm, 56073, (507) 354-2196.

Region V/Rochester, Robert Johnston, P.O. Box 6247, Rochester, 55903, (507) 285-7432.

Region V/Metro, Bill Weir, 1200 Warner Road, St. Paul, 55106, (612) 296-2553.

### **Planning Office (612) 296-6235**

**Avonell Hagen, administrator.** The office provides planning, research, policy development, organization and management analysis, and interdisciplinary review to the commissioner's office and the operating divisions within the department.

#### **Activities include:**

- Interdisciplinary review and position-policy consensus
- Environmental document preparation under Environmental Quality Board rules
- Analysis and development of resource management policies, procedures, and organizational structures
- Strategic planning
- Automated resource information base utilization and analysis
- Resource analysis and development of alternative management strategies for a wide variety of activities including recreation development, river management, wildlife regulations, hazardous and nuclear waste siting, shoreland development and water surface use
- Assessment of economic impact and value of Minnesota's resources
- Survey design, collection, and analysis of data on resource characteristics and use with primary emphasis on statewide programs and issues
- Statewide Comprehensive Outdoor Recreation Plan
- Administration of the Land and Water Conservation Fund program.

### **Records and Office Services Bureau (612) 296-4825**

**Ron Winkel, administrator.** The bureau provides essential services and assistance to regional offices; operates a mail room; furnishes messenger services; maintains liaison with central motor pool for dispatching vehicles and coordinating instate travel; maintains liaison with plant management for the department; maintains copy machine services; coordinates statewide telecommunications for the DNR; records management with the state record center and state archives; and manages DNR forms, providing design or redesign, storing, inventory, and shipping.

### **Trails and Waterways Unit (612) 297-1151**

**Paul Swenson, director.** The Trails and Waterways Unit is responsible for the operations of over 2,600 miles of state park and forest trails and state trails, over 1,200 water access sites and 19 designated canoe and boating routes which offer over 2,800 miles of river for recreation. Through grants-in-aid funding, the unit administers over 8,000 miles of snowmobile and 500 miles of ski-touring trails. In cooperation with other state agencies, the unit publishes individual water access maps by county; maps listing hiking, ski touring, and snowmobile trails; and maps of 20 Minnesota rivers for boaters and canoeists. As a service to canoeists, the unit also provides river level reporting from April 15 to October 30.

Nineteen rivers, designated as canoe and boating routes, have been mapped and are

listed in the accompanying illustration. Each map indicates facilities provided and marks potential hazards. The Mississippi River is mapped in fourteen sections from the headwaters at Lake Itasca to the Iowa border. The St. Croix River starting in Trego, Wisconsin on the Namekagon River and going south to the St. Croix's meeting with the Mississippi is mapped in five sections. The Minnesota River is mapped in four sections from Ortonville on Minnesota's western border to Fort Snelling. A map is also available for the Vermilion River in northern Minnesota, a non-designated Canoe and Boating Route.

Eight trail maps are available for developed state trails in Minnesota.

- **The Douglas State Trail** is 12 miles of bituminous treadway and is open to hiking, bicycling, snowmobiling, and horseback riding.
- A 51-mile **Heartland State Trail** is open for hiking and snowmobiling and a 27-mile section used for bicycling and horseback riding.
- The **Luce Line State Trail**, 28 miles long, is developed for snowmobiling and seven miles for cross-country skiing.
- The **Minnesota-Wisconsin Boundary State Trail** has 32 miles paved for bicycling, 78 miles developed for hiking and snowmobiling, and 58 miles for horseback riding.
- The **Minnesota Valley State Trail** extends for 26 miles from Shakopee to near Belle Plaine for hiking, horseback riding, and snowmobiling; 4 miles developed for bicycling from Shakopee to Chaska; and two loop trails primarily for hiking and skiing, one at Carver Rapids Wayside and the other at Lawrence Wayside.
- The **Root River State Trail** has 11 miles developed for skiing and hiking and 6 miles for bicycling. The trail stretches from Lanesboro to near Fountain.
- The 155-mile **North Shore State Trail** is open for snowmobiling and some hiking.
- The 37-mile **Sakatah Singing Hills State Trail** is open for bicycling, hiking, and snowmobiling.
- The **Taconite State Trail** has 165 miles open to snowmobiling and some hiking.
- The 110-mile **Arrowhead State Trail** is open to snowmobiling.

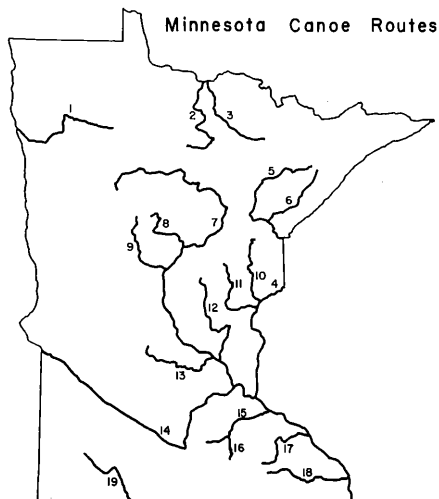
There are more trails at these locations, but they are not yet developed trails.

#### Public Water Access Program (612) 297-1151

This program has become very popular with the fishermen and recreational boaters of the state. The goal of the Public Water Access Program is to provide free and adequate access to Minnesota's lakes and rivers. The unit hopes to meet the demand on the state's water resources for all boating activities.

While most accesses have ramps for launching boats from trailers, some require carrying boats or canoes to the water. Boats 12 to 18 feet can be launched at most accesses with launch ramps. DNR accesses usually remain open 24 hours a day unless otherwise posted and are patrolled by conservation officers. There is no fee for their use. However, accesses located within a state park require a daily or annual state park sticker.

Presently, **Water Access Maps** that identify public boat launches in 55 counties are available through this unit or the Natural Resources Information Center listed at beginning of the department section. All maps are free, but persons are asked to limit their requests



- |                     |                                 |                     |
|---------------------|---------------------------------|---------------------|
| 1 Red Lake River    | 8 Pine River                    | 15 Cannon River     |
| 2 Big Fork River    | 9 Crow Wing River               | 16 Straight River   |
| 3 Little Fork River | 10 Kettle River                 | 17 Zumbro River     |
| 4 St. Croix River   | 11 Snake River                  | 18 Root River       |
| 5 St. Louis River   | 12 Rum River                    | 19 Des Moines River |
| 6 Cloquet River     | 13 North Fork of the Crow River |                     |
| 7 Mississippi River | 14 Minnesota River              |                     |

only to those maps they will use in a year. A checklist is sent out to general inquiries. The unit is located at 500 Lafayette Road, St. Paul, MN 55155-4052.

### **Volunteer Programs Office 9612) 297-1449**

**Barb Gustafson, director.** The contributions of volunteers enables the DNR to expand and improve services to the public. This unit administers the statewide DNR volunteer programs. Its scope includes the recruitment, orientation, selection, referral, and recognition of volunteers. Volunteers work individually and in groups undertaking projects in both field and office settings. Several volunteer programs that are administered through this office include:

- **Sentenced to Service (STS)**—a program which utilizes non-dangerous offenders to do DNR work projects which would not be done otherwise.
- **Youth Volunteers of Minnesota**—youth organizations such as 4H, Campfire, Scouts, YMCA, and YWCA working together in partnership with DNR to undertake environmental service projects.
- **Volunteer Speakers Bureau**—volunteers using DNR films to make environmental presentations for schools, nursing homes, senior citizen centers and a variety of other organizations.

### **Waters Division (612) 296-4800**

**Ron Nargang, director.** The division manages the water and related land resources of the state. The division regulates activities conducted in the beds of protected waters, regulates water appropriations and various land use activities in shoreland and flood plain areas. The division has six regional offices located around the state.

#### **Regional Waters Hydrologist**

Region I, 2115 Birchmont Beach Rd. N.E., Bemidji, 56601, (218) 755-3973

Region II, 1201 East Highway 2, Grand Rapids, 55744, (218) 327-1716

Region III, 1601 Minnesota Drive, Brainerd, 56401, (218) 828-2605

Region IV, Box 756, Highway 15 South, New Ulm, 56073, (507) 352-2196

Region V, P.O. Box 6247, Rochester, 55903, (507) 285-7430 includes

Metro, 1200 Warner Road, St. Paul, 55016, (612) 296-7523

### **Water Planning and Data Section (612) 297-3877**

**Larry Seymour, administrator.** This section coordinates division and department activities in federal public works projects and studies. The types of projects and studies involved are for flood control, beach and bank erosion, navigation, and water-related recreation. The section also conducts program analysis, planning, and data system coordination for the division; coordinates the planning and management activities of the division with those of other state agencies; and provides assistance to the director in the analysis and development of policies to guide the programs of the division.

### **Hydrographics Section (612) 296-4806**

**Kenneth Reed, supervisor.** This section administers and conducts investigations, surveys, studies, and research to provide technical information for departmental water resource management. Included is graphic support as needed. Tasks include preliminary examination, repair, reconstruction, and maintenance of approximately 315 state-owned dams; investigation and reports on natural ordinary high water determinations; establishment, maintenance, and recording of data from a network of statewide lake-gauging stations; preparation of topographic maps; advising government units and the public in areas of potential lake problems; and dissemination of information on lakes.

### **Dam Safety Unit (612) 296-0525**

**Craig Regalia, supervisor.** The unit inspects private and publicly owned dams and association structures. It establishes priorities for inspection of existing dams and may issue



orders concerning further engineering investigations and necessary repairs for drawdown under the dam safety rules. It conducts the necessary review of work in protected water permit applications which require issuance of dam safety permits. The unit also administers state grants for up to 50% of the cost of repair for dams owned by local government units. Contact the unit for further information on the availability of these grants.

### **Water Use Management Section (612) 297-2431**

**Sarah Tufford, administrator.** This section regulates water use and collection of basic data about groundwater supplies statewide. The section is divided into two units, the Technical Analysis Unit and the Water Allocation Unit.

#### **Water Allocation Unit (612) 296-4800**

This unit administers the regulatory program for water appropriation or use. Appropriation permits are required for withdrawals for any use of surface or groundwater in excess of 10,000 gallons per day or 1 million gallons per year except for domestic uses serving less than 25 persons. Applicants must have ownership or control of the land overlying a groundwater source or abutting a surface water source from which water will be appropriated. Applications and information on the permit program can be obtained from the DNR regional offices or the central office. A minimum \$30.00 filing fee for each permit application is required. Additional fees may be required depending on the scope of the project.

Permit holders are required to annually submit monthly records of the amount of water appropriated and additional information such as acreage irrigated and type of crops. These records are reported on forms supplied by the DNR and are submitted with an annual water appropriation processing fee. The fee is based on a variable scale according to the number of permitted acres for irrigation and permitted amount of water for non-irrigation. Water use data received is computerized and disseminated to the decision makers, planners, and public.

#### **Technical Analysis Unit (612) 296-0436**

**Patricia Bloomgren, supervisor.** This unit performs technical evaluations of the water supply potential for the appropriations permit program. This unit is also responsible for performing special studies to evaluate developing technologies for groundwater exploration as well as methodologies for modeling groundwater flow. It manages the observation well network and publishes annual summary reports of the water level data. This unit also provides technical assistance to other programs of the division and the department in the design and construction of water supply wells, the abandonment of unusable wells, the mitigation of environmental contamination, and promotion of strategies for groundwater protection.

### **Protected Waters/Shoreland and Flood Plain Management Section (612) 296-0440**

**Ronald Harnack, administrator.** This section administers the **Shoreland and Flood Plain Management** programs and the land-use regulation aspects of the **Wild and Scenic Rivers program**. All three of these programs require local units of government to adopt and enforce land-use regulations that comply with minimum statewide standards. In the case of the Shoreland Management and Wild and Scenic Rivers programs, the primary purposes are to protect the aesthetic values of the shoreland areas and to protect water quality. In the case of the Flood Plain Management Program, the purposes of the regulations are to promote flood damage reduction to flood plains by prohibiting further development of the floodway and to restrict the way in which the remainder of the 100-year flood plain can be developed. This section provides technical assistance to local government units in the adoption and administration of local land-use regulation ordinances.

The section coordinates and encourages state and federal comprehensive flood plain management activities, including the administration of the federal flood insurance program; encourages acquisition/relocation efforts; develops floodproofing guidelines; provides emergency flood fighting assistance; and helps with post-flood relief assistance.

It reviews, coordinates, and writes reports on public drainage and watershed projects. And it reviews and processes applications for permits to change the course, current, or cross-section of protected waters and watersheds. It is completing the inventory of protected waters and wetlands in the state and administers the state water bank program. The section also conducts the state **Dam Safety Program**.

**Protected Waters Permits** are required for permanent docks, jetties, harbors, channels, filling other than sanding and natural rock riprapping, excavation, boat houses, sewer and water line crossing and other alterations of protected water bodies. Applications for permits must be submitted by the owner of appropriate interest in land adjacent to or containing a surface water body such as a lake or stream. Permit processing is initiated in the appropriate regional office. For information, or to apply for a permit, contact DNR Division of Waters, or any of the regional offices.

The **Protected Water Permit Program** involves the identification of all bodies of water in the state that are subject to regulation under the protected water permit program. Water bodies included in the inventory are most streams and lakes, and wetlands—types 3, 4, and 5 over 10 acres in rural areas and over 2½ acres in urban areas.

Owners of wetlands in agricultural areas who are considering draining their wetlands may qualify for one of several types of compensation in order to preserve the wetlands under the state waterbank program. This program offers options such as purchase, lease, or easement in order to compensate farmers for maintaining certain wetlands in their natural state.

**Shoreland Management, Steve Prestin (612) 297-2404**

**Flood Plain Management, Tom Lutgen (612) 297-2405**

**Protected Waters Permits, Dave Milles (612) 296-0516**

**Waterbank, Bruce Gerbig (612) 296-0515**

Inquiries regarding specific program assistance should be directed to the area or regional hydrologist where your property is located. Phone number by region are noted on page 288.

## **Youth Programs Office (612) 296-5042**

**Larry Fonnest, acting director.** The office administers the Minnesota Conservation Corps (MCC) programs and other manpower programs available to the DNR. The corps has two main objectives: to enhance and protect our state's natural resources and to provide meaningful employment to the state's young people.

The MCC has two components. A summer program for high school students and a year-around program for 18- to 26-year-old young adults. In the summer program, the youth work for 35 hours each week and receive 5 hours of environmental education. In the year-around program, the young adults are eligible to work 40 hours a week for up to 6 months. The youth in both programs are paid the federal minimum wage.

The youth build bridges, construct shelters, plant and prune forests, prevent soil erosion, and preserve historic sites. They work on trails, fisheries and wildlife projects, campground development, and are available for natural disaster relief, such as fighting forest fires and controlling floods.



## Board of Nursing

2700 University Avenue West, #108, St. Paul, MN 55114

Joyce M. Schowalter, executive director (612) 642-0567

Minnesota Statutes, sections 148.171—148.299; Minnesota Rules 6300-6399

The board was created by the legislature in 1907 for the purpose of setting standards for the practice of nurses in Minnesota. The names of professional nurses who met board requirements were placed on a register and the qualified nurses became known as Registered Nurses (RN). Through the years credentialing procedures and terminology have changed but the title has remained. Registered Nurses are now licensed by the board as described in *Minnesota Statutes*, section 214.001, subd. 2,(d). In 1987 approximately 42,000 registered nurses held active Minnesota licenses.

The board meets every two months at the board office. All meetings are open to the public.

Practical nurses were first licensed by the board in 1947. Approximately 22,000 licensed practical nurses (LPN) held active Minnesota licenses in 1987.

In addition to licensing nurses, the board approves nursing education programs which prepare persons for professional or practical nurse licensure, processes complaints against nurses, registers nursing businesses, reviews and evaluates the nursing assistant training program developed by the commissioner of education (*Minnesota Statutes*, section 144A.61, subd. 3) and establishes lists of programs of study in certain advanced nursing practices (*Minnesota Statutes*, section 62A.16, subd. 3a).

The board issues nurses' licenses for the state of Minnesota and conducts examinations for applicants who have finished an approved nursing program. The board also issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or country. An endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination or has scored lower than the Minnesota requirements. If an applicant fails an examination, the board conducts reexaminations.

An applicant should write the board regarding license requirements and examination dates. The application includes proof of completion of a nursing program. License examination fees are \$75 for registered nurses and \$50 for licensed practical nurses. License by endorsement for registered nurses and licensed practical nurses is \$55. The re-examination fee is \$50 for registered nurses and \$40 for licensed practical nurses. Licenses are issued after applicants have met all requirements.

The board renews licenses for 24-month periods based on a nurse's birth month and year (even or odd). The renewal fee is \$20. Late renewals incur a \$15 penalty fee.

Licenses are verified upon request for a nurse moving out of state and wishing to obtain a nursing license in a new location. Verification of license costs \$15.

If a nurse chooses to become inactive he/she need not renew the license, but the nurse may not practice during this period. The board will change the license status back to active status upon request. Nurses who have been inactive for two years or more must show evidence of continuing education or competence.

The board processes complaints about nurses or individuals posing as nurses. There is no fee for handling complaints. They are acted upon as soon as they are received by the board.

The board approves nursing education programs and investigates complaints about approved programs. Periodically, the board investigates all programs to ensure that they are maintaining the rules for programs established by the board. When applying for approval of a nursing education program, an institution should supply proof of satisfactory compliance with board rules for program approval. For information about education programs contact the board. There are no fees for this service and the board provides the necessary forms.

The board registers nursing corporations and businesses established to offer nursing

care to the public. All nursing corporations must be registered with the board. For information and forms contact the board. The fee for registration of a professional nursing corporation is \$100 the first year and \$25 each year thereafter. There are no fees for other business registration.

A newsletter, *"For Your Information,"* is published three times a year and sent to nurses and employers. There is no charge.

Contact the following people for details about the board activities: Joyce M. Schowalter—administrative, general information; Margaret P. Baach—registration renewal, verification, continuing education; Sandra J. MacKenzie—examination, endorsement, licensing, newsletter; Ellen D. Schultz—nursing program approval; Vickie R. Sheets—complaint processing, discipline.

## Board of Examiners for Nursing Home Administrators

2700 University Avenue West, Room 104, St. Paul, MN 55114-1082

Phillip C. Newberg, executive director (612) 642-0595

Minnesota Statutes, chapter 144A; Minnesota Rules 6400-6499

The board develops licensing standards, conducts license examinations, issues and revokes licenses, and investigates complaints filed with the board. It also conducts a continuing study of nursing homes and their administrators, and authorizes and/or conducts instruction for license applicants and the continuing education of licensed administrators.

Complaints regarding the administration of nursing homes may be filed by writing or calling the board. The board has the authority to revoke, suspend, or refuse to renew licenses as a result of investigations instigated by a complaint.

A licensed administrator must have 20 clock hours of non-academic education (workshops, seminars, etc.,) annually. Every three years, the administrator must complete academic instruction in health related subjects totaling six quarter hours or four semester hours or an additional 30 approved clock hours of non-academic education. Contact the board for information regarding continuing education programs. Fees and applications depend on the course and the institution offering the course.

The board issues new licenses and renewals. A new applicant must fulfill the following five requirements before receiving a license:

- Pass the National Board of Examiners (NAB) test for nursing home administrators (a multiple choice test of 150 questions covering administration, patient care and service, and organization of health services;
- Pass the state rules test (testing knowledge of the rules of the State Dept. of Health and the Life Safety Code as they pertain to nursing homes and boarding care homes);
- Satisfactorily complete eight college level courses in health care administration.
- Satisfactorily complete a board approved practicum course (internship) in long term health care administration of at least 300 clock hours or have one year of experience as an assistant administrator in a health care facility.
- Have a baccalaureate degree from an accredited institution.

Examinations are scheduled approximately every 90 days. Applications are accepted any time. To receive the application form or specific information on licensing contact the board. The application fee is \$75.00, the State Rules Examination fee is \$50.00, and the original and annual renewal license fee each July 1, is \$115.00. Reciprocity fee is \$30.00. An "acting license," issued for no longer than six months, costs \$115.00. A late fee is charged on the following basis: between 7-1 and 12-31 it is \$30, and between 1-1 and 6-30 it becomes \$50.

## Board of Optometry

**2700 University Avenue West, #103 St. Paul, MN 55114**  
**Burton H. Skuza, O.D., executive director (612) 642-0594**

**Minnesota Statutes, sections 148.52-148.62; Minnesota Rules 6500-6599**

The board develops licensing standards for optometrists, conducts the license examinations, and issues licenses to successful applicants. The board also authorizes continuing education courses and programs for optometrists, registers professional corporations, certifies optometrists to use topical ocular drugs and investigates complaints from the public.

About 750-800 optometrists are licensed by the board. Nearly 50 new applicants take the test each year. Close to 70 professional corporations are licensed by the board.

A licensed optometrist must have 45 clock hours of academic or non-academic (workshop, seminars, etc.) education within a three year compliance period. For information regarding allowable continuing education, contact the board.

The board issues new licenses and renewals. A new applicant must fulfill the following requirements: proof of good moral character; proof of graduation from an approved school or college of optometry requiring at least two academic years of preprofessional training for admittance, or proof of current enrollment in the final year of study at such school or college; and pass an examination including both a written test presented by the National Board of Examiners in Optometry and a practical demonstration which thoroughly tests the candidate. The board schedules examinations annually and will supply information upon request.

Any person who holds a certificate of registration or license from another state, and who has practiced not less than three years in that state, may apply for licensing in Minnesota by reciprocity.

To receive application forms or specific information on licensing, contact the board. There are several fees: the examination fee is \$50.00, the reciprocity fee is \$50.00, and the license issuance fee is \$12.00. The annual license fee, renewable before January 1, is \$65.00. A late penalty fee of \$25.00 is charged. The Professional Corporation registration fee is \$100.00, and the Professional Corporation renewal fee, due January 1, is \$25.00.

Complaints regarding possible violation of the optometry statutes may be filed by writing to the board. The board has the authority to revoke or suspend licenses as a result of investigation instigated by a complaint.

## Board of Pardons

**300 Bigelow Building, 450 North Syndicate Street, St. Paul, MN 55104**  
**Donald J. Grafenstein, secretary (612) 642-0284**

**Minnesota Statutes, chapter 638; Minnesota Rules 6600-6699**

The board consists of the governor, the chief justice of the Supreme Court, and the attorney general. The board may grant pardons, reprieves and commute the sentence of any person convicted of any criminal offense against the laws of the State of Minnesota. It can also grant a pardon extraordinary to a previously convicted person who has been discharged from the sentence imposed and has been law-abiding for a reasonable period of time after the discharge. The commissioner of the Department of Corrections or his designee is secretary to the board.

A pardon extraordinary shall have the effect of setting aside the conviction and nullifying the same, and purging the record. After a pardon extraordinary has been granted, a copy of the certificate is filed in the court where the conviction occurred, the conviction is set aside, and all records pertaining to it are sealed. The conviction need never be disclosed except in subsequent judicial proceedings.

Any person may file for a pardon, commutation, or pardon extraordinary. Applications, which are available from the secretary of the board, must be filed at least 30 days before

the next scheduled meeting of the board. The board meets on or about the second Monday in January, April, July, and October. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons as determined by the board, such as residence outside the state, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered. The meetings are closed and limited to the applicants and those who will speak on their behalf.

To request information or the proper form for filing an application, contact the board at the above listed address or phone number. There are no fees for the Board of Pardons' services.

## Board of Peace Officer Standards and Training

333 Sibley Street, Suite 495, St. Paul, MN 55101  
Executive director (612) 296-2620

*Minnesota Statutes, chapters 214, 367; sections 382.28, 626.84-626.88; Minnesota Rules 6700-6799*

The Board of Peace Officer Standards and Training (POST) licenses about 7,250 officers of whom about 7,000 are active; about 1,100 part-time peace officers, about 800 of whom are active; and about 50 constables employed in Minnesota. The board regulates both the pre-service training of peace officers and their continuing education while in service, and it establishes minimum selection standards and standards of professional conduct for peace officers. When Minnesota established its present licensing system in 1978, it was the first state to license law enforcement officers, and has since served as a model for other states seeking to institute similar systems of their own.

- **Selection standards.** Peace officers must be citizens of the United States and licensed drivers in Minnesota (or in a contiguous state if they are not residents of Minnesota). They must have no history of a felony conviction or other serious misconduct, and they must successfully complete the POST Board's licensing test, a medical examination, a job-related test of physical strength and agility, a psychological evaluation and an oral interview prior to appointment in a law enforcement agency.

Part-time peace officers and constables must have no history of a felony conviction. They must successfully complete a medical examination and a psychological evaluation, must successfully complete POST approved training in first aid and firearms, and they must pass a special licensing test.

- **Pre-service training.** There are two educational routes into law enforcement in Minnesota: an academic program in law enforcement or criminal justice in a college, followed by skills training; or a combined academic and skills program conducted by a vocational-technical institute. Individuals who have completed basic law enforcement training in another state may become licensed in Minnesota through a system of reciprocity.
- **College followed by skills training.** The candidate completes the academic program at a POST approved college. (Twenty schools have such approved programs.) Once the individual passes the academic portion of the licensing test, that person may then enroll in a skills training course. The skills portion of the licensing test is given to the student upon completion of the skills course.
- **Combined program.** Two institutions offer combined academic and skills programs. The candidate is eligible to take both the academic and skills tests upon completion of this combined program.
- **Reciprocity licensing test.** Law enforcement officers who have been trained and certified in other states may become licensed in Minnesota through our reciprocity system. POST's staff will evaluate the training and experience of an officer who has been trained in another state to determine eligibility to take the licensing examination.
- **Appointment and licensing.** An applicant who has completed all training and exami-

nation requirements must be appointed by a city, county or state law enforcement agency and must meet all statewide selection standards applied by that agency in order to obtain a peace officer license. Both the appointee and the employing agency must verify that the candidate has completed the minimum selection standards for new officers.

- **Renewal.** Licensure is for a period of three years, one third of the licensees renewing their licenses each year. The licensee must complete a minimum of 48 hours of POST-approved continuing education in the three year period.

Constables and part-time peace officers also renew their licenses every three years. Continuing education is required for constables but not for part-time peace officers.

- **Fees.** The present examination and licensing fees may be increased within the next two years. The Academic test is \$12.50 and the Reciprocity test is \$25.00. The Skills and Part-time Peace Officer tests are \$12.50, and the Constable test is \$25.00. The Peace Officer and Constable licenses are \$15.00 and the Part-time Peace Officer License is \$7.50. The Skills Reinstatement test for eligibility is \$12.50.
- **Sites for examinations.** The POST Board's staff conducts peace officer licensing examinations several times each year in the Twin Cities metropolitan area. Examinations are also offered outside the metropolitan area where there is a large number of applications for a particular test.

Constable and part-time peace officer licensing tests are offered on a regular basis at the POST Board's office in St. Paul by appointment only.

- **Complaints against licensees.** The POST Board receives and processes citizen complaints about unprofessional conduct by peace officers and other licensees. The board's jurisdiction is limited to violations that are specified in the board's agency rules. These specific violations consist of the following: a licensee has been convicted of a specific felony; has used deadly force in a manner not authorized by law; has made a false material statement while under oath; has made a false material statement while obtaining or renewing his or her license; has failed to complete the continuing education requirements for renewal; has failed to pay the licensing fee; or has violated one of the board's other rules.

Citizen complaints are referred to the law enforcement agency which employs the officer(s) whose conduct is in question, unless the board's committee on complaints determines that some other agency should investigate the complaint. When the local investigation is completed, the committee reviews the report and determines whether or not there are grounds for a hearing by an administrative law judge. The final disciplinary action, if any, is the responsibility of the full board. The hearings procedure may take several months to complete.

- **Publications.** The POST Board publishes a bi-monthly newsletter, *Keeping POSTed*, which is distributed without charge to law enforcement agencies and inactive licensees. The board also publishes the following documents which are on sale at the Department of Administration's Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000. Call for current prices; below are 1987 prices and publication code numbers:
  - *Background Investigation Process for Minnesota Law Enforcement Agencies*, #14-15, \$10.00.
  - *Criminal Code and Selected Statutes for Peace Officers*, #2-68, \$12.00.
  - *Evaluation Checklists for Skills Courses in Law Enforcement*, #10-80, \$6.00.
  - *Learning Objectives for Post-Secondary Courses in Law Enforcement*, #10-89, \$5.00.
  - *Learning Objectives for Skills Courses in Law Enforcement*, #10-80A, \$3.25.
  - *Manual for Part-Time Peace Officers*, #14-8, \$5.50.
  - *Peace Officer's Guide to the Minnesota Rules of Criminal Procedure*, #14-10, \$5.00.
  - *Police Report Writing Style Manual*, #14-13, \$12.50.

One other publication, *Administrator's Guide to Peace Officer Licensing and Hiring*, is provided to chiefs of police and sheriffs at no charge. This manual is not available for purchase.

- **Reimbursement to local units of government.** The Minnesota legislature has established a surcharge on fines imposed for violations of certain traffic laws. The board dis-

burses this revenue to local units of government to reimburse them for expenses of providing continuing education to peace officers and constables.

- **Peace Officer Opportunity Line.** POST has established a Peace Officer Opportunity Line (POOL) in cooperation with the state associations of chiefs of police and sheriffs. POOL is a recorded message which lists current employment openings in law enforcement agencies throughout the state. Interested persons should call POOL at (612) 297-2352.
- **Other services.** POST's other services include assistance to law enforcement agencies with regard to compliance with statewide hiring standards, notification of forthcoming POST-approved educational and training programs, and information on legislation which affects the law enforcement community. POST's staff will also answer questions with regard to any matter within the board's authority, subject to the restrictions of the state's data practices act. Many questions can be answered immediately. More detailed requests for information may require a few days in which to compile the information or arrange a meeting with a staff person. As a rule, there is no charge for this kind of service unless photocopying is required.

## Board of Pharmacy

2700 University Avenue West #107, St. Paul, MN 55114

David E. Holmstrom, executive director (612) 642-0541

*Minnesota Statutes, chapters 151 and 152; Minnesota Rules 6800-6899*

The board enforces rules dealing with adulterated, misbranded and illicit drugs, provides information about drugs to other health professionals, and develops rules governing drug storage, distribution and recordkeeping for individuals, institutions and facilities. The board tests and licenses all pharmacists, and inspects and licenses all pharmacies, drug wholesalers and manufacturers. They determine the continuing pharmacy education requirements for all pharmacists and approved continuing education programs.

The board issues all licenses dealing with pharmacy. Applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1,500 hours of internship experience. For application forms and information regarding licensing requirements contact the board.

Licenses must be renewed annually. **Pharmacist's licenses** are \$50.00 and must be renewed by March 1 of each year. **Pharmacy licenses** are \$100.00 and must be renewed by June 30 of each year. **Drug wholesalers and manufacturer licenses** are \$100.00 and must be renewed by June 1 of each year. **Pharmacist examinations** cost \$125.00 and are given winter and summer. **Reciprocity examinations**, which cost \$150.00, are given quarterly. The dates of examinations vary from year to year.

The board licenses approximately 4,200 pharmacists, 1,100 pharmacies, 125 drug manufacturers in Minnesota and 50 out of state, and about 40 drug wholesalers in Minnesota and 100 out of state.

Also issued by the board are **permits to conduct drug research** by private industry (University of Minnesota researchers are exempt). Currently about 60 permits are issued each year at a cost of \$25 per year with renewal on an annual basis.

**Pharmacist interns** must also obtain a permit, issued by the board for one time only at a cost of \$20.00. Currently about 250 pharmacist intern permits are issued annually.

The board investigates all complaints against all licensed pharmacists and pharmacist-interns. The board has the power to suspend or revoke licenses. All complaints should be in writing to the Board of Pharmacy.



## State Planning Agency

300 Centennial Building, 658 Cedar Street, St. Paul, MN 55155  
Lani Kawamura, commissioner (612) 296-3985

*Minnesota Statutes, chapter 116K; Minnesota Rules 4300-4310*

**Jack Ditmore, deputy commissioner.** The State Planning Agency was recreated as an independent executive branch agency by the 1983 Legislature. The agency coordinates the policy analysis and policy development process for the executive branch of state government. The agency identifies and analyzes key policy issues, and makes recommendations for planning and the governor's legislative program.

The State Planning Agency regularly publishes information on selected public policy issues. Included among the regular agency publications are future scans, trend reports, issue briefs and population notes.

### Environmental Division (612) 296-1424

**Tom Rulland, assistant commissioner.** The division serves as the focal point for the coordinated development and analysis of statewide environmental policies. It assists the governor, legislature and state agencies to improve the manner in which the state of Minnesota manages, develops, protects and enhances its natural environment. The staff identifies and defines emerging natural resource and environmental issues; coordinates environmental activities of state agencies and governmental entities; supplements and complements other agency's analysis of priority environmental concerns; and implements statutory environmental mandates to the State Planning Agency and the Environmental Quality Board.

There are two divisional sections: Environmental Quality Board Operations and Issues Analysis and Policy Development.

### Environmental Quality Board Operations Section (612) 296-2603

**Michael Sullivan, manager.** This section provides staff support to the Minnesota Environmental Quality Board (see page 124) and administers the Board's programs. Activities include: administration of the state's Environmental Review (EIS), Critical Areas, and Power Plant Siting Programs; development and coordination of environmental education; and, provision of information and assistance to local government units on environmental and natural resources matters.

### Issues Analysis and Policy Development Section (612) 296-1424

**Patricia Burke, manager.** This section identifies key environmental and natural resource issues and undertakes such research and study as is necessary to advise the governor, EQB, and legislature. Major issue areas include: coordination of state water planning activities; high and low-level radioactive waste disposal and transportation; waste management/toxic substances coordination; development of land use legislation; and, monitoring and analysis of environmental trends.

### Planning Information Center (612) 296-1211

**Alan Robinette, assistant commissioner.** The center was created in 1977 to provide environmental information to land managing agencies within the state, local, and federal units of government and to interested groups and individuals. It was initially called the Land Management Information Center. Its information is in the form of computerized maps, statistics, and text data describing the state's natural resources and demographics. Services include the inventory and analysis of geographic information, consultation and training on the use of personal computer based mapping, production of business graphics, and access to DATANET—an on-line data base of state information. Fees are charged for products and services.

### Office of the State Demographer (612) 296-2557

**R. Thomas Gillaspay, state demographer.** The office collects, analyzes and distributes demographic information. The office prepares annual estimates of population and households for counties, cities, and townships, annual estimates of the median income of counties and large cities, and projections of the state's population and labor force. The office also publishes the "*Population Notes*" series and works with the U.S. Census Bureau to provide census and related information through the Census Data Center program. Publications and other information may be requested by contacting the office.

### Office of Dispute Resolution (612) 296-2633

**Roger S. Williams, manager.** Created in 1985 to assist state agencies settle disputes out of court. The office sponsors training sessions that improve the negotiation and mediation skills of state employees; helps state agencies determine whether disputes are suited to a negotiated or mediated settlement; assists agencies to locate qualified mediators and provides limited funding to help defray the cost of dispute resolution services.

### Human Services Division (612) 296-3865

**Linda Sutherland, assistant commissioner.** The division addresses policies and issues that cut across agency and program lines. It provides the governor and legislature with information and recommendations from analysis of changes in population, socio-economic conditions, and intergovernmental policies. It also administers several federal planning programs and conducts special studies. This division is organized around four planning areas, each described below.

#### Criminal Justice Planning Section (612) 296-7819

**Ann Jaede, manager.** Planning and coordination efforts span the entire system covering courts, corrections, law enforcement, juvenile and criminal justice. Coordination is done primarily through interagency teams and task forces which address such issues as juvenile code revision, child sexual abuse, use of juvenile correctional facilities, and crime victims. The Criminal Justice Program administers the federal Justice Assistance Act and acts as a conduit for all federal funds of the Anti-Drug Abuse Act of 1986. This planning unit also conducts major research projects concerning the present and future of criminal justice statewide.

#### Reports and Services

- *Minnesota 2010: A projection of arrests and convictions in Minnesota; 1986.*
- *Firm Convictions: Trends and issues in the prosecution and sentencing of Minnesota felons; 1985.*
- *Sentencing Effectiveness in Minnesota: How sentencing practices have had an impact on criminal careers; 1987.*
- *Issues Packages: Family Violence, Juvenile Justice, Drug and Alcohol Abuse, Jails and Prisons. Each information package includes current statistics and bibliography of library materials; 1987.*
- *Statistics: Annual data and analysis is made available covering adult and juvenile court, crime reports, and population data.*
- *Library Loans: Over 8,000 publications on criminal justice topics are available through this library loan program.*

#### Developmental Disabilities Planning Section (612) 296-4018

**Colleen Wieck, manager.** This office plans, coordinates, and evaluates programs to promote the availability and quality of services for people with developmental disabilities (substantial life-long disabilities manifested before age 22). Mandated by Public Law 98-527, these activities are carried out in conjunction with the Governor's Planning Council on Developmental Disabilities. It also conducts special studies as directed by the legislature or governor. The office administers demonstration grant programs with federal developmental disabilities funds and McKnight funds. For details on grants contact the office.

## Reports

- *Mental Health Commission Report: Mandate for Action; 1986*
- *Studies of the Academies for the Deaf and the Blind; 1985*
- *Disabilities and Technology; 1986*
- *A New Way of Thinking; 1987*
- *Developmental Disability Information Exchange; (Monthly newsletter)*

## Policy Papers on State Hospitals 1985

- *State Hospital Facilities and Alternative Use*
- *Minnesota State Hospital Energy Use and Cost*
- *A Profile of Minnesota State Hospital Employees*
- *The Economic Impact of Minnesota State Hospitals*
- *Public Opinion About State Hospitals*
- *Residents/Patients in Minnesota State Hospitals*
- *Opinions and Recommendations for the Minnesota State Hospital System*
- *Minnesota State Hospitals—Executive Summary*

## Jobs/Income Security and Social Services Planning (612) 297-4026

**Mark Larson, coordinator.** This unit is responsible for issue analysis related to jobs, employment and training policy, income assistance programs, and social services. Trends in economics and demographics are monitored for their impact on programs. Special projects are conducted regarding the populations served by these programs such as the elderly, farmers, mentally ill, children, and the unemployed.

## Reports

- *Farm Families Using Public Assistance: Trends Emerging from Minnesota's Farm Crisis; 1986*
- *Report to the Task Force on Functional Illiteracy; 1986*
- *MEED: Who is it Serving; 1985*
- *Occupational Distribution of Minnesota AFDC Single Parent; 1985*
- *Findings on Minnesota's Public Assistance and Employment and Training Program Populations; 1985*
- *Entrepreneurship Interests of AFDC Single Parents; 1985*
- *Medical Coverage of the Working Poor; 1985*
- *Licensing and Quality Assurance: Services for People with Mental Illness; 1987*
- *A Central Administration for Mental Health Services in Minnesota; 1987*
- *A Public View of the Minnesota Mental Health System; 1986*
- *Poverty and Jobs Task Force Report; 1984*

## Public Investment Division (612) 297-3247

**A. Edward Hunter, assistant commissioner.** The division conducts program analysis and policy development in agriculture and rural development, telecommunications, long-range economic development, taxes and tax laws, redevelopment and housing, transportation and education.

## Long-range Economic Development Projects

This project examines the interrelationship of federal, state and local programs and policies to promote economic development. It assesses ongoing changes in federal financial assistance programs as they affect economic development. The project also examines new roles and institutions for public, private and nonprofit sectors in the implementation of economic development strategies.

## Agriculture and Rural Development (612) 296-8264

**Randy Young.** The division provides research and analytical support for long-term strategic policy planning for agriculture and rural development issues. The division is involved in numerous inter-agency efforts to provide policy initiatives.

The division has also provided research into such issues as sustainable agriculture, diversification of the rural economy, dairy biotechnology, small scale local food processing, and agricultural credit.

### **Telecommunications Policy Planning (612) 296-8264**

**Randy Young.** The division is involved in three areas of telecommunications policy planning: telecommunication regulation, telecommunications as an economic development tool, and the promotion of projects which would enhance the state's ability to provide services to Minnesotans through advanced telecommunications technologies.

### **Taxes and Tax Laws, Redevelopment and Housing (612) 296-2908**

**Steve Nelson.** This program analyzes tax reform options including tax law effects on redevelopment and housing programs.

A major role is played in administrative tax reform efforts in all areas of tax policy. Staff provides assistance to the Fiscal and Service Relationships Committee of the Governor's Advisory Council on State-Local Relations. Staff also provides assistance to economic development commissions.

### **Transportation, Transit and Related Issues (612) 296-3926**

**Charles Kenow.** The staff analyzes transportation and transit issues, particularly as they relate to the state's economic policy. The staff provides liaison with several of the governor's commissions and coordination with other task forces whose primary focus is transportation and transit. While providing short-term project management assistance, the staff also participates in long-range policy development related to trade, transportation and natural resources development.

### **Education Studies (612) 297-3279**

**Lis Christenson.** This program offers policy analysis and research for various education issues, including K-12 and higher education. Staff coordinates and conducts policy research on professional development, applied research and development in K-12 education, and technology in education. Assistance is also provided for several governor's commissions.

## **Board of Podiatry (Chiropody)**

2700 University Avenue W., #108, St. Paul, MN 55114

Joyce M. Schowalter, executive director (612) 642-0568

*Minnesota Statutes, chapter 153; Minnesota Rules 6900-6999*

The board was created by the legislature in 1917 for the purpose of licensing chiropodists. In 1959 the term podiatry became synonymous in meaning with the word chiropody and in 1961 was substituted throughout the practice act.

Meetings are held quarterly in the board office and are open to the public.

The board establishes standards for the practice of podiatry, now commonly called podiatric medicine. Functions of the board include licensing doctors of podiatric medicine (DPM) by examination or endorsement from another state, processing complaints against licensees and registering podiatric corporations.

Requirements for licensure include graduation from an approved school of podiatric medicine as well as passing the national licensing examination and a clinical examination. Applicants licensed in another state must show evidence of licensure status in the other state. The licensure fee is \$200.

In 1987 approximately 150 doctors of podiatric medicine held active Minnesota licenses.

Licenses are renewed annually on July 1; the fee is \$75. Late renewals incur a \$50 penalty fee.

The board processes complaints about podiatrists. There is no fee for handling complaints. They are acted upon as soon as they are received.

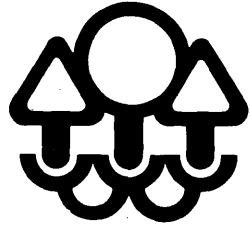
Podiatric corporations are registered by the board. The fee is \$100 for initial registration and \$25 each year thereafter.

Applications and additional information are available from the board office.

## Pollution Control Agency

520 Lafayette Road North, St. Paul, MN 55155  
 Gerald L. Willet, commissioner, (612) 296-6300  
 24 hour emergency number (612) 296-8100  
 Toll-free in Minnesota 1-800-652-9747

Minnesota Statutes, chapters 115-116I; Minnesota Rules 7000-7199



The Minnesota Pollution Control Agency (MPCA) was established in 1967, replacing the Water Pollution Control Commission, established in 1945. The agency was given all of the powers and duties of the commission, and was also directed to establish air quality standards and make recommendations on solid waste disposal and land use. In 1969, the legislature increased the agency's water pollution control authority, more fully described the agency's air pollution standards and permit authority, and gave it the power to adopt standards and regulations for the collection, transportation, and disposal of solid waste. Over the years, additional responsibilities have been added, such as noise pollution and toxic and hazardous waste regulation.

### Minnesota Pollution Control Agency Board (612) 296-6300

**Keith Langmo, chairman.** The board consists of nine members appointed by the governor and confirmed by the senate to four-year staggered terms. One of the members must be knowledgeable in the field of agriculture. Regular meetings are held the fourth Tuesday of every month at the agency's board room and are open to the public. Appointments to the board are handled through the governor's office.

The MPCA staff is organized in three major divisions—Air Quality, Water Quality, and Solid and Hazardous Waste—which conduct the following fundamental pollution control activities:

#### Environmental Monitoring

The MPCA regularly measures specific environmental conditions throughout the state. Air pollution is measured continuously at more than 20 locations. Lakes, rivers and ground water aquifers are monitored at hundreds of sites. Additional water and soil samples are collected at solid waste facilities, hazardous waste dumps, spill sites, and other locations. The information gathered is critical to setting standards, detecting problems and devising solutions.

#### Enforcement

The MPCA enforces state and federal pollution control laws and standards in Minnesota. The most important enforcement tool is the environmental permit, required of all major facilities which discharge to the air, land or water. A permit contains a set of specific enforceable conditions under which such facilities as power plants, factories, sewage treatment plants and waste disposal facilities may operate. Permitted facilities are inspected regularly to assure compliance with the permit conditions. In 1985, the legislature directed the agency to begin collecting fees for permits. The fee amount varies, depending on the type and complexity of the permit. Call 612/296-6300 for more information on fees.

If violations occur, the MPCA begins further enforcement action to correct the problems, and if necessary, may pursue legal action to stop pollution problems.

Many other important enforcement actions are triggered by tips from concerned citizens who report suspected violations, providing valuable assistance to agency investigators.

#### Emergency Response

Sometimes oil leaks, chemical spills, or air pollution emergencies require immediate action. The MPCA has staff on-call 24 hours a day to respond to pollution emergencies.

and to direct cleanup or containment measures. Citizens are encouraged to report spills and other emergencies to the MPCA at 612/296-8100 at any time.

### Technical Assistance and Planning

In conjunction with enforcement, MPCA staff frequently provide technical assistance and guidance to communities, companies and individuals with pollution problems, and assistance in planning to prevent them from occurring in the first place.

The agency's Office of Planning and Review carefully scrutinizes development proposals such as new highways and major industrial projects to make sure possible environmental impacts are anticipated before construction. This preventive planning approach has proven effective in allowing needed development to proceed without harming the environment.

### Regional Operations (612) 296-7224

**Larry Shaw, director.** The MPCA's five regional offices provide local response to pollution problems throughout Minnesota, and help local officials and citizens access programs and services at MPCA headquarters in St. Paul.

#### Region I—Duluth (218) 723-4660:

Duluth Government Service Ctr., Room 704, 320 West Second Street, Duluth, MN 55802

#### Region II—Brainerd (218) 828-2492:

1601 Minnesota Drive, Brainerd, MN 56401

#### Region III—Detroit Lakes (218) 847-1519:

714 Lake Ave., Lake Ave. Plaza Suite 220, Detroit Lakes, MN 56501

#### Region IV—Marshall (507) 537-7146:

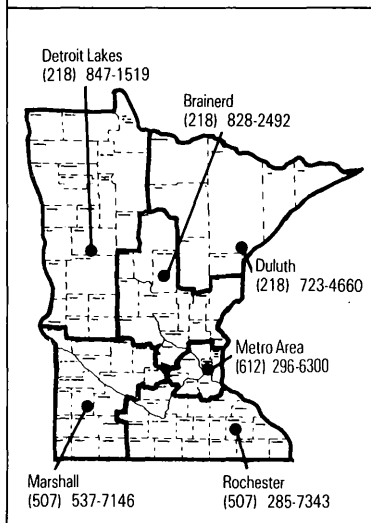
RLC Building, 109 South Fifth Street, Marshall, MN 56258

#### Region V—Rochester (507) 285-7343:

2116 Campus Dr. SE, Rochester, MN 55904

## Regional Offices Serve The State

The MPCA's five Regional Offices provide local response to pollution problems throughout Minnesota.



### Public Information Office (612) 296-6300

**Paul Hoff, director.** The office responds to telephone and written inquiries of a general nature about pollution control issues, and refers callers to the appropriate staff member or section of the agency for more specific information.

News media relations for the agency are handled by the office, which issues news releases, gives and arranges interviews, and monitors media coverage of agency activities.

The office distributes printed materials, such as brochures and reports, and maintains mailing lists for notices of official MPCA rulemaking hearings and major pending permit decisions. To be placed on the mailing list, send a note explaining your request along with your name, address and zipcode to the Public Information Office. Pamphlets are available on Minnesota water quality, wastewater treatment, polluted runoff, lake protection, acid rain, air pollution, solid waste, recycling, composting, household hazardous waste, toxic waste cleanup, ground water protection, a list of films and on the agency itself. For K-6

students, the teacher's packet, "Learn to be a Pollution Fighter," is available. The agency also publishes a biennial report, which is available on request, and arranges speakers for groups on general pollution control issues.

The office maintains a technical library containing periodicals, films and other materials on pollution control issues. The films are available free on loan to the public. All other materials must be used in the library during daytime working hours.

There are no forms or fees required for public information requests.

#### **Personnel Office (612) 296-7759**

**Kathleen Lilly, director.** This office recruits, places and trains personnel for the agency, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the agency in labor relations and coordinates actions between the agency and the Department of Employee Relations.

#### **Office of Planning and Review (612) 296-7799**

**Clifford Anderson, director.** The office reviews and prepares environmental assessment worksheets and environmental impact statements for major projects such as power plants, solid waste incinerators, paper mills, wastewater treatment plants, and hazardous waste facilities. These environmental reviews assess the environmental effects of such projects prior to their construction. The office also evaluates and prepares recommendations on agency policy for issues of statewide concern such as uranium and peat development. For information about the environmental impact statement process, or for environmental impact information, see the State Planning Agency or the Environmental Quality Board.

#### **Legal (612) 296-7341**

**Eldon G. Kaul, assistant attorney general.** Agency legal services are provided by the state Attorney General's Office. The attorney general assists the agency board and staff with enforcement agreements, litigation, rulemaking and contracts and ensures that agency procedures comply with statutory law.

#### **Administrative Services (612) 296-7700**

**John R. Klaus, director.** The section provides support services to all divisions of the agency. The services include budget and accounting support, purchasing, inventory control and mailing and copying functions.

#### **Division of Air Quality (612) 296-7331**

**J. Michael Valentine, director.** The division enforces and administers all state statutes and federal laws relating to air pollution. In addition to attaining air quality standards in high-pollutant areas, the division is also engaged in various programs to prevent deterioration of present air quality in clean-air areas. The division also enforces and administers state noise standards.

#### **Program Development and Air Analysis Section (612) 296-7265**

**David Thornton, chief.** The section collects information about air pollution and air quality in the state. The section maintains a pre-recorded telephone message giving the **Pollutant Standards Index (PSI)**, which reflects air quality measurements in the Twin Cities area for the previous 24 hours. To hear the message, which is updated daily at 2:00 p.m. Monday through Friday, dial (612) 297-1630. For more detailed air quality information, write the section. There are no forms or fees. A general request usually can be processed in two weeks.

The section provides special environmental air monitoring on a limited basis. Requests for special air sampling are approved on an individual basis provided adequate instrumentation and staff time are available. To make requests for this service contact the section in writing. There are no forms or fees.

The section develops specific strategies for achieving national air quality standards. The

section has prepared a **State Implementation Plan**, as required by the federal Clean Air Act, which is a strategy of policies, procedures, and regulations aimed at attaining healthy air in all of Minnesota. The plan focuses on abating both stationary sources of air pollution (such as factories) and mobile sources (such as automobile traffic). In most areas compliance was achieved by 1982. The section also performs all other air quality related planning, and reviews **Indirect Source Permit Applications**, which are required for new facilities (such as shopping centers) that are expected to attract large volumes of traffic. For application forms, contact the section. Review of applications normally takes approximately one month.

The section also administers the state's **Acid Rain Control Program**. The section gathers air and water quality data in order to establish an **Acid Deposition Standard** and develop a program to achieve compliance with the standard. The state's **Air Toxics Program** will also be developed in the Program Development & Air Analysis Section. An assessment of potentially toxic compounds and sources is underway.

The section studies and helps control noise pollution, and at the request of the public or local officials, will work with local governments to develop an appropriate noise ordinance for the community. Furthermore, local officials will be trained in its enforcement and the MPCA staff will advise in the selection and procurement of instrumentation.

The section performs noise surveys and evaluations to resolve noise problems. For information or to file a noise complaint, contact the section. There are no forms or fees. At least two weeks are required to complete a noise survey. The complainant will be notified as to the scheduled date and time for the survey. The complainant may be present but this is not required.

The section can lend automatic noise monitors to the public, in some situations, so that they can make noise evaluations. For further information or to request a noise monitor contact the section at (612) 296-7372. There are no forms or fees.

### **Regulatory Compliance Section (612) 296-7371**

**Lisa Thorvig, chief.** The section is committed to the enforcement of all state statutes and federal laws pertaining to air and noise pollution. The section is divided into an Enforcement Unit and a Permits Unit.

- **The Enforcement Unit (612) 296-7300** handles air quality complaints and assures that industries comply with emission limits. The unit conducts inspections of emission sources and develops compliance schedules for polluters violating emission limits. Persons with general air quality complaints may call the unit. Complaints received about facilities outside of the seven-county metropolitan area are referred to one of the five outstate MPCA regional offices. General complaints usually are processed within two weeks.

Although open burning generally is prohibited in Minnesota, persons may apply for an open burning permit in special instances under controlled conditions. The form needed is the **Open Burning Permit Application**. There is no state fee for this permit, although there may be a local fee. Processing usually takes one week, or less. For information or application forms, persons in the seven-county metropolitan area should call (612) 296-7300; persons outside of the metropolitan area should contact their local MPCA regional office.

- **The Permits Unit** is responsible for final Air Quality permit development. It also provides primary technical support to the Enforcement Unit. The unit assists the Enforcement Unit in development of enforcement actions.

### **Division of Solid and Hazardous Waste (612) 296-7282**

**Richard A. Svanda, director.** The division administers solid and hazardous waste programs and the **Superfund**, including cleaning up **Superfund** sites, issuing permits for solid and hazardous waste facilities, and overseeing the development of solid waste management plans. The division is also responsible for developing an over-all strategy for ground water protection.



## **Program Development (612) 296-7444**

**Gordon W. Meyer, chief.** The section is responsible for developing programs for solid and hazardous waste management and ground water protection, including such special programs as a soil lead study, an underground storage tank management program, and a waste tire program. The section is responsible for developing and amending rules related to the management of solid and hazardous wastes and underground tanks. The section is also developing a state ground water protection strategy, including recommendations for the protection of quality ground water resources in Minnesota. The section operates a ground water quality monitoring program, which will enable it to establish base-line data for the state's principal aquifers.

## **Solid Waste Section (612) 296-7340**

**James Warner, chief.** The section performs technical reviews and issues permits for solid waste facilities such as sanitary landfills, demolition waste landfills and transfer stations. The section also performs technical reviews on permits for industrial waste disposal facilities. For information or applications, contact the Solid Waste Section. The form needed for solid or industrial waste facilities is Permit Application for Construction and Operation of a Solid Waste Disposal System. Forms may be obtained by mail or in person.

The section ensures compliance with the agency's regulations at permitted solid waste facilities and investigates complaints received by the MPCA. For information or to register a complaint, contact the section. Complaints are acted upon as soon as the information is obtained. If the complaint is taken in the St. Paul office, the complaint may be forwarded to the appropriate regional office for investigation and necessary follow-up action. If a complaint originates in a county that has a county solid waste ordinance or has taken an active role in enforcing state solid waste regulations, the regional office may forward the complaint to an appropriate county official, usually the county solid waste officer.

The section oversees the planning and development of solid waste management and administers the agency's program to reduce, reuse, and recycle solid waste materials. Technical assistance is provided for activities that result in reducing waste, recovering energy or recycling materials from solid waste.

## **Hazardous Waste Section (612) 296-7790**

**Gordon Wegwart, chief.** The hazardous waste section regulates businesses and institutions that generate hazardous waste in order to ensure safe management of the nearly 150,000 tons of hazardous waste generated annually in Minnesota. The section educates generators, conducts inspections, and enforces the hazardous waste rules. The hazardous waste section is made up of three units—Hazardous Waste Disclosure, Hazardous Waste Permit and Review, and Hazardous Waste Enforcement—which coordinate to accomplish these tasks.

- **The Disclosure Unit** reviews hazardous waste disclosure forms submitted by hazardous waste generators in the state. These disclosures describe the generation, types, quantities, transportation and eventual disposal or recycling of hazardous wastes generated by companies and are the main source of the agency's information on hazardous waste in Minnesota. Disclosure personnel also provide technical assistance to generators, either by visiting sites or answering letters and telephone calls. This unit also maintains the extensive computer tracking system that collates information on generators, wastes and manifests, and has primary responsibility for assessment and collection of hazardous waste generator fees.
- **The Permit and Review Unit** performs two basic functions: (1) reviews and issues hazardous waste treatment, storage and disposal facility permits and (2) provides waste program assistance and technical support to clientele and staff.
- **The Enforcement Unit** monitors the regulated community to assure its compliance with federal and state hazardous waste rules and operates an enforcement program which ensures this compliance. Unit staff perform inspections of hazardous waste generators,

transporters, and treatment, storage and disposal facilities as well as potential generators who may be regulated but have not yet disclosed their hazardous waste activity. In addition, inspectors respond to citizen complaints, many of which lead to inspections or site clean-ups. Inspectors also review manifests (shipping papers) to insure that they are being used properly. This unit may also interact with the Environmental Protection Agency by providing information, reporting results, taking EPA staff on inspections, referring enforcement cases to EPA, and in working jointly with EPA on more serious enforcement matters.

### Site Response Section (612) 296-7290

**Michael Kanner, chief.** The four-unit section oversees the cleanup of sites where hazardous wastes threaten human health or the environment. The two **Responsible Party Units** investigate and enforce the Superfund law to secure site cleanup by the parties responsible for the problem. The **Superfund Unit** coordinates clean-up activities under the state or federal Superfund programs. The **Site Assessment Unit** conducts the preliminary review and investigation needed to determine whether a suspected hazardous waste site warrants further study and to establish its priority when considered with other sites. A **Hazardous Waste Hot Line** has been established for citizens to report suspected illegal or improper hazardous waste disposal: Twin Cities metro area 297-7436; and Statewide Toll-free 1-800-652-9747.

### Division of Water Quality (612) 296-7202

**Tim K. Scherkenbach, director.** The division enforces and administers all laws relating to water pollution in the state. The division collects water quality data on lakes and rivers, establishes water quality standards to protect all water uses, issues and enforces wastewater treatment facility discharge and operating permits, provides management planning to alleviate pollution from nonpoint sources, administers a grants program for construction of municipal treatment plants, and provides engineering review, technical assistance and training to assure proper construction, operation and maintenance of wastewater treatment facilities.

### Program Development (612) 296-7233

**Curtis J. Sparks, chief.** The section develops water quality standards, sets effluent limitations, conducts ambient monitoring, investigates specific water quality problems (including toxics), develops nonpoint-source control programs, and administers the federal lake restoration grant program.

The section monitors lakes and waterways in Minnesota by collecting and making available water quality information, and establishes limits for the amount of effluents discharged into lakes and waterways. Trends indicated by analysis of the monitoring data are used in program planning to prevent degradation of the state's water resources.

**Water quality data** from over 2,000 miles of critical stretches of streams and rivers and more than 1,000 lakes throughout Minnesota are entered in the **STORET** computer system. Data are available from 1953 to the present. For information, contact the section at (612) 296-8856. Normally, there are no fees or forms for this service; however, requests for unusually large data retrievals may involve a fee. There is normally a two-week waiting period for data requests.

Effluent limitations for all discharges of wastewater are established to insure that dischargers do not violate water quality standards designated for the various waterways and to protect waterways for their designated uses. Potential dischargers may request effluent limitations, which should be accompanied by a map showing the discharge location, affected waterway, and a written estimate of the volume and characteristics of the effluent.

To obtain information on existing limitations or to request the establishment of additional effluent limitations, contact the section. There are no forms or fees. Tentative effluent determinations usually require two weeks.

The section develops and implements programs for the control of nonpoint-source pollution under section 319 of the federal Clean Water Act. It provides financial and technical assistance to local communities in a Clean Lakes Program funded through section 314 of the Clean Water Act, the federal lake restoration grant program.

The section issues **Section 401 Certifications** required of any applicant for a federal license or permit to conduct any activity that could result in a discharge into navigable waters. The **Application for Section 401 Certification** may be obtained from the MPCA St. Paul office. Processing normally takes about three months, including a possible 30-day public notice comment period.

The **Citizen Lake-Monitoring Program** is sponsored by this section. Under this voluntary public program, citizens measure the relative clarity of a lake's water by submerging an 8-inch, white metal (secchi) disc underwater. This water transparency test generally provides a measurement of algal productivity of a body of water. For information or application forms for this program, contact the section. There is a fee of \$10 to cover the cost of the secchi disc.

## Regulatory Compliance (612) 296-7326

**Russell C. Felt, chief.** The section issues all water quality permits for municipal and industrial dischargers, liquid storage and animal feedlot permits, PCB certificates of exemption, and river dredging certifications; monitors compliance with permits; conducts comprehensive training and certification programs for operators of wastewater treatment plants; enforces rules when violated; and responds to environmental emergencies on a round-the-clock basis.

The section regulates all discharge of materials into Minnesota's waters. It issues both federal and state permits, which are generally required by federal and state law, as well as by MPCA rule, for any discharge into either underground waters or surface waters. Application must be submitted at least 180 days prior to a new discharge and a permit must be obtained prior to the solicitation of bids for the construction of new disposal facilities.

For more information, or for permit applications, contact the section. Processing usually takes approximately 15 weeks, allowing for a 30-day public notice comment period. Permit processing may require more time when controversial issues arise or a public hearing is requested. For new waste treatment facilities, plans and specifications may also need approval prior to permit issuance.

The section also develops and issues **Certificates of Exemption** for the use, possession, sale, purchase or manufacture of polychlorinated biphenyls (PCBs) or products containing PCBs. The application form required is **MPCA Form E**. It may be obtained by mail or in person at the MPCA St. Paul office.

Permits for construction and operation of animal waste facilities are issued by the section. Applications may be obtained from the section, county zoning offices, or from county soil conservation officers. The form needed is the **Permit Application for Construction and Operation of a Livestock Feedlot, Poultry Lot, or Other Animal Lot**.

**State Disposal System Permits** are issued for sanitary sewer collection systems, extensions, replacements, or relocations. The application form required is **MPCA Form PQ-00139-02**. It may be obtained by mail or in person at the MPCA St. Paul office.

Permits for the construction and operation of above-ground liquid storage sites are issued with application form **MPCA Form PQ-00122-02**. The form may be obtained by mail or in person at the MPCA St. Paul office or any of the five regional offices.

The section enforces all regulations applying to discharges. The section monitors the compliance of all municipal and industrial waste discharges to the waters of the state by possessors of **National Pollutant Discharge Elimination System (NPDES)** permits or **State Disposal System Permits**. For information regarding permit compliance, procedures for modification of waste discharge or manufacturing process, transfer of ownership of permits, reporting forms or for general assistance, contact the section.

The section's **Emergency Response Team** receives reports of spills and leakages that

would detrimentally affect the quality of Minnesota's surface and ground waters and assures that proper cleanup and follow-up is done to protect the state's waters. If you are responsible for, or aware of, a spill or leakage of any substance or material that may cause pollution of waters of the state, immediately contact the agency at its 24-hour emergency and spills line (612) 296-8100. Usually a spill can be investigated and recommendations made in a period of a few hours. A staff person is on duty 24 hours a day to give general information on the course of action necessary to minimize the adverse effects of a spill. Spill response is normally coordinated with the five MPCA Regional Offices in Duluth, Brainerd, Detroit Lakes, Marshall, and Rochester.

The section handles complaints dealing with water pollution problems. The complaints administrator attempts to resolve the complaints directly if they exist within the seven-county metropolitan area. To register a complaint, contact the Enforcement Section at (612) 296-7364.

The section contains the **Operations/Training Unit**, which certifies wastewater (sewage) treatment plant operators. The application fee for examination is \$15, and issuance of a certificate is \$15. Re-examination is \$15, renewal for expired certification is \$15, and reinstatement of reciprocity is \$20.

The unit also conducts workshops and seminars to train wastewater treatment facility operators. Certification examinations are given at various locations around the state and metro area at the completion of wastewater operator training programs. For information and application forms, contact the unit at (612) 296-7209. Fees for most seminars are \$50, and they usually last three or four days.

The unit offers a program to assist in proper operation and maintenance of municipally owned wastewater (sewage) treatment facilities. The overall objectives are to provide training for the facility operator and to improve the performance of municipal wastewater treatment facilities. This service can be made available to a municipality that owns and operates a treatment facility which is not operating properly. For information or to request assistance, contact the unit at (612) 296-7296. No initial forms are necessary; only a letter requesting assistance is needed from the municipality. There are no fees for this service. Requests are received and evaluated as quickly as possible.

### **Municipal Wastewater Treatment (612) 296-7201**

**Richard Sandberg, chief.** The section administers the federal and state grant programs for construction of wastewater treatment plants, reviews wastewater facility designs for environmental soundness and cost-effectiveness, and inspects wastewater facility projects for proper construction.

The section administers programs that provide financial aid for the planning and construction of wastewater treatment facilities. These programs are in accordance with the federal Water Pollution Control Act and the Minnesota Municipal Facilities Assistance Fund. Any political subdivision of the state that has the legal authority to own, operate, construct and tax for wastewater treatment facilities and has demonstrated a need for such facilities can apply for this aid.

To be considered for funding, a community must request that its project be placed on the Municipal Needs List. Requests should be addressed to the section. Public hearings are held on the needs list and a final project list is approved by the agency's citizen board. The agency then automatically mails applications to municipalities with projects ranking high enough to receive funds from the annual state and federal appropriations. No fees are charged for applying for either state or federal assistance. Applications are requested once a year. Processing time for applications averages three to five months.

The section checks technical plans to see that they conform to federal and state requirements for the construction of wastewater treatment facilities. The section issues approval letters for the construction of municipal and industrial treatment works and proposals for landspreading of sludge, and provides technical review of projects receiving construction grants funds.

## Board of Psychology

2700 University Avenue West, #101, St. Paul, MN 55114-1095

Lois E. Mizuno, executive director (612) 642-0587

Minnesota Statutes, sections 148.88-148.98; Minnesota Rules 7200-7299

The board was created by statute in 1973, succeeding the certification board, and began licensing in November, 1974. In 1982, the rules underwent major change, and further major amendments are planned for 1987. As of July 1, 1987, 2,000 psychologists were licensed to engage in private practice. Board meetings are held about 10 times per year, generally on the first Friday of the month. The board is composed of seven professionals (five licensed consulting psychologists and two licensed psychologists) and four public members.

The board grants and renews licenses for the private practice of psychology; receives complaints against licensees and disciplines licensees upon proof or admission that the law or board rule has been violated; and registers professional psychology corporations organized under *Minnesota Statutes*, chapter 319A.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the objective and oral examinations required by the rules. Educational requirements for licensure as a licensed psychologist (LP): at least a master's degree or the equivalent of a master's degree in a doctoral program, with a major in psychology as defined in the rules; for licensure as a licensed consulting psychologist (LCP): a doctorate with a major in psychology as defined in the rules. Employment requirements for both licenses are at least two years of post-degree full time employment (or the equivalent in part-time employment) in providing psychological services.

Applicants who meet education requirements may sit for the objective examination at any time after receiving the degree upon which licensure is based, upon filing an exam application with the current examination fee. The oral examination covering ethics and areas of competence follows application for licensure and payment of licensure fee.

Waiver of the objective examination is granted to applicants who are Diplomates of the American Board of Professional Psychology or who have passed the exam at or above Minnesota's cut score in another state. Examinations are held every year in April and October. An application for admission to the exam must be submitted at least 40 days prior to date of exam. The cut score for examinations through 10/82 was 1 standard deviation (S.D.) below the mean for LCP, 1½ S.D. below the mean for LP; 4/83 through 4/86, 60% correct; 10/86, 70% correct. There is no deadline for application for licensure. Application information and materials are available at the board office and may be requested by mail, phone, or in person.

The board may suspend, revoke, or place conditions or restrictions on the license of any licensee found guilty of infraction of law or board rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

Information in licensees' application files is public and may be given by phone.

Professional corporations organized by psychologists under *Minnesota Statutes*, chapter 319A must register with the board and file annual reports by January 1st each year.

Fees: examination, \$115; licensure, \$125; license renewal, \$150 biennially; corporation registration, \$100; corporation re-registration, \$25 annually.

## Private Detective and Protective Agent Services Board

1246 University Avenue, St. Paul, MN 55104

Marie Ohman, executive director (612) 642-0775

Minnesota Statutes, sections 326.32-.339

The board was created in 1974 to review applications for licensing, determine whether statutory requirements have been met, and subsequently render a decision to grant or deny

licensing. The board also renews licenses and deals with complaints and irregularities affecting the public, as well as the license holder community.

The board consists of five members appointed by the commissioner of public safety to ensure the qualifications for licensing private detective and protective agents are met. The board is composed of two public citizens, one protective agent, one private detective, and the superintendent of the Bureau of Criminal Apprehension. The board meets monthly.

As of 1987 the board had 211 licensees: 166 private detectives and 45 protective agent license holders. The private detective licenses were granted to 97 individuals, four partnerships, and 65 corporations. The protective agent licenses were assigned to 13 individuals one partnership and 31 corporations.

The initial individual private detective license fee is \$500, and the initial individual protective agent license fee is \$400. The initial license fee for partnerships or corporations for private detective is \$850 and the initial license fee for partnerships or corporations for protective agents is \$800.

License reissuance takes place every two years. Fees vary depending upon the number of employees with each partnership or company. For private detective partnerships or companies with 0-49 employees the fee is \$350, for 50-199 employees the fee is \$675, and for 200 or more employees the fee is \$1,075. For protective agent partnerships or companies with 0-49 employees the fee is \$275, for 50-199 employees the fee is \$500, and for 200 or more the fee is \$850.

A bonding requirement by law consists of a \$10,000 surety bond and proof of financial responsibility through any of the following: 1) liability insurance as prescribed by statute, 2) a certified net worth statement, or 3) an irrevocable letter of credit from a banking institution indicating so many dollars of credit available.

The board has the authority to promulgate rules and is in the process of calling for comment, outside opinion on, and information for proposed rules. Notice of rulemaking activity will appear in the *State Register*.

## Minnesota Racing Commission

11000 West 78th Street, Suite 201, Eden Prairie, MN 55344

Ray Eliot, chairman; Donald R. Price, executive director (612) 341-7555

Minnesota Statutes, chapter 240, and sections 609.76-609.762; Minnesota Rules 7870-7899

The Minnesota Racing Commission was created during the 1983 session of the Minnesota Legislature. The commission's purpose is to regulate horse racing and pari-mutuel betting, and to grant licenses to and regulate private developers who will own and manage race tracks in the state of Minnesota. While the licensees will own and operate the tracks, the commission will retain the right to revoke any licenses should such an action become necessary in the opinion of the commission.

**Class A (Racetrack Owner)** licenses require a \$10,000 fee and must include the following affidavits and disclosures: ownership and control, character information, improvements and equipment, development process, financial resources, financial plan, governmental actions, management, public service, impact of facility, public support and opposition, effects on competition, assistance in preparation of application, and personal information and authorization for release.

Applications for a **Class B (Race Track Operator's)** license are the same as for a Class A license, except that a disclosure of authorization to use horse racing facility is used in place of the disclosure of development process, and a disclosure of economic impact is used in place of the impact of the facility. The cost for a Class B license is \$100 for each race day on which racing is actually conducted.

Applicants for Class A and B licenses must, by law, pay for the actual costs of a background investigation conducted by the Minnesota Bureau of Criminal Apprehension. License applications must be accompanied by a certified check or bank draft in the amount

of \$10,000. Actual costs exceeding \$10,000 must be paid within ten days after receipt of a bill from the commission.

The commission issues **Class C (Occupational)** licenses to all persons having access to, or employed at licensed racetracks, with the exception of the wagering public. This is done to insure the integrity of horse racing in Minnesota. Class C licenses are renewable on a yearly basis at the discretion of the commission, and are subject to suspension or revocation, upon misconduct and violation of racing laws and rules. Class C License fees are as follows:

Groom/Hotwalker	\$5.00	Harness Driver	25.00	Racing Official	25.00
Stable Foreman	5.00	Farrier	25.00	Individual Owner	25.00
Valet	5.00	Horsepersons' Bookkeeper		Bloodstock Agent	100.00
Concession/Vendor Employee			25.00	Veterinarian	100.00
	10.00	Jockey	25.00	Concessionaire	100.00
Farrier's Assistant	10.00	Apprentice Jockey	25.00	Other	10.00
Pari-Mutuel Clerk	10.00	Owner/Trainer	25.00	Multiple Ownership	25.00
Pony Rider	10.00	Owner/Trainer/Driver	25.00	Stable Name	50.00
Association Employee	10.00	Security Officer	25.00		
Exercise Rider	15.00	Trainer	25.00		
Assistant Trainer	15.00	Veterinary Assistant	25.00		

Many of these Class C license categories carry certain requirements for licensure, i.e., prior experience, references, etc. Applicants for Class C licenses are advised to contact the commission office at (612) 341-7555 or, during the racing season, its licensing office at (612) 937-7739, for further information regarding Class C licensing requirements. No licenses will be issued to those persons with past or pending felony convictions.

**Class D (County Fair)** licenses will be issued to county agricultural societies, or non-profit corporations, operating county fairs, who conduct and manage horse racing on which pari-mutuel wagering is conducted at county fairs. The Class D license fee is \$50 for each racing day on which racing is actually conducted. Pursuant to Minnesota law, no county fair race dates can be approved prior to July 1, 1989.

All meetings of the commission and its subcommittees are open to the public. Commission meetings are generally held on the third Wednesday of every month at 2:00 P.M. in the commissioners' board room of the Hennepin County Government Center.

The following forms are available from the commission, for license applications and Minnesota Breeders' Fund registration programs. There is no charge for any of these forms.

**Pertinent to Class A & B Licenses:** Instructions for Filing Applications, Identification of Applicant, Affidavit of License Applicant, Applicant's Consent to Inspection, and Applicant's Personal Information & Release, available from Donald Price, executive director or Sharon Beighley, office manager.

**Pertinent to Class C Licenses:** Universal Class "C" License Application, Appointment of Authorized Agent, Appointment of Jockey Agent, Multiple Owners Application, Concessionaire/Vendor Application, Stable Name Registration, and Individual Owner's License, obtainable from Esmeralda Guajardo, licensing supervisor.

**Pertinent to Minn. Breeders' Fund:** Registration of Foal, Registration of Minnesota-Bred Horse (Quarter horse, Standardbred), Registration of Minn-Bred Thoroughbred, Broodmare Registration Application, Stallion Registration Application, Stallion Report, and Mn-Bred Standardbred Horse, obtainable from Marilyn Nelson, Breeders' Fund coordinator

The commission handles complaints from the public regarding events and occurrences at licensed pari-mutuel racetracks in Minnesota. The commission investigates the merits of each complaint in a timely manner, and reports back to the complainant. Complaints should be made in writing and addressed to Donald R. Price, executive director or Patrick L. Shannon, director of security.

The **Minnesota Breeders' Fund**, which was created pursuant to *Minnesota Statutes* 240.18, serves as an incentive to the horse industry in the State of Minnesota. According

to *Minnesota Statutes* 240.15, the fund earns .5% of the first \$48 million wagered in a calendar year, and 1% of the amount wagered over \$48 million thereafter.

Three separate funds have been established; one each for thoroughbred, quarter horse and standardbred. Each fund provides incentives to breeders, owners, and/or stallion owners. During the 1986 race meeting, approximately \$700,000 was returned to owners, breeders, and/or stallion owners of Minnesota-bred horses.

To participate in the Minnesota Breeders' Fund program, broodmares and/or stallions must be registered with the Minnesota Racing Commission. For further details and registration forms, please contact Marilyn Nelson at 341-7555.

Twenty percent of the available money in the Breeders' Fund is expended in the form of grants for equine research and related education at public institutions of post-secondary learning within Minnesota.

Project proposals from such institutions should include objectives, justification of need, methods proposed, names of persons who will provide the services, a detailed itemized budget, duration of the project, a contact individual should more information be required, and any other information which will aid the commission in evaluation of the project.

Educational proposals, planned on a school year basis, must be received by May 1st for consideration for fall funding. Research proposals, planned on a fiscal year basis, must be received by December 1st for consideration for the upcoming fiscal year funding. Further information may be obtained from Dr. Camille McArdle, veterinary director (612) 341-7555. The Minnesota Racing Commission maintains its Racing Analytical Laboratory at the University of Minnesota. Blood and urine samples from several horses in each race are tested at this laboratory for drug violations. The cost of this testing is borne by the racetrack at which the races are run. The Racing Analytical Laboratory participates in the Quality Assurance Program of the National Association of State Racing Commissioners.

Copies of Minnesota's Rules of Racing are available from the commission for a fee of \$4.00. Requests should be submitted to the administrative office in Eden Prairie.

## Regional Transit Board (RTB)

270 Metro Square Building, St. Paul, MN 55101

Gregory L. Andrews, executive director (612) 292-8789

*Minnesota Statutes*, chapter 473

The RTB is responsible for mid-range transit planning, policy-making, and coordination in the seven-county metropolitan area. The RTB fulfills these responsibilities through examining transit services and needs, policy development, providing for community participation, administering and distributing public funds, and facilitating new and alternative transit services. The RTB works with the Metropolitan Transit Commission, Metropolitan Council, Minnesota Department of Transportation, state agencies, local communities, and public and private service providers.

The RTB coordinates the Rideshare Program, an effort to assist people into car and van pools for transit purposes. Special fare programs are reduced transit fare programs available for persons dependent on public transit because of age, limited income, disability, and also for persons seeking employment. *Transit Service Needs Assessment* provided an evaluation of transit needs and services. This study is used to determine the needs and types of transit services in the Twin Cities area. The RTB sets policy for the Metro Mobility Program, which provides transportation service for the elderly and handicapped in the metropolitan area.

Some other RTB activities, include: establishing fare policies, appointing members to the MTC, developing a local government participation program, and hosting an annual transit conference.



## Public Employees Retirement Association

514 St. Peter Street, Suite 200—Skyway Level, St. Paul, MN 55102  
James M. Hacking, executive director (612) 296-7460

Statewide Toll-Free:  
1-800-652-9026

Minnesota Statutes chapter 353; *Minnesota Rules* 7950-7999

The Public Employees Retirement Association (PERA) was established by the Legislature in 1931 to create a retirement system for public employees of county and local government. Today, PERA serves approximately 2,100 governmental units and more than 100,000 public employees and their beneficiaries, making it the largest provider of retirement, survivor, and disability benefits in the state. On July 1, 1985, PERA became a state agency. As of 1986 fiscal year-end, PERA's assets totalled approximately \$2.5 billion.

PERA is governed by a nine-member Board of Trustees, consisting of the State Auditor and one appointed representative from each of the following groups: cities, counties, school districts, retired annuitants, and a public representative knowledgeable in pension matters. Three trustees are elected by the general PERA membership to serve four-year terms. Board meetings are held monthly, generally on the fourth Tuesday of the month at 9:30 a.m. at the agency office. The board has three committees: Legislative, Finance, and Personnel. The committees meet approximately once a month. The management of the agency is vested in the executive director, who, by statutory definition, is its chief executive officer.

Membership in PERA extends to any person meeting minimum salary requirements who performs services for a governmental subdivision whose salary is paid in whole or in part from revenue derived from taxation, fees, assessments, or other public sources. There are three principal membership categories: **Coordinated Fund members** who contribute 4 percent of their salary to PERA (and who also contribute to Social Security); **Basic Fund members** who contribute 8 percent of their salary to PERA only; and **Police and Fire Fund members**, including all police and peace officers and fire fighters, who contribute 8 percent of their salary to PERA. Governmental employer units match the employee contributions and make an employer additional contribution under each fund.

PERA provides information on benefits through written correspondence and individual and group meetings. Benefit counselors make periodic visits to locations throughout the state to conduct individual pre-retirement sessions by appointment. Information is also made available to all members through the *PERA Newsletter*, which is published approximately six times a year. To receive application forms and assistance by mail, members need only contact the PERA office. When applications are properly filed, benefits are payable as of the date of eligibility. In addition, members are sent an annual *Personal Benefit Statement*, which provides an itemized history of a member's earnings and deductions on a fiscal-year basis and reflects the total unaudited account balance and service credit. The statement also contains personal data and projections of monthly benefits. For comprehensive financial information, PERA also publishes an annual financial report.

## Minnesota State Retirement System

529 Jackson Street, St. Paul, MN 55101

Paul L. Groschen, executive director (612) 296-2761

Minnesota Statutes, chapters 3A, 11A, 352, 352B-352D, 356 & 490; *Minnesota Rules* 7900-7999

The Minnesota State Retirement System administers separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, the judicial system and the state trooper's fund which includes state troopers, conservation officers and crime bureau personnel. The system also administers a deferred compensation plan available to all Minnesota public employees and officials.

The administrative function of the system is vested in the executive director. The policy making and appellate functions are vested in a board of eleven members; three members appointed by the governor, one of whom must be a constitutional officer or an appointed state official; one retired employee elected by retired employees; one member is designa-

ted by the executive committee of the labor organization which is the exclusive bargaining agent representing employees of the Metropolitan Transit Commission, Transit Operating Division; one member elected by and from among the membership of the state trooper fund; four members elected by state employees, and one member elected by employees covered by the correctional plan. The attorney general is the system's legal advisor. Complaints and appeals may be addressed to the board of directors and will be handled at the next regular meeting. Board meetings are normally held the third Friday of February, April, June, August, October and December. The dates may be changed by the board. Information regarding the dates of board meetings is available by calling or writing the office.

The system provides income for covered employees or their beneficiaries upon retirement, disability or death. Benefits are financed from three sources: employee contributions, employer contributions and investment earnings.

Total assets amount to \$1,599.3 million. The following funds include post retirement funds: \$1,318.8 million for state employees, \$115.4 million for the state troopers fund, and \$15.8 million for the judges fund. The legislators fund, \$6.9 million, is made up only of post retirement funds. Only participating in the supplemental fund are unclassified employees with \$38.3 million and the deferred compensation plan which has \$104.1 million in assets. These figures cover the period to June 30, 1986.

The deferred compensation plan invests a portion of the employee's salary each pay period. The employee does not pay income tax on the invested portion until it is received (generally after retirement), and then it is taxed as regular income. The plan is entirely voluntary and is self-supporting through a 1.5 administrative charge per pay period on the salary deferred.

There is no fee to apply for retirement benefits. Retirement, disability and deferred compensation benefits are paid monthly. Refunds of contributions are paid approximately three to five weeks after receipt of application depending upon the plan in which the employee participates. The system provides written information on its program upon request, and also through retirement presentations. Annually, covered employees are sent statements of account and statements covering the operation of the system. These statements are available without cost. All benefits must be applied for. To receive the proper application form or information on a program, contact the Minnesota State Retirement System.

## Department of Revenue

200 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55145

Mailing address: Mail Station 5555, St. Paul, MN 55146-5555

Tax information: income tax (612) 296-3781; statewide toll-free 1-800-652-9094; business tax (612) 296-6181; forms order (612) 297-3737; TTY (612) 297-2196; John James, commissioner (612) 296-3401; Babak "Armi" Armajani, deputy commissioner (612) 296-3403

Minnesota Statutes, chapters 270-299; Minnesota Rules 8000-8199

The primary responsibility for collection of state taxes rests with the Department of Revenue. The department processes five million documents every year and collects over five billion dollars of tax money to support school aids, property tax relief, local government aids, individual assistance programs, and a variety of other state programs and operations. **(The department plans to move from the Centennial Bldg. to new quarters late in 1988. The mailing address listed above will stay the same.)**

**Background:** Taxes have been around a long time in Minnesota. In fact, they predate statehood: the first territorial assembly, in 1849, provided for a property tax levy. Then, as now, most of the money paid for schools. Minnesota relied on property taxes for its main source of revenue until the 1920s, when the growing number of automobiles forced lawmakers to look for new sources of revenue to pay for a state highway system to accommodate them. A constitutional amendment in 1920 authorized the creation of a trunk highway system and established a 2 percent registration tax on the purchase of new motor vehicles. The need for additional highway revenues continued to grow, however, and in 1925, a two cent per gallon gas tax was estab-

lished. State government came to rely less and less on property taxes; by 1932, over half of the state's revenue came from taxes on motor vehicles, gasoline, and iron ore mining and royalties.

The Great Depression dealt a serious blow to all sources of state revenues, but the property tax was especially hard hit; property tax delinquencies nearly doubled between 1929 and 1933. With so many people out of work, property taxes became harder and harder to collect. At the same time, costs continued to rise as people turned to the state for the services that local governments and private resources could not provide. What was needed was a way to provide both tax relief for hard-pressed property owners and a new source of revenue to meet growing state expenses. To solve this double problem, the legislature in 1933 passed a bill providing for an income tax.

Although Minnesota no longer collects property taxes, the state, through the revenue department, has remained heavily involved in the administration of local property taxes. It establishes statewide standards for fair and uniform valuation and taxation of property, and it provides property tax relief in the form of state aids to local government. Funding for those aids is provided in part by the sales tax, which was established in 1967—the same year that the state completely stopped collecting property taxes.

Today, the sales tax brings in more than 1.3 billion dollars annually, which represents nearly one-third of all state tax collections. Of the more than four billion dollars in income, sales, and other taxes collected each year by the revenue department, 70 percent is returned to local units of government.

The Commissioner of Revenue is directly responsible to the governor for the supervision of Minnesota's system of taxation. In addition, the commissioner provides information and advice on tax policy and operations to the governor and legislature, acts as the State Board of Equalization to review individual property tax appeals and direct equalization efforts, and, by establishing department goals and priorities, provides guidance to the assistant commissioners in charge of the four line programs.

### **Tax Policy Program (612) 296-0992**

**John Tomlinson, assistant commissioner.** This program develops recommendations to the governor for legislative consideration concerning tax administration and policy.

### **Appeals Office (612) 296-6668**

**Garfield Smith, director.** The appeals office deals with taxpayer protests. This is the last administrative step before a formal appeal to tax court or district court, and normally follows an extensive period of contact with audit personnel. This unit is responsible for developing the appeal procedures and for conducting informal department hearings to resolve questions of law or fact without either party resorting to litigation.

### **Legal and Legislative Affairs Division (612) 296-1022**

**Dorothy McClung, director.** This division provides legal research skills needed for tax policy formulation and assists the operating divisions in the application of tax laws. The legislative activities of the department are centered here. They include the development of legislative programs, bill drafting, and presentation of information to legislative committees.

### **Tax Research Division (612) 296-3425**

**Daniel Salomone, director.** The Tax Research Division performs research and develops information on state taxes and revenues. It develops and publishes statistical information on state taxes and revenues, prepares fiscal analyses of proposed legislation affecting state taxes, forecasts revenues and monitors collections, and conducts special studies to analyze tax policies.

The following publications on state taxes are available free of charge:

- **Minnesota Tax Handbook**, a booklet about state and local taxes, listing amounts collected, current rates, and brief histories.
- **Annual Sales and Use Tax Report**, a statistical bulletin on amounts and sources of sales tax collections.
- **Individual Income Tax**, an annual statistical bulletin on state income tax collections.

- **Corporation Income Tax**, an annual tabulation of business income tax collections.
- **Property Tax Relief for Minnesotans**, an annual bulletin on the amounts paid and characteristics of claimants for the property tax relief program.

### **Local Government Aids and Analysis Division (612) 296-2286**

**Wallace Dahl, director.** The Local Government Aids and Analysis Division administers many programs relating to the property tax/aid system for the state. These programs range from the determination of local government aids and levy limitations to the development of property tax statistical data. It also performs statistical studies on all aspects of property taxation.

### **Revenue Library (612) 296-3529**

**Donna Slamkowski, senior librarian.** The revenue library is a research library for department staff. The collection includes 21 tax information services, 800 books, and 115 periodicals. Although materials may not be taken out, the public may use the collection by appointment, or gain access to the collection by interlibrary loan.

### **Taxpayer Services Program (612) 297-1764**

**Dennis Erno, assistant commissioner.** Taxpayer Services administers the department's education, information, and service programs. Taxpayer Services also provides staff support to the entire department through its Office of Publications and Media Services, and through its Problem Resolution Office.

### **Publications and Media Services (612) 297-1764**

This office develops and produces tax information materials, including pamphlets and newsletters, and designs tax forms and instructions. It also establishes printing guidelines for tax preparers, including computer tax preparation services, who want to substitute their own forms for those printed by the department.

### **Media Relations (612) 297-1764**

**Alice Pepin, director.** This office handles news contacts with and provides information to newspapers, radio and television stations, and outside groups.

### **Problem Resolution Office (612) 296-5432**

**Allan Lindbeck, acting problem resolution officer.** The problem resolution officer serves as ombudsman within the revenue department, cutting through red tape to solve problems when regular channels have failed. While not a substitute for the examination or appeals process, the problem resolution office can help clear up misunderstandings and ensure that taxpayers are made aware of their appeal rights.

### **Taxpayer Information Division (612) 296-2823**

The Taxpayer Information Division provides tax information, materials, and assistance to individual and business taxpayers to help them meet their filing obligations.

### **Telephone Taxpayer Assistance Section (612) 296-3781**

**Dave Semrud, manager.** This section answers telephone calls from taxpayers regarding tax law, filing requirements, department procedures, account status, forms, and billings. It helps taxpayers resolve problems with their returns or refunds, and acts as a central clearinghouse for referrals on technical tax issues or department actions. For help, persons in the Twin Cities area should call 296-3781. Persons outside the metro area can call toll-free 1-800-652-9094. Deaf, hearing-impaired or speech-impaired persons can call this TTY number: (612) 296-2196.

### **Technical Support Services Section (612) 296-6181**

**Paul Blaisdell, manager.** This section answers technical questions and addresses issues posed by the Telephone Taxpayer Assistance Section, develops information for use in reference and training manuals, and reviews public information materials for technical accuracy. The section also handles correspondence from taxpayers and requests for extensions to file returns, and reviews requests for tax-exempt status from organizations.

## **Special Taxes Division (612) 642-0460**

The Special Taxes Division provides a full range of services for the commodities taxes it administers. These services include issuing licenses, developing forms and instructions, collecting taxes, maintaining payment records, and conducting selective audits to measure compliance.

### **Alcohol, Tobacco, and Special Taxes Section (612) 642-0460**

**Don Trimble, acting manager.** This section administers state taxes on liquor, wine and beer paid by wholesalers, on cigarettes and tobacco products paid by distributors, on telephone, telegraph, and trust companies, on hazardous waste generators and landfill operators, on pull tabs paid by distributors, on illegal drugs paid by drug dealers, and the insurance taxes paid by insurance companies. For information and forms, contact this section.

### **Minerals Tax Section (218) 744-5364**

**Don Walsh, manager.** Mailing address: 612 Pierce Street, Eveleth, MN 55734. This section administers the occupation tax, the taconite production tax, the mining royalty taxes paid by mining companies, and the gross earnings tax paid by railroad companies transporting taconite.

### **Petroleum Taxes Section (612) 642-0400**

**Larry Trimble, acting manager.** This section administers the taxes on gasoline, diesel fuel, and propane gas used in motor vehicles, and the tax on aviation fuel. In addition to collecting taxes and auditing business records, the section issues and renews motor carrier licenses, petroleum transport permits, and special fuel and bulk purchase permits. It also issues tax refunds to city-owned transit systems, to Indian reservations which are exempt from the tax, and to motor carriers for tax on fuel purchased but not used in Minnesota. For application forms or information, contact this section.

## **Property Tax Review Division (612) 642-0474**

**Michael Wandmacher, director.** Although the property tax system in Minnesota is administered on the local level, the Revenue Department's Property Tax Review Division provides guidelines for uniform practices and directly administers some specialty areas. Its work includes:

- gathering information on real estate sales to measure how close to market value local assessors are valuing property, and for use in determining the amounts of state aid to be distributed to individual school districts and cities;
- appraising the properties of electric, gas distribution, pipeline, railroad, and airline companies;
- preparing and issuing deeds for tax-forfeited lands so that they can be sold by county boards;
- developing guidelines for city and county assessors to ensure that real and personal properties are assigned to the correct property class and appraised at market value;
- appraising difficult-to-value commercial and industrial properties;
- designing courses in property appraisal and property tax laws for local assessors; and
- reviewing actions by county boards approving applications for reductions in property values.

## **Operations Program (612) 296-3411**

**CynDee Hawbaker, assistant commissioner.** The operations program processes and accounts for the tax payments, forms, and other documents that taxpayers send to the Department of Revenue. It also provides support services to all department programs and divisions.

### **Forms Distribution (612) 296-9119**

The forms distribution center handles all walk-in requests for state tax forms and schedules. To pick up the forms needed to fill out state tax returns, come to the Department of Revenue, room B-20 (basement), Centennial Building, 658 Cedar Street, St. Paul.

### **Document Review (Cashier) (612) 296-3489**

Taxpayers may file their tax returns in person at the cashier's window in the Document Review Section. To file your return or pay your tax in person, come to the Department of Revenue, first floor, Centennial Building, 658 Cedar Street, St. Paul.

### **Processing Control (Refunds) (612) 296-2041**

For assistance concerning a lost or stolen refund check, or for information about re-issuing a refund due a deceased person, contact this section. (For information about other refunds, call the tax information numbers listed at the beginning of this section.)

### **Business File Management (612) 296-2863**

This section registers all tax identification numbers used by businesses in the state. All businesses must register for an identification number before doing business in Minnesota. For information and to obtain forms, call or write the numbers listed at the beginning of this section. To apply in person, come to the Centennial Building, room G90, 658 Cedar Street, St. Paul.

### **Tax Compliance Program (612) 297-2656**

**Dwight Lahti, assistant commissioner.** The tax compliance program is responsible for obtaining compliance with Minnesota's tax laws through audit, collection, and criminal investigation activities. It audits returns after they are filed, identifies and processes cases of noncompliance (failure to file required returns), and handles disputes concerning the determination and payment of tax. For more information, call the department at the numbers listed at the beginning of this section.

The department maintains offices outside the Twin Cities. Individuals needing copies of forms or instructions can stop in at one of the following locations. All are open Monday through Friday, 8 a.m. to 4:30 p.m.:

**Brainerd**—1601 Minnesota Drive, (218) 828-2495

**Duluth**—Government Services Center, rm 207, 320 West 2nd Street, (218) 723-4617

**Mankato**—1120 South Avenue, (507) 389-6113

**Moorhead**—Townsite Center, rm 200, 810 Fourth Avenue S., (218) 236-2482

**Rochester**—316 Elton Hills Drive, (507) 285-7416

**St. Cloud**—2700 First Street N., Suite 103, (612) 255-3201

## **Minnesota Safety Council, Inc.**

474 Concordia Avenue, St. Paul, MN 55103

**Carol A. Bufton, executive vice president (612) 291-9150**

Minnesota Statutes, sections 144.055 & 471.63; Laws of 1979, chapter 337, sections 5 & 11, subd. 2, #5

The Minnesota Safety Council (MSC) was founded in 1928 and chartered by the National Safety Council in 1932 as a public education organization in safety and health. It is a semi-state agency providing safety and health training services to state agencies and the citizens of Minnesota through a variety of programs.

MSC is the only staffed organization in Minnesota devoting its full efforts to all areas of accident prevention. It sponsors public safety education programs in cooperation with 35 volunteer local safety councils. Communities interested in forming local safety councils should contact MSC for assistance in organization and program development. MSC offers programs and services to all Minnesotans. Discounts on fee-for-service programs are extended to Minnesota Safety Council members, state agencies and schools.

MSC also develops and conducts training programs to assist employers (private industry, cities, counties, state and federal government, other employers) and organized labor comply with Occupational Safety & Health Act (OSHA) standards, Employee Right to Know standards and make the workplace safer for employers, employees and their clients. Training ranges from full-week courses to one-day seminars on topics such as accident investigation, hazardous materials handling, hazardous waste disposal, back injury prevention, drug testing in the workplace, developing workplace policies on AIDS, safe crane

operation, loss control for small business, safe handling of asbestos and more. Other training includes supervisor development, emergency first aid, audiometric technician training and management briefings on occupational safety and health issues. MSC also offers the **Advanced Safety Certificate** to participants who complete three week-long training sessions on basic occupational health and safety (or basic health and safety for health care facilities), safety training methods and safety management techniques. Courses are aimed at all employees including line supervisors, personnel and benefits managers, occupational medicine professionals (physicians, nurses), industrial hygienists, professional safety staff and other middle and top management.

MSC's northern area service office, 30 West Superior Street, Suite 102, Duluth, MN 55802, provides safety and health training in northeastern Minnesota. It's Northern Occupational Safety Division meets monthly to conduct seminars for supervisors, line employees and managers.

MSC training sessions are available to all areas of the state, and communities or companies interested in training opportunities in their locations should contact the safety council. MSC also conducts courses at company facilities, designing specialized courses to meet the individual needs of each client. A fee is charged for this service and varies with service provided.

The Minnesota Safety Council is the statewide coordinator for the **National Defensive Driving Course (DDC)** a classroom course for licensed drivers teaching the principles of accident avoidance. The DDC course is available in an eight-hour, a four-hour and a home study version. MSC also has a special DDC course for drivers 65 years and older to assist them to qualify for a discount on the liability portion of their auto insurance (as provided by *Minnesota Statutes*). The DDC for Professional Truck Drivers training course is aimed at drivers of eighteen wheelers. A specialized version is available for drivers of straight trucks (panel trucks, delivery vans, etc.). MSC also has short courses in coaching the experienced and coaching the professional truck driver.

MSC houses the **Minnesota Occupant Restraint Program (MORP)**, funded by a grant from the Minnesota Department of Public Safety. MORP provides public education to increase the use of safety belts and child restraints throughout the state, and offers free materials, services to assist in setting up child restraint loan programs and corporate safety belt use programs, conducts periodic safety belt use surveys and cooperates with other organizations in the state to promote safety belt use. MORP publishes an award-winning quarterly newsletter, "*The Crier*." Subscriptions are free through the Minnesota Safety Council.

MSC operates court-referred traffic violator courses in the metropolitan area. The **Driver Improvement Clinic** and **DWI Driving Clinic** teach behavior modification in operating motor vehicles. Clients who are referred by courts in the seven-county metropolitan area may register for either clinic at the Minnesota Safety Council.

In addition to structured training programs, MSC has traffic safety programs on school bus, pedestrian, bicycle, railroad grade crossing, school patrol and other traffic safety. Programs are also available on safety topics such as fires, falls, poison prevention, indoor and outdoor recreational safety and other topics of off-the-job safety.

The Minnesota Safety Council is involved in research projects to determine the major causes and financial impact of falls to the elderly to design falls prevention countermeasures, and to determine the major causes and financial impact of off-the-job accidents to develop effective off-the-job safety education tools.

MSC operates an audio-visual library with over 400 titles in 16mm film, half inch video tape and 35mm slide formats. Audio-visuals are available for use without charge to Minnesota Safety Council members, schools and units of state government. A \$50 rental fee is charged to others.

MSC hosts a statewide safety and health conference each May, featuring sessions on safety and health legislation, trends in training, technical safety and health topics, in-depth

training courses and public education topics. Regional conferences are held in northern and southern Minnesota each fall.

The Minnesota Safety Council sponsors awards programs to recognize excellence in accident prevention efforts in occupational, traffic, and agricultural safety and for state departments and youth organizations. MSC has a special recognition program for contributions to safety and health from Minnesota news media. MSC also provides its **Honor Deed Citation** to people who have saved the lives of or prevented serious injury to others at personal risk to themselves. To participate in any of these awards programs, contact the Minnesota Safety Council.

MSC supplies semi-monthly information on safety and health to newspapers, radio and TV stations in the state. In addition, MSC maintains a reference library and information service for its members and the general public. Staff members are available for consultation on specific safety and health issues. The safety council publishes a monthly newsletter for members and a quarterly newsletter for all interested people. Contact the safety council to be added to its mailing list.

Volunteers enable MSC to offer excellent programs at minimal cost. Volunteers serve the safety council on its board of directors, as speakers, resource people, program development consultants and technical advisors. People who wish to volunteer their services should write or call MSC.

The safety council sells resource manuals, technical publications, textbooks, posters, pamphlets, films, slides, a family safety & health magazine, program guides and other training materials on safety and health. Contact MSC at its St. Paul office to receive catalog and ordering information.

## Minnesota Department of Public Safety

211 Transportation Building, St. Paul, MN 55155

Paul J. Tschida, commissioner (612) 296-6642

Minnesota Statutes, chapters 12, 168-171, 299A-299I, 340;

Minnesota Rules 7400-7599



The Department of Public Safety administers and enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks. Its principal responsibility is to maintain a safe environment for citizens by developing, operating and coordinating programs and activities relating to the safety and convenience of the public.

By mid-1989, the Department of Public Safety will be moving to a new location in St. Paul. Most of the divisions of the department will be consolidated in the new location. The move will be made with a minimum of interruption in service to the public. During 1989, please call our offices for information on the new location.

### Background

The Department of Public Safety was established on July 1, 1970. The creation of the department was a part of the reorganization plan for state government under former Governor Harold LeVander. The Department of Public Safety was a recommendation by the Governor's Committee on Reorganization. This committee was comprised of 50 top level people from government, education and private industry. The purpose of the reorganization was to reduce the number of departments in state government, to consolidate divisions with similar functions and to provide better service to the public.

While the Department of Public Safety is a relatively new department in state government, many of the divisions have been in existence for decades.

Drivers License, the State Patrol, the Office of Public Information and the Office of Traffic Safety were formerly a part of the old Highway Department. Capitol Complex Security came from the Department of Administration.



Minnesota began licensing drivers in 1934. At that time the head of the family could purchase a driver's license for the entire family for twenty-five cents. It was not until 1948 that the state began requiring driving skill examinations.

The State Patrol (formerly the Highway Patrol) began patrolling in 1929. The Patrol began with 35 men and most of the patrolling was done on motorcycles. The first chief of the Patrol, Earle Brown, conducted the first training school in the barn of Chief Brown's farm in Brooklyn Center.

The Bureau of Criminal Apprehension was established in 1927 and was formerly under the Attorney General's Office. The BCA has evolved from the early crime fighting days of the gangs of the 1930's, including John Dillinger, to a highly technical investigatory agency with a sophisticated crime laboratory and criminal justice information system.

Motor Vehicle was part of the Secretary of State's Office when it began. Back in 1903, the first vehicle licenses were issued by boiler inspectors and vehicle owners had to paint the numbers on their vehicles.

Emergency Management, formerly the Office of Civil Defense, was a separate agency prior to coming to Public Safety. It was created during World War II to plan for defense against military attack, but now plans for all natural and man-made disasters.

The Fire Marshal's Office was in the Insurance Department and came into existence in 1905. At that time it was a one-person operation supported by a tax levied on insurance companies.

Liquor Control was created in 1934 after the repeal of Prohibition and the ratification of the 21st Amendment to the Constitution. At that time a major part of Liquor Control's activities were controlling the illegal production of alcohol (moonshine) and collecting taxes. Liquor Control came to the Department of Public Safety in 1975.

In response to the pipeline explosion in Mounds View in 1986, the legislature in 1987 created the Office of Pipeline Safety which was placed within the Department of Public Safety.

Over the years several boards have been attached to the Department of Public Safety to share fiscal and administrative services including the Private Detectives and Protective Agents Board, the Peace Officer Standards and Training Board, the Crime Victims Reparations Board, and the Children's Trust Fund. See separate entries for these special boards.

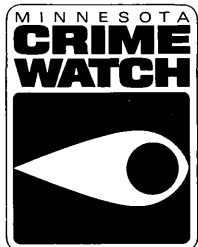
## Office of Public Information (612) 296-6652

**Harlan C. Olson, director.** The office provides information and educational services concerning the operations of the department and safety oriented topics. The office has available a variety of pamphlets and written material, including the *Minnesota State Drivers Manual*. The office will answer specific questions about Minnesota's traffic laws. They do not offer legal opinion or interpretation, but can tell an inquirer the applicable state statute. For information or to request materials, contact the office at 318 Transportation Building, St. Paul, MN 55155. There are no charges for any of the materials.

The office operates a film library of over 2000 prints of over 300 separate films. Topics are on traffic and highway safety themes, including driving, pedestrian, motorcycle and bicycle safety, crime prevention programs, emergency preparedness, and fire safety. All films are 16mm with sound. Films are available to schools and interested groups except those which are restricted to specific groups because of training content. To request a film contact the **Film Library**, Room 180 South, Griggs-Midway Bldg., 1821 University Ave., St. Paul, MN 55104, or call (612) 297-3939. Demand is heavy, so persons planning programs should request films as early as possible.

Fees ranging from \$3.00 to \$5.50 are charged for traffic safety films. Others are loaned on a no fee basis.

The office also operates the **Minnesota Crime Watch** program. The program is brought to the people of Minnesota through crime watch representatives in local police and sheriffs' departments. Information, assistance and a variety of materials are available to those



local representatives. For information or to request materials, contact the Minnesota Crime Watch at the Office of Public Information, (612) 296-7541. There are no charges for any of the materials.

### **Office of Personnel (612) 296-2905**

**Vonnie Mulcahy, director.** The office provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. The office is responsible for screening all job applicants for the department, scheduling interviews, and giving some civil service tests. Interested applicants can find out about current job openings and request application forms by calling or stopping at the Office of Personnel. Information regarding upcoming tests is available from the Department of Employee Relations, 3rd Floor, Space Center Building, 444 Lafayette Road, St. Paul, MN 55101, (612) 296-2616.

### **Office of Fiscal and Administrative Services (612) 296-6994**

**Frank Ahrens, director.** The office of Fiscal and Administrative Services provides budgeting, auditing, general accounting/financial reporting, accounts payable, payroll and administrative/warehousing services to the department. The administrative services section provides the procurement, storage and issuance of supplies and equipment utilized by the department. The section also provides storage for department records, and it manages the department record retention schedules and the consumable and fixed asset inventory records.

### **Office of Traffic Safety (612) 296-6953**

**Thomas A. Boerner, director.** The office is responsible for the planning and administration of a statewide traffic safety program in accordance with the requirements of the Highway Safety Act of 1966. Federal funds are available to assist state and local units of government in implementing programs to reduce traffic accidents. Program areas eligible for funding include police traffic services, emergency medical services training, alcohol programs to reduce crashes, traffic records system development, and motorcycle training. Services to the public include distribution of traffic crash data and safety reports, and assistance in preparing project applications for approved program areas. For information and assistance concerning local traffic safety programs, contact the Office of Traffic Safety. There is no charge for services.

### **Office of Planning and Analysis (612) 296-7589**

**Frederick J. Logman, director.** The office provides professional staff support to the department's management and operating divisions by assisting in short and long-range planning, conducting internal management studies, development and utilization of automated systems, departmental word processing, and implementing approved recommendations of studies and audits. This office provides no services directly to the public.

### **Bureau of Criminal Apprehension (612) 642-0600**

**Mark Shields, commissioner.** The bureau assists local law enforcement officials and other peace officers of the state in the apprehension of criminals. The bureau places investigators throughout the state to assist in investigations of major crimes including the illegal sale or possession of prohibited drugs, homicide, burglary, and organized criminal activities. The bureau also conducts police science training courses, scientific examination of the crime scenes, and laboratory analysis of evidence, and it maintains a criminal justice information and telecommunications system.

Law enforcement officials may avail themselves of these services by writing to the Bureau of Criminal Apprehension, 1246 University Avenue, St. Paul, MN 55104. For special services, all without charge, call the following numbers: General Investigative 642-0610, Police Training 642-0660, Laboratory 642-0700, Criminal Justice Information record checks 642-0672, and Administration and Training 642-0670.

The bureau issues police radio permits to qualified persons. *Minnesota Statutes*, section

299C.37 states that no person other than a peace officer within the state shall equip any motor vehicle with radio equipment capable of receiving a police emergency frequency without first obtaining permission to do so from the superintendent of the bureau. Persons seeking a radio permit must provide the bureau with information concerning the frequency to be monitored, the need for such monitoring, the type of equipment to be used and the make of the vehicle in which it is installed. Written authorization bearing the signature of the chief law enforcement official whose frequency is monitored must also be submitted. Specific information and application forms may be obtained by contacting the Bureau of Criminal Apprehension. There is no fee for this permit. Application forms are available from the bureau. It may take three to five weeks to receive a permit.

The bureau provides statistical information relating to crimes and crime trends in Minnesota. This information may be obtained by contacting the Bureau of Criminal Apprehension. There are no fees or forms. All requests are handled as they are received.

### **Driver and Vehicle Services Division (612) 296-6911**

**Marlene Swanson, director.** The division registers motor vehicles, issues ownership certificates, processes applications received through the mail, licenses motor vehicle dealers and registers bicycles. It tests, evaluates and licenses all drivers, maintains records of all moving violations and accidents, records locations of every reported accident and assists in driver education efforts. All information requests made by phone are made to an information service center. Contact the Driver and Vehicle Services Division, 161 Transportation Building, St. Paul, MN 55155.

### **Vehicle Services (612) 296-6911**

**Jack Wildes, administrator.** These sections of the division process titles and registration, staff the public counters, and provide accounting and agency services.

#### **Public Counter Title, Registration Processing, Accounting and Agency Services Section, (612) 296-7932**

**David Davies, program supervisor.** This section maintains the public counter in the Transportation Building, provides information to the public concerning motor vehicle records or license plate applications and refunds motor vehicle registration tax. Its staff answers inquiries concerning driver license, motor vehicle registration, motor vehicle records, and motor vehicle registration and excise tax. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul.

For information write, visit, or call. There are no forms for information requests. The charge is \$4.00 for record search by license plate number and \$4.00 for search by name or vehicle identification number. Most questions are answered immediately. Record information which is requested by mail requires at least ten days.

The section accepts title applications, issues plates/stickers and receipts at the public counter, and handles vehicle title transfers. The section also handles duplicate title and plate applications. The section is responsible for its own record processing. Forms used include: Title and registration application DPS 2000; Duplicate title and plate application DPS 2067; Grant, reassign or release a lien DPS 2017; Refund request from DPS 2511; Correct certificate of title DPS 2025.

**Vehicle Taxes and Fees**

Add \$3.25 filing fee to charges listed below for each vehicle transaction whether conducted by mail or in person. No transactions are conducted by telephone. Excise (sales) tax is 6% of vehicle sale price. Passenger vehicles and pickup trucks are taxed on their base value with a dealer tax over a ten year period. Minimum tax is \$35.00. Taxes and fees are: **Motorcycle Tax**—\$10.00; **Motorized Bicycle Tax**—\$6.00; **Semi-Trailer** not taxed; **Pioneer (antique) Car Tax**—\$25.00; **Classic Car Tax**—\$25.00; **Collector-Type Vehicle Tax**—\$25.00; **Street Rod Vehicle Tax**—\$25.00; **Handicapped Plates** no charge—\$12.00 reduction of annual tax; **Tax Exempt Plates**—\$5.00 per year; **Personalized Plates** (issued for life)—\$100.00 plus annual tax; **Amateur Radio Operators and Citizen Band Plates**—\$10.00 plus annual tax.

All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Fees are: **Title Fee**—\$2.00; **File Lien on Title**—\$2.00; **Reflectorization Fee** for: a pair of plates—50¢, a single plate—25¢; **Duplicate Plates**—\$5.00, except for Classic, Collector and Pioneer Plates which are \$5.50, and **Street Rod Duplicate Plates** are \$5.00; **Duplicate Title** \$4.00; **Duplicate Registration Card** \$1.00; **Reassignment of Security Interest** \$1.00; and to **Amend a Registration**—\$3.00.

### **Deputy Registrar Title and Registration Processing, and Bicycle Licensing (612) 296-6911**

**Michael Ryan, manager.** The section audits every application submitted by the deputy registrar branch offices to assure payment of fees for license plates or stickers, transfer of vehicles or other services offered by the deputy registrar offices. The documents submitted to a deputy registrar are examined and processed, and motor vehicle registration and excise tax is refunded to qualified applicants. Applicants are informed of any additional information that must be submitted for registration or title application, and they are provided with a telephone number on all correspondence. Forms and fees are the same as those for the Public Counter Section above.

### **Mail Title, Registration Processing Section, Mail Opening and Bicycle Licensing (612) 296-6911**

**Carl Peaslee, supervisor.** The section examines and processes documents submitted through the mail. The section's functions are similar to those of the Deputy Registrar Title and Registration Processing Section above, except the plates and stickers that are issued are mailed to the applicants. Forms and fees are the same as those for the Public Counter Section, above. The section is also responsible for processing of special plates such as personalized plates.

Bicycles are licensed at the central office, and through deputy registrars and bicycle dealers appointed as registrars. The proper form is provided by the section. The license fee is \$5.00 plus a \$1.00 service fee. The license is good for three years.

### **Prorate and Reciprocity Section (612) 296-2138**

**Marilyn Gaiovnik, program supervisor.** The section issues plates/stickers to Minnesota based trucks and trailers operating interstate. The section also provides trip permit and temporary authorization for operation in Minnesota. For information and application, contact the section at 162 Transportation Building, St. Paul, MN 55155. Forms are available from the section. Fees depend on the gross weight of the vehicle licensed. The standard filing fee \$3.25 per vehicle is also charged. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

### **Partial Pay Section (612) 296-6911**

**Sue Alvarez, supervisor.** The section registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments. For information, contact the unit, at 157 Transportation Building, St. Paul, MN 55155. Forms are supplied by the unit. The down payment is \$300.00 or one-

third of the tax due, whichever is greater; and the two installments are each equal to half the remaining balance. Installment payments are due July 1 and November 1.

### **Driver Services (612) 296-6911**

**Alice Gonzalo, administrator.** These sections of the division process driver license applications, issue licenses for drivers and maintain drivers' records.

#### **Licensing, Records and Control Section (612) 296-6911**

**June Johnson, chief.** The section processes applications, issues driver licenses and maintains an accurate record of all violations, accidents, and department actions on an individual basis. These records are maintained for at least five years. These records include all violations that occur in other states and Canada as well as Minnesota.

This section will provide a copy of violations and license status of an individual. Also issued are donor certificates (allowing the use of all organs for transplants), identification cards for non-license residents, and provisional class B and class C licenses. License renewals may be made at all clerk of court offices.

Persons may apply for state picture **ID cards** whenever a drivers license can be renewed. ID cards cost \$6.00, require a birth or baptismal certificate, or passport, and are mailed to applicants within 45 days.

While applying for, renewing, or obtaining a duplicate drivers license, a person may elect to donate his/her organs for transplants. When a person chooses to be a donor a separate, short form is completed and the individual's drivers license is marked "**DONOR**". To change that classification at a later date, the individual must complete another drivers license application and indicate his wish to remove the donor designation.

For license applications, identification cards, donor certificates or the location of the nearest driver license examination station, contact the section at 108 Transportation Building, St. Paul, MN 55155.

Application forms are the same for class A, B, C, duplicate and provisional licenses. A request for a copy of violation and license status must include full name, date of birth, license number and return address.

<b>Type of License</b>	<b>License Fee</b>
Class A, valid for all types of vehicles	\$30.00
Class B, valid for all single-unit vehicles	\$22.50
Class C, valid for all single-unit and two axle vehicles under 26,000 pounds gross weight	\$15.00
Provisional class A	\$10.00
Provisional class B	\$15.00
Provisional class C	\$ 9.00
Moped (motorized bicycle) permit	\$ 6.00
Duplicate, all licenses	\$ 4.50
Duplicate, moped	\$ 4.50

A mailed or in person request for a copy of a driving record is \$4.00 and an additional \$1.00 is charged to certify the copy.

Provisional licenses expire on the nineteenth birthday. Regular class A, B, and C licenses expire on the birthday four years after issuance. Normal time for issuance of licenses is three weeks from application. Allow five days for a copy of violation and license status. For an in-person request allow two and a half hours.

#### **Accident Records Section (612) 296-6911**

**Mark Pelletier, supervisor.** The section maintains a file of accident records, compares all accidents and places them on film, verifies insurance for all vehicles in reporting accidents, and records the location and cause of every reported accident.

A request for a copy of the police officer's report may be made only by persons involved

in the accidents. For accident reporting forms or photocopy of officer's report contact the section at 110 Transportation Building, St. Paul, MN 55155.

There is a form used to request the officer's report, but it is not required for a request. Using the form enables faster processing. If the form is not used, then this information is required: name of persons involved, date and location of accident and a statement from an involved person authorizing the photocopy. A fee of \$4.00 is charged for the records search necessary to obtain a copy of a police accident report. A mailed request takes five working days. An in-person request takes one hour.

#### **No-Fault Insurance Compliance Section (612) 296-6911**

**Steven Fox, supervisor.** The section identifies uninsured motorists by verifying motorist certified insurance statements from motor vehicle registration records and monitoring insurance information from all reported accidents. If the section has no record of a motorist's insurance they will contact the motorist. If the motorist does not provide proof of insurance the section will suspend the license. For information on license suspension due to lack of insurance contact the section.

#### **Field Services (612) 296-6911**

**Harold Peterson, administrator.** These sections of the division provide written and road tests for drivers throughout the state, offer driver education and improvement programs and license commercial driver training schools.

#### **Driver Education Section (612) 296-6911**

**Arlend Wilson, chief.** The section interviews individuals whose record warrants possible license suspension, cancellation or revocation. Hearings are held for drivers with suspended, cancelled or revoked licenses.

The section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be taken if the poor driving habits continue. Interviews are held at county clerk of court offices, driver license examination stations and in the Transportation Building in St. Paul. A hearing will be held for any person whose license has been revoked, suspended or cancelled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. No appointments are given for license hearings. Requirements for a limited license are shown on the notice of withdrawal of the license.

For information, a hearing or an interview, contact the section at 108 Transportation Building, St. Paul, MN 55155. There are no forms or fees. Hearings are held on a first come, first serve basis. Hearings are held during normal office hours; 8:00 a.m. to 4:30 p.m. Generally, a hearing requires a two to three hour wait. Interviews are held Monday through Friday by appointment.

#### **Driver Clinics and Training Section (612) 296-6911**

**Gary Cunningham, supervisor.** This section assists county courts with alcohol safety legislation, DWI (driving while intoxicated) and driver improvement clinics, driver education programs, and licensing commercial driver training schools. The section will provide locations of all clinics and answer all questions concerning driver education or driver training schools. Contact the section for more information.

#### **Driver Examining Section (612) 296-6911**

**Wayne Jarow, chief examiner.** This section conducts written and road tests for all persons attempting to qualify for any class of driver license. Tests are given throughout the state. Contact the local clerk of court office for location and time of examination in that area. The section prints a *Driver Manual* which is available to the public. For information or to receive the manual contact the section.

There are no forms or fees for regular tests. There is a fee for motorcycle and school bus endorsement tests of \$2.50. A reinstatement fee of \$30.00 is required on all non-alcohol related revocations. A reinstatement fee of \$150.00 for alcohol/drug related revocations. There are no appointments for the written test, but road tests usually require an appoint-

ment. The *Driver Manual* may be received immediately from an examining station or clerk of court office.

Field representatives provide training, supervision, technical assistance, guidance and counseling for all driver license activities in their assigned area, and also provide training and technical assistance to motor vehicle deputy registrars and their employees.

### Schedule of Driver License Examination

These times and dates are effective as of July 1, 1983. Persons may report to the examiner at any of these stations for an appointment for a driver's test for auto, motorcycle and school bus license. Appointments are handled on a first come first served basis. Applicants who do not appear on time for an appointment will have their time given to someone else and will be required to make a new appointment. No appointment is necessary for a written test. Appointments for road tests will not be made until a written test and vision check have been completed.

### Written Tests Only

Duluth, 320 W. 2nd St., Room 112 Mon. through Friday . . . . . 8:00 a.m. to 4:30 p.m.  
 Minneapolis, 420 E. Lake St. Mon. through Friday . . . . . 12:00 p.m. to 8:00 p.m.  
 St. Paul, 2161 University Ave. Mon. through Friday . . . . . 12:00 p.m. to 8:00 p.m.

### Driver and Written Test

Stations not marked with an asterisk (\*) have no clerk on duty and give written tests only at 10:00 a.m. and 2:00 p.m.

\* Stations have a clerk on duty and written tests are given continuously up to 45 minutes before closing time. With the exception of Anoka, Austin, Duluth, Mankato, Minneapolis, Proctor, Rochester, St. Paul and Virginia, all stations are closed 12 noon until 1:00 p.m.

\*\* Stations giving written tests only at 10:00 a.m.

+ Driver license renewals are available at these examination stations. Renewals are handled up to 30 minutes before closing time.

M-Tu-W-Th Stations open extended hours from 8:00 a.m. to 8:00 p.m. from May 1 through October 31 on day of the week indicated by initial.

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Ada-Law Enforcement Center . . . . .	Thursday . . . . .	9:30 a.m. to 3:30 p.m.
Aitkin-Village Hall . . . . .	Friday . . . . .	9:00 a.m. to 4:00 p.m.
*Albert Lea-Court House . . . . .	Thursday, Friday . . . . .	8:00 a.m. to 5:00 p.m.
*Alexandria-700 Cedar . . . . .	Monday, Tuesday . . . . .	8:00 a.m. to 5:00 p.m.
+ *Anoka-2665 4th Ave. N. . . . .	Mon. through Fri. . . . .	8:00 a.m. to 4:30 p.m.
+ *Austin-401 2nd Ave. N.E. . . . .	Mon., Tues., Wed. . . . .	8:30 a.m. to 4:30 p.m.
Bagley-Court House . . . . .	Wednesday . . . . .	9:00 a.m. to 4:30 p.m.
**Baudette-V.F.W. Club 1-3-5 . . . . .	Thursday . . . . .	10:00 a.m. to 2:30 p.m.
+ *Bemidji-Johanson Ofc. Plaza . . . . .	Mon., Tues., Thurs. . . . .	8:00 a.m. to 4:30 p.m.
Benson-Court House . . . . .	Thursday . . . . .	8:30 a.m. to 4:00 p.m.
*Blue Earth-City Library . . . . .	Thursday . . . . .	8:30 a.m. to 4:30 p.m.
*Brainerd-City Hall . . . . .	Monday, Tuesday . . . . .	8:00 a.m. to 5:00 p.m.
Breckenridge-Court House . . . . .	Tuesday . . . . .	9:00 a.m. to 4:00 p.m.
*Buffalo-Court House . . . . .	Tues., Wed. . . . .	9:00 a.m. to 4:30 p.m.
Caledonia-Court House . . . . .	Thursday . . . . .	9:00 a.m. to 4:00 p.m.
*Cambridge-American Legion . . . . .	Tuesday . . . . .	8:30 a.m. to 4:00 p.m.
*Carlton-Civic Center . . . . .	Thursday . . . . .	8:30 a.m. to 4:30 p.m.
+ *Chaska-Library . . . . .	Mon. through Fri. . . . .	8:00 a.m. to 5:00 p.m.
Crookston-Court House . . . . .	Thursday . . . . .	9:00 a.m. to 4:00 p.m.
M*Detroit Lakes-Court House Annex . . . . .	Monday . . . . .	8:00 a.m. to 5:00 p.m.
W + Duluth-4212 Grand Ave. . . . .	Mon. through Fri. . . . .	8:00 a.m. to 4:30 p.m.
+ East Grand Forks-City Hall . . . . .	Wednesday . . . . .	9:30 a.m. to 3:30 p.m.
Elbow Lake-Court House . . . . .	2nd & 4th Wed. . . . .	8:30 a.m. to 4:30 p.m.

Elk River-Court House	Thursday	8:00 a.m. to 4:30 p.m.
Ely-Gov. Service Bldg.	Monday	9:30 a.m. to 4:00 p.m.
*Fairmont-Law Enforcement Ctr.	Monday, Tuesday	8:00 a.m. to 5:00 p.m.
*Faribault-Court House	Monday, Tuesday	8:00 a.m. to 4:30 p.m.
+ *Fergus Falls-Armory	Monday, Tuesday	8:00 a.m. to 4:30 p.m.
Foley-City Hall	Tuesday	8:30 a.m. to 4:30 p.m.
Gaylord-Court House Annex	Tuesday	9:00 a.m. to 4:00 p.m.
Glencoe-Court House	Friday	9:00 a.m. to 4:30 p.m.
Glenwood-City Hall	Monday	8:30 a.m. to 4:30 p.m.
**Grand Marais-Court House	2nd, 4th Tues.	8:00 a.m. to 2:30 p.m.
Grand Rapids-City Hall	Mon., Tues., Wed.	8:00 a.m. to 5:00 p.m.
Granite Falls-Court House	Friday	9:00 a.m. to 4:00 p.m.
**Hallock-Court House	2nd & 4th Tuesday	9:30 a.m. to 3:30 p.m.
+ *Hastings-427 Vermillion	Mon., Tues., Thurs.	8:00 a.m. to 5:00 p.m.
Hibbing-Court House	Thurs., Fri.	9:00 a.m. to 4:30 p.m.
*Hutchinson-Armory Hwy. 22 S.	Thursday	9:00 a.m. to 4:00 p.m.
*International Falls-Civic Center	Tuesday	8:00 a.m. to 5:00 p.m.
Ivanhoe-Court House	Tuesday	9:00 a.m. to 4:00 p.m.
Jackson-Court House	Friday	9:00 a.m. to 4:00 p.m.
LeCenter-Court House	Wednesday	8:30 a.m. to 4:30 p.m.
*Lindstrom-Community Ctr.	Wednesday	9:00 a.m. to 4:00 p.m.
+ *Litchfield-Armory	Tuesday	9:00 a.m. to 4:30 p.m.
*Little Falls-Court House	Wed., Thurs.	8:30 a.m. to 4:30 p.m.
Long Prairie-Armory	Friday	9:00 a.m. to 4:00 p.m.
Luverne-Court House	Wednesday	9:00 a.m. to 3:30 p.m.
Madison-Court House	Wednesday	9:00 a.m. to 4:00 p.m.
Mahnomen-Court House	Friday	9:00 a.m. to 4:00 p.m.
W + *Mankato-1002 Belle Ave.	Tues., Wed., Thurs.	8:00 a.m. to 5:00 p.m.
Marshall-Court House	Monday	8:00 a.m. to 5:00 p.m.
Milaca-Armory	Wednesday	9:00 a.m. to 4:00 p.m.
M + *Minneapolis (South Metropolitan Station- 2070 Cliff Rd.) Eagan 55122	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
Montevideo-Court House	Friday	9:00 a.m. to 4:00 p.m.
*Moorhead-Court House	Wed., Thurs., Fri.	9:00 a.m. to 4:00 p.m.
*Mora-Municipal Bldg.	Friday	8:30 a.m. to 4:30 p.m.
Morris-Court House	Thursday	9:00 a.m. to 4:00 p.m.
New Ulm-Court House	Monday	8:30 a.m. to 4:30 p.m.
M + *North Metropolitan Station-(St. Paul) 35W & Co. Rd. I, Arden Hills	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
*Olivia-Armory	Wednesday	9:00 a.m. to 4:30 p.m.
Ortonville-Court House	2 & 4 Wed.	9:30 a.m. to 3:30 p.m.
*Owatonna-Four Seasons Bldg. Fair Grounds	Thursday	8:30 a.m. to 4:30 p.m.
Park Rapids-601 E. 1st St.	Tuesday	9:00 a.m. to 4:00 p.m.
+ *Paynesville-City Hall	Thursday	9:00 a.m. to 4:30 p.m.
Pine City-Village Hall	Monday	8:00 a.m. to 5:00 p.m.
Pipestone-Court House	Thursday	9:00 a.m. to 3:30 p.m.
MPlymouth (West Metropolitan Station) 2455 Fernbrook Lane	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
Preston-Village Hall	Friday	9:00 a.m. to 4:00 p.m.
Red Lake Falls-Court House	2nd, 4th Thurs.	8:30 a.m. to 4:30 p.m.
Red Wing-Pub. Saf. Bldg.	Wednesday	8:30 a.m. to 4:30 p.m.
Redwood Falls-Court House	Thursday	9:00 a.m. to 4:00 p.m.
M + *Rochester-Roch. Bank & Trust-4th St. & 16th Ave. N.W.	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
**Roseau-Court House	Friday	9:30 a.m. to 3:30 p.m.
+ *Sanstone-Village Hall	Thursday	8:30 a.m. to 4:30 p.m.
+ *Sauk Centre-Armory	Wednesday	9:00 am. to 4:00 p.m.



Shakopee-Court House	Wednesday	8:00 a.m. to 4:30 p.m.
M + *South Metropolitan Station-		
2070 Cliff Rd., Eagan 55122	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
Slayton-Court House	Friday	9:00 a.m. to 4:30 p.m.
+ *St. Cloud-2700 1st St. P.O. #201	Mon., Tues, Wed., Fri.	8:00 a.m. to 5:00 p.m.
St. James-Court House	Wednesday	8:30 a.m. to 4:30 p.m.
M + *St. Paul-(North Metropolitan Station)		
35W & Co. Rd. 1, Arden Hills	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
St. Peter-Court House	Friday	8:30 a.m. to 4:30 p.m.
*Stillwater-Wash. Co. Of. Bldg.	Wednesday	8:00 a.m. to 4:30 p.m.
Thief River Falls-Court House	Monday	8:00 a.m. to 5:00 p.m.
+ Tracy-760 Morgan St.	Tuesday	9:00 a.m. to 4:00 p.m.
Two Harbors-City Hall	Friday	9:00 a.m. to 4:00 p.m.
+ *Virginia-State Trans. Bldg.	Wed., Thurs., Fri.	8:00 a.m. to 4:30 p.m.
Wabasha-Court House	Monday	9:00 a.m. to 4:00 p.m.
*Wadena-Court House	Wed., Thurs.	9:00 a.m. to 4:00 p.m.
Walker-Library	Friday	9:00 a.m. to 4:00 p.m.
Warren-Court House	1st-3rd-5th Tuesday	9:00 a.m. to 4:30 p.m.
Waseca-County Security Bldg.	Friday	8:30 a.m. to 4:30 p.m.
M + *West Metropolitan Station-		
2455 Fernbrook Lane, Plymouth	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
Wheaton-Court House	1st, 3rd, 5th Wed.	9:00 a.m. to 4:00 p.m.
+ *Willmar-Labor Home, 500 W. 12th	Mon., Fri.	8:00 a.m. to 5:00 p.m.
Windom-Court House	Monday	8:00 a.m. to 5:00 p.m.
*Winona-160 Franklin	Tues., Wed.	8:00 a.m. to 5:00 p.m.
Worthington-Cty. Of. Bldg.	Tuesday	9:00 a.m. to 4:30 p.m.

### Driver License Renewals

With the exception of Anoka, Austin, Benson, Brainerd, Duluth, Fairmont, Faribault and Pine City, renewals may be made in all Court Houses and at the following locations.

BROOKDALE	Mon. through Fri.	10:00 a.m. to 9:00 p.m.
1280 Brookdale Center	Saturday	9:00 a.m. to 5:30 p.m.
BURNSVILLE-AAA	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
Office-Hwy. 13	Saturday	9:00 a.m. to 1:00 p.m.
CHISAGO CITY-		
Municipal Bldg.	Mon. through Fri.	9:00 a.m. to 4:30 p.m.
COLUMBIA HEIGHTS	Mon. through Fri.	8:00 a.m. to 5:30 p.m.
3980 Central Ave.	Saturday	9:00 a.m. to 4:00 p.m.
COTTAGE GROVE-		
7162 80th St. S.	Mon. through Fri.	8:30 a.m. to 4:30 p.m.
ELY-Ely City Hall		
209 E. Chapman	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
GRAND RAPIDS C.W.D.C. Ind.-		
11th St. S.E.	Mon. through Fri.	8:15 a.m. to 4:45 p.m.
HUTCHINSON	Monday	9:30 a.m. to 6:00 p.m.
36 Franklin So.	Tues. through Fri.	8:30 a.m. to 4:30 p.m.
MAPLEWOOD-City Hall		
1380 Frost Ave.	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
MINNEAPOLIS-AAA Of	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
W. 39th at Park Ctr. Bldg.	Saturday	9:00 a.m. to 1:00 p.m.
MOOSE LAKE-		
Municipal Bldg.	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
RAMSEY COUNTY		
1215 Court House	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
Sears Rice St. Store	Mon. through Fri.	9:00 a.m. to 9:00 p.m.
425 Rice St.	Saturday	9:00 a.m. to 5:30 p.m.
RIDGEDALE	Mon. through Fri.	10:00 a.m. to 8:30 p.m.
Ridgedale Center	Saturday	9:30 a.m. to 5:00 p.m.

ROSEVILLE .....	Mon. through Fri. ....	10:00 a.m. to 9:00 p.m.
Montgomery Ward .....	Saturday .....	9:30 a.m. to 5:00 p.m.
SHAKOPEE		
New Court House .....	Mon. through Fri. ....	8:00 a.m. to 4:30 p.m.
SILVER BAY-		
Campton School .....	Mon., Wed. ....	9:00 a.m. to 4:00 p.m.
SOUTHDALÉ .....	Mon. through Fri. ....	9:30 a.m. to 8:30 p.m.
Southdale Regional Library, 7009 York Ave. S. ....	Saturday .....	9:00 a.m. to 5:30 p.m.
SOUTH ST. PAUL-Municipal .....	Mon. through Fri. ....	8:30 a.m. to 5:00 p.m.
Bldg., 125-3rd Ave. N. ....	Saturday .....	9:00 a.m. to 12 noon
VIRGINIA-Court House 5th Ave. & 2nd St. S. ....	Mon. through Fri. ....	8:00 a.m. to 4:30 p.m.
WHITE BEAR LAKE		
License Bur.-203 Clark Ave. ....	Mon. through Fri. ....	9:00 a.m. to 5:30 p.m.

### **Motor Vehicle Violations and Examining Section (612) 296-2994**

**Jane Brust, supervisor.** The section coordinates the operations of the deputy registrars with the division. The deputy registrars are located throughout the state. They issue plates/stickers, handle applications and transfers, and are approved by the commissioner of public safety and the division director. The section provides for the monitoring of licensed dealers and vehicle identification problems. Registration violations are processed by this office. For more information contact the section.

### **Division of Emergency Management (612) 296-2233**

**Thomas Motherway, director.** The division is responsible for planning and coordinating emergency operations within the state. This includes coordinating those actions of all agencies which have the capability and responsibility for emergency actions as spelled out in the executive order, and support in technology and equipment, and funding the efforts of local units of government. The support provided to local government is coordinated through six regional offices in Minnesota. The division administers the State Natural Disaster Plan, the State Emergency Plan for nuclear plant accidents, the State Emergency Fuel Allocation and Conservation Plan, and the Federal Disaster Assistance program, providing funding for disaster recovery to both individuals and political subdivisions. The division also assists in the development of local plans for warning, evacuating and housing people. The division maintains a duty officer 24-hours a day to respond to emergency requests. Call (612) 778-0800.

#### **Planning Section (612) 296-2233**

**Lloyd Lund, deputy director.** This section develops, coordinates and provides various emergency operational plans at the state level, and coordinates these operations in the event of a disaster. It also provides guidance and assistance to political subdivisions in developing local emergency plans and procedures. These include utilization of local resources for protection of lives and property and coordinating any needed additional support from the state and federal governments.

#### **Training Section (612) 296-00472**

**Suzanne Donnell, acting training director.** This section provides training on emergency management related subjects to political subdivisions and the public. Subjects include professional development, first aid, hazardous materials safety, radiation and nuclear power plant accidents, estimating disaster damages, and predisaster protective measures.

#### **Administration Section (612) 296-0455**

**Sharon Smith, administrative director.** This section administers state and federal financial assistance programs for state, county, and municipal governments. It processes all project applications for purchase of equipment. The radiological defense and radiological instrumentation, programs and communications are coordinated in this section. The section also processes all disaster financial assistance.

## Fire Marshal Division (612) 296-7641

**Thomas Brace, state fire marshal.** The division inspects various facilities for fire safety; investigates suspicious and incendiary fires, fire fatalities and large loss fires; processes a fire incident reporting form containing fire data to determine problem fire areas, and provides education, inspection and training programs for fire prevention.

The division conducts inspections of hotels, rooming houses, other multiple dwellings, public and parochial schools, hospitals, nursing homes, dry cleaning establishments, motion picture theatres, places of assembly and installations where petroleum products, l.p. and natural gas are manufactured, stored or distributed. Fire investigations are requested by fire chiefs and law enforcement agencies.

The division provides information to the public regarding the Minnesota uniform fire code, removal of combustible materials, correction of fire hazards, fire prevention and general inquiries about smoke/heat detectors, fire alarms, fire extinguishers, and other fire protection appliances. Telephone inquiries are answered immediately while matters requiring research may take two or three weeks.

A copy of Minnesota uniform fire code and amendments is available from the Minnesota Documents Division, Department of Administration. For information relating to fire safety, contact the Fire Marshal Division, Suite 101 Market House Bldg., 289 E. 5th St., St. Paul, MN 55101. The uniform fire code costs \$30.00 plus tax and the amendments cost \$2.75 plus tax. The code and amendments may be received within one week.

The division evaluates plans for flammable and combustible liquids and gas installations subject to fire marshal rules. Two copies of the plans are required for examination. Plans are given preliminary approval subject to compliance with the provisions of *Minnesota Statutes*, fire marshal rules, and local ordinances and permits. Final approval will be given following an inspection of the facility by either the area assistant fire marshal or the local fire authority. For more information and plan review, contact this division at the Department of Public Safety. There are no forms or fees. Plan reviews take two to three weeks.

The **Natural Gas Pipeline Safety Act of 1968** charged the Fire Marshal Division to inspect and keep record of the distribution and transmission of natural gas pipelines in the state. The division has promulgated minimum safety standards for pipelines. For more information, contact the division. There are no forms or fees. All requests are handled as they are received.

**The division licenses dry cleaners and theaters.** Dry cleaners and theaters are inspected to insure that the minimum fire safety standards are met before licensing. The division must be notified in case of change of ownership or location. Licenses are renewed annually, or newly issued at any time during the calendar year. To apply for a license, contact the Fire Marshal Division. The proper form is provided by the division. Fees are: **Dry Cleaner** (Jan. 1-Dec. 31) \$10.20 per calendar year, \$51.00 for new owner or location; **Theater** (Sept. 1-Aug. 31) \$5.10 per calendar year, \$5.10 for new owner or location.

The investigators and inspectors offer local presentations to interested groups and participate in various local and statewide fire schools and fire association meetings. For information or to request a speaker, contact the Fire Marshal Division. There are no forms or fees. All requests are handled as they are received.

## Office of Pipeline Safety

As of press time for this *Guidebook* a director had not been selected, nor had offices been leased. For more specific information contact the State Fire Marshal's Office or the commissioner of public safety.

The 1987 Legislature authorized the establishment of the Office of Pipeline Safety in the Department of Public Safety. The Commissioner of Public Safety is to establish by agreement with the U.S. Secretary of Transportation that the Commissioner may act as the agent to implement the Federal Hazardous Liquid Pipeline Safety Act, the federal Natural Gas Pipeline Safety Act and federal pipeline safety regulations for interstate pipelines located within this state.

The Commissioner of Public Safety and the Director of the Office of Pipeline Safety will be advised by a nine (9) member pipeline safety advisory council to be appointed by the Commissioner.

The primary functions of the Office of Pipeline Safety will be to establish and maintain an emergency notification center, an ongoing damage prevention program, assist local government in developing emergency response plans, gather technical data and pipeline release data and conduct safety inspections of all pipeline facilities as authorized by the U.S. Department of Transportation.

The office is located in the Market House Building, 289 East 5th Street, St. Paul, MN 55101.

### **Liquor Control Division (612) 296-6159**

**Joseph V. Novak, director.** The division issues certain licenses, approves others, has the authority to suspend or revoke licenses, regulates advertising, assures purity of content of intoxicating liquor and true statements of content, and provides investigative assistance to local enforcement agencies. It maintains a resale price filing schedule by wholesalers and importers.

#### **License Section (612) 296-6258**

**John A. Muer, assistant director.** The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information on policy matters and licenses, interpretation of liquor laws, application forms, or bond forms, contact the Liquor Control Division, Licensing Section, Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. All application forms, surety bond forms, or any necessary certificate is available from the division. For a license which is issued by a municipality or county, the application forms are available at the city clerk or county auditor's office.

The surety bonds for all licenses are \$1000-3000 for off-sale liquor and \$3000-5000 for on-sale liquor licenses. Licenses issued directly by this division are:

Type of License	Fee
Manufacturers & wholesalers liquor license	\$7,500.00
Wholesalers of wine license	750.00
Sacramental wine license	25.00
Brewers license	1,250.00
Import brewers license	250.00
Wholesale strong beer license	300.00
Wholesale 3.2 beer license	10.00
Common carriers of retail liquor license (duplicate)	100.00 10.00
Common carriers of retail Sunday liquor license (duplicate)	50.00 5.00
Import liquor license	300.00
Transfers of liquor, wine, wholesale and import license	10.00

#### **Permits issued directly by this division:**

Public and private consumption and display permits	\$150.00
Distillery and winery representative identification card	5.00
Retailers and pharmacists identification card	12.00
Salesmen identification card	12.00
Vehicle permit	5.00
Doctors alcohol permit	12.00
Food manufacturers permit	12.00
Hospital or sanitarium permit	12.00

Pharmacists purchase alcohol permit	5.00
Druggist medicinal liquor permit	5.00
Brand label registration fee	20.00

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**Liquor licenses issued by county board or municipality:**


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Club on-sale municipality	fee set by county based on membership
Club on-sale	fee set by county
County off-sale	fee set by county
Wine on-sale	fee set by city or county

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**Off-sale intoxicating liquor licenses issued by municipality:**


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Fees are determined by the size of the city.

Cities of the first class	\$1,000.00
Cities with a population of 5000 or less	100.00
Cities between 5000 and 10,000 population	150.00
Cities over 10,000 with the exception of cities of the first class	200.00

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**Enforcement and Inspection Section (612) 296-6979**

**Walter E. Perl, liquor enforcement chief.** The section carries out investigations of liquor violations upon complaint of citizens and local authorities and makes all pre-license and compliance inspections. For assistance, contact the section at Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. There are no forms or fees. A pre-license inspection usually requires two to five days after papers are received in this office.

**Brand Labels and Registration Section (612) 296-6936**

**Don Manney, superintendent of labels and imports.** The section registers all alcoholic beverages imported and sold in Minnesota. All distilled spirits and wines imported into the state must come in with a manifest. This manifest shows whether the consignee and consignor are properly licensed, that the label is currently registered in this office and the section can put a stop order on sales of the shipment. The section handles all inquiries from the public and industry regarding registration, importation, and product identification. Contact the section for more information at Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. All requests for information are handled as they are received.

**Price Filing and Affirmation Section (612) 296-6939**

**Dorothy Walher.** This section receives wholesale price filings from Minnesota liquor and wine wholesalers. Such prices are required by law to be filed with this office before products can be sold or offered for sale by retailers. Affirmation prices are also filed in this office by importers of distilled spirits as required by law. Each importer affirms that his product is being sold to Minnesota wholesalers at no higher price than the lowest price such items are being sold to any wholesaler in any other state of the United States.

There are no forms. Fees for copies of these filings are \$2.00 for the first copy and 15¢ for each additional page. For information contact the section at Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101.

**State Patrol Division, (612) 296-3080**

**Colonel D. Roger Ledding, chief.** The division is responsible for providing emergency first aid and traffic control in motor vehicle accident situations, enforcing all laws relating to the safe and proper use of state trunk highways and the directing of traffic, as necessary, upon state trunk highways. The division also serves warrants, legal documents, and orders of the commissioner of public safety, conducts the roadside inspection of all types of motor vehicles on a random basis, inspects all stations authorized to test brake and light equipment on motor vehicles and provides security and protective services to the governor and other state officials. The division also approves wheelchair securement devices for use in motor vehicles and annually inspects each device installation.

In case of emergency, the State Patrol Division can be contacted any hour of the day or

night by dialing 0 and asking the operator for Zenith 7000. In the seven county Twin City Metro area, dial 593-8593 for emergencies in Anoka, Carver, Hennepin and Scott counties; and 297-3934 for emergencies in Dakota, Ramsey and Washington counties.

The State Patrol also provides traffic safety talks by uniformed troopers. Interested groups should contact the nearest State Patrol Office listed below. Complaints about unsafe school buses or traffic conditions will result in investigation. To register a complaint contact the nearest state patrol office. There are no forms or fees.

#### Minnesota State Patrol Offices

**Brainerd**, (218) 828-2400, 424 Front St., MN 56401  
**Detroit Lakes**, (218) 847-1550, 1000 Highway 10 West, MN 56501  
**Duluth**, (218) 723-4885, Entrance: 901 East Central, Mailing: 1123 Mesaba Avenue, Box 39, MN 55801  
**Eveleth**, (218) 744-5575, P.O. Box 717, MN 55734  
**Golden Valley**, (612) 541-9122, West Metro District, 2005 North Lilac Drive, MN 55422  
**Mankato**, (507) 389-1171, Box 205, MN 56601  
**Marshall**, (507) 537-6277, 1403 East College Drive, Route 3, MN 56258  
**New Brighton Training Center**, (612) 636-4990, 1900 West County Road I, MN 55112  
**Oakdale**, (612) 452-7034, East Metro District, 3489 Hadley Avenue North, MN 55109  
**Rochester**, (507) 285-7411, Highway 52 North, Box 6177, MN 56901  
**St. Cloud**, (612) 255-4224, 3725-12th Street North, MN 56301



#### Capitol Complex Security Division, (612) 296-6741

##### EMERGENCY: 296-2100

**Richard Smith, director.** Insuring the safety and protection of people and property on the Capitol complex 24-hours a day are 40 trained professional security officers. Over 7,000 people daily come in direct or indirect contact with Capitol Security. Anyone needing immediate help for a medical emergency, a crime, personal security or a parking problem should contact Capitol Security, B-4 State Capitol.

The division seeks ways of preventing an incident before it occurs. Fire and safety hazards are sought out, identified and corrected. Personal protection and crime prevention seminars are offered to all complex personnel to minimize and avoid the most common crimes. Division directors or supervisors who are interested in providing this information to their employees can contact Bill Lunz in Room B-4 State Capitol.

Capitol Security also provides State Employee Identification Cards for those employees who require after-hours or weekend access to Capitol complex office buildings. Several state agencies have discovered that petty theft can be reduced significantly by requiring employees to wear their state ID when working in "employee only" areas.

Due to the sometimes irregular and late hours state employees must work Capitol Security offers a special escort service. If any employee feels uneasy or hesitant about walking to their vehicle after work they may call Capitol Security for assistance. A security officer will be dispatched to the location to accompany employees to their vehicles to ensure their safety.

Intercoms at various building exists are available for employee use. These are connected directly to Capitol Security and may be used as the need dictates. Capitol Security also coordinates emergency responses in all buildings in the complex. Call for more information.

## Minnesota Academy of Science

Room 916 Pioneer Building, 4th & Robert Streets, St. Paul, MN 55101

M.I. Harrigan, executive director, (612) 227-6361

Minnesota Statutes, section 43A.27

The Minnesota Academy of Science sponsors a variety of science programs for students and the general public. It also offers memberships to the public which entitle one to receive academy newsletters, the *Journal of the Minnesota Academy of Science* and to attend academy sponsored meetings at reduced registration fees.

Information about membership can be obtained from the academy by phone or by writing. Requests for memberships are usually processed within a week to ten days after they are received. Membership forms are available from the academy and fees are: Junior/Senior High School Student (from within Minnesota)—\$1.00, Undergraduate—\$2.50, Graduate—\$5.00, Adults (regular membership)—\$25.00, Adults (sustaining membership)—\$40.00, Adults (patron-lifetime membership)—\$300.00. Dues are paid every year, with the exception of a patron membership.

The **Annual Regional Fairs, State Science Fairs, and Research Paper Contests** are open to any senior or junior high school student. The fairs and contests are held during March and April. To register for the contest students should contact school authorities or the Minnesota Academy of Science. Registration fees are \$2.00 to \$4.00 per person or project.

The **Annual Junior Science, Engineering and Humanities Symposium** offers junior and senior high school students the opportunity to share their research papers and visit institutions investigating scientific and societal problems. Secondary schools in the state receive notification of the upcoming symposium. The schools select students to attend. The symposium is held every November. To register for the symposium students should contact school authorities or the Minnesota Academy of Science.

The **Annual Science Talent Search** is conducted every December. All junior and senior high school students are eligible to participate. Students write research papers on any scientific topic and are judged on them. To register for the talent search students should contact school authorities or the academy. It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

The **Minnesota Mathematics Contest** is held every February in junior and senior high schools throughout the state. All students are eligible to enter. Students wishing to participate should contact school authorities or the academy. It takes approximately one and one-half months to receive notification of awards. Awards are given to the top ten to fifteen high scorers.

Grants of less than \$50.00 are available for junior and senior high school students for scientific research depending upon available funds. To apply for a grant or for more information, contact the Minnesota Academy of Science. There are no fees or forms. There is a wait of from one week to ten days from the date of the request to acknowledgement of receipt of request.

The Minnesota Academy of Science publishes the *Journal of the Minnesota Academy of Science* two or three times a year with hopes of publishing on a quarterly basis soon. The *Journal* is distributed to 75 libraries in the United States and 300 copies are given to the University of Minnesota. The University of Minnesota distributes their copies to 300 libraries around the world. To request a copy of the *Journal* or for more information contact the Minnesota Academy of Science. There are no forms. The *Journal* is available to the public at a price of \$3.00 for back issues. Subscriptions are available at \$8.00 a year, or are received with a membership in the organization.

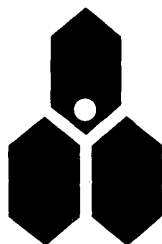
## Science Museum of Minnesota

30 East Tenth Street, St. Paul, MN 55101

Dr. James L. Peterson, president, (612) 221-9448

Recorded information, directions to the museum (612) 221-9400

Laws of 1979, chapter 337, sections 4 and 11, subd 2, #5



The Science Museum of Minnesota, founded in 1907, was designated a semi-state agency in 1972 in recognition of the work it performs as archivist and science resource for a variety of state agencies and for its programs which draw participants from throughout Minnesota.

The Science Museum of Minnesota serves the State of Minnesota as an interdisciplinary museum, blending the traditional natural history museum with the more recent technology/science center model. In its natural history function, it boasts a collection of over 1.5 million documented and catalogued science specimens from paleontology, biology, ethnology, archaeology, geology and geography. These objects are curated by a professional staff of 12 scientists aided by 40 trained volunteers. The collection is a resource not only for the state and region, but for the international scientific community, drawing scholars from all over the world. Major collections from the University of Minnesota and other state colleges have been transferred to the Science Museum, making it a remarkable repository of scientific objects and data. In its technology/science center character, the museum has developed a hall of technology that helps visitors explore how technology applies scientific principles and conclusions, and how it has extended human capabilities in areas of communication, sensing, problem solving and physical power. The Science Museum unfolds its research and collections into a program of exhibits that occupy over 45,000 square feet of space in the museum complex. It has pioneered the use of interactive techniques—demonstrations, live theatre and “hands-on” exhibits—in exhibit design and execution. Lastly, the museum maintains one of the finest education programs in the country, providing classes, field trips and lectures for adults, families and children. Crowning the museum’s interdisciplinary efforts is the William L. McKnight-3M Omnitheater, a technologically advanced museum theatre which provides audiences with authentic film experiences in the earth and space sciences. It is one of 25 such museum theaters in the world.

The Science Museum is a private, nonprofit institution governed by a board of trustees and administered by a professional staff of 255 paid individuals and 280 volunteers. The museum carries on research through its scientific staff. It develops its own exhibits through teams of design professionals working with content specialists.

Many of the Omnitheater films shown at the museum are produced by film companies working in conjunction with the Science Museum as co-producer. An education department designs programs for students, with consultation from educators in various fields. Through the museum president, the staff of the museum is responsible to a governing board of trustees who meet regularly with senior staff to determine policy and assess adherence to the museum’s mission. The museum’s clientele is made up of many publics: the general public of the upper midwest region; public and private school children from every county in the state, and also students from neighboring states; the scholarly community regionally and nationally as well as internationally; a loyal membership; other cultural institutions in the metropolitan area with whom it often joins to provide community-wide cultural experiences.

The Science Museum of Minnesota is organized to collect, study, and preserve objects of scientific significance for future generations, and to interpret the objects, discoveries, and insights of science for the general public through exhibits and education programs. It does this by communicating to the public a clear notion of how science affects our daily lives, and by “demystifying” science; by creatively designing and presenting science exhibits; by directing its scientists to work diligently in research and specimen care; by being a resource for the state’s formal education system; by acting as a community forum for the



discussion of science issues; by cooperating with Minnesota corporations in presenting the outcomes of applied science; and by being a high-profile, well-attended cultural attraction for tourists and residents, making a major contribution to the regional economy.

## Background

- 1,414,024 visitors attended the Science Museum, its course offerings, special events, and nature center in 1984-1986. The museum's annual attendance places it among the nation's most popular science museums; many of which are located in more populous resident and tourist markets. The Science Museum ranks just behind the Minnesota Zoo as Minnesota's most visited year-round cultural attraction.
- 187,053 school group visitors—13% of the Minnesota School enrollment—visited the Science Museum in 1984-1986.
- 61,726 persons took part in education programs for adults, families and children in 1984-1986, making the museum one of the largest single providers of continuing education for the general public in the state.
- A membership of over 28,000 households, representing 100,000 men, women and children, the largest membership of any single science museum in the United States, provides the museum with repeat visitation and makes possible education programs for those most interested in science on a continuing basis, insuring the state of an informed citizenry.
- In 1986, preparation took place for a \$750,000 Omnitheater film (less than half the cost of the standard industry film budget, and funded partially by the state) on the topic of *SEASONS* and filmed largely in Minnesota, intended for worldwide distribution at the 25 museum theatres throughout the world, and scheduled to open spring, 1987.
- In 1985-1986, five science museum-originated exhibits toured institutions in Oakland, Denver, Yellowstone Park, Boise, Boston, New York City, Washington, D.C. and Los Angeles. One of them, "*Wolves and Humans*," surpassed 1.4 million visitors during a stay at New York's prestigious American Museum of Natural History. Conversely, The Science Museum is part of a science museum consortium which provides Minnesotans with timely and lively science exhibits developed by major institutions across the country.
- A continuing private-public partnership yielded \$18.1 million in annual income in 1984-1986; 54% of it earned, 16% from public support, and 30% from private contributions. In return, the Science Museum generated an economic impact of an estimated \$69 million in the regional community through direct, indirect, and audience spending.
- New exhibits have been developed on Minnesota: Hmong textiles, showing the culture of our newest immigrants; new sections on "*Iron Mining*" and "*Meeting the People*" have been added to the **Our Minnesota Exhibit**, which is emerging as a powerful teaching tool about the state and its people for both residents and visitors; the museum's "*Wolves and Humans*" exhibit will become the centerpiece for the new International Wolf Center in the economically struggling Ely area; a director of physical sciences and technology is being hired to continue development of the Hall of Technology and to work with Minnesota corporations in showing how applied science has made Minnesota the "Brainpower State."
- Surveys were conducted which show almost 100% name recognition of the museum among metropolitan adults; increased visitation by Minnesota residents who live outside the Minneapolis-St. Paul area; return visitation rates of 3-5 times per year not only by members but by many non-members; foreign visitors in large numbers.
- Science Museum curators hold adjunct appointments at 5 different academic institutions in the state. Over the past few years, the Science Museum has made loans of collections material to more than 50 different cultural centers and educational institutions throughout Minnesota. Scholars from over 30 institutions utilized the Science Museum's fossil collections in 1984-1986.

The museum opened a new building in 1978 which includes the William L. McKnight-3M Omnitheater and an additional 30,000 square feet of exhibit space. About 60,000 visitors per month visit the museum.

Since 1971 the state has provided from 3% to 5% of the museum's operating budget. The museum is a member of the American Association of Museums, the International Council of Museums, and the Association of Science-Technology Centers. It is governed by a board of trustees and administered by its president and staff.

The museum also operates the **Lee and Rose Warner Nature Center** near Marine on St. Croix and the **Metcalf Natural History Study Center** in Afton, MN.

### Hours of Operation & Ticket Prices

The museum's hours of operation are: Tuesday thru Saturday 9:30 a.m.-9 p.m.; Sunday 11 a.m.-9p.m.; and Monday, open only during the summer and holidays.

Omnitheater and museum ticket prices, subject to change, are: Omnitheater and exhibit halls, adults—\$5.50, seniors and children 12 and under—\$4.50. Omnitheater only, adults—\$4.50, seniors and children 12 and under—\$3.50; Exhibits only, adults—\$3.50, seniors and children 12 and under—\$2.50.

Information can be obtained at these special telephone numbers: Omnitheater show times and directions to the museum (recording) (612) 221-9400/9454; group sales—221-9404 or -9456 (Mon.-Fri.), school groups—221-9444 or -9445 (Mon.-Fri.); advance ticket sales—221-9456 or -9457 (Mon.-Fri.) museum general information—221-9488, and membership information—221-9409 or -9422.

### Administrative Division (612) 221-9488

This division includes the President's office and the Departments of Accounting, Finance and Investment, Building and Facilities, and Personnel.

### Personnel Department (612) 221-9443

**Dorothea Gumbrill, director.** The department handles all the hiring for the Science Museum of Minnesota. The museum does not operate on the civil service system and does not require applicants to take tests. Applicants are advised to call first to inquire about position openings. The department will ask for a resume and references and have each applicant fill out a form. Job openings are posted at the museum, listed in the newspapers and with the state Job Service. Priority in hiring is given to staff and museum volunteers for open positions. For more information contact the department director, at 30 East Tenth St., St. Paul, MN 55101.

### Science Division (612) 221-9424

**Dr. Bruce R. Erickson, director.** The Science Division includes the departments of Anthropology (archaeology and ethnology), biology, geography, paleontology, and a staff reference library. Each department has a curator in charge and one or more assistants. The total collection of the Science Museum of Minnesota numbers approximately 1.5 million specimens with a worldwide scope. Questions and requests about obtaining exhibits on loan from the museum should be directed to this division. Each of the scientific departments conducts research programs in their respective areas, provides free identification of natural history items brought to the museum and periodically offers courses through the Continuing Education Department.

### Anthropology Department (612) 221-9432 or 9436

**Dr. Louis Casagrande, curator of ethnology; Dr. Orrin Shane, curator of archaeology.** The department curates over 100,000 documented and catalogued specimens. Eighty percent of these are from North, Central and South America with the balance largely from the Pacific region (including the Philippines) and Africa. Outstanding holdings include material from Indian cultures of the northern Great Plains, from the modern Highlands Maya of Mexico and Guatemala and from prehistoric Minnesota.

**Biology Department (612) 221-9429**

**Dr. Rick Jannett, curator of biology** The department curates a large research collection of mammals and representative collections of Minnesota vertebrates, insects, and other invertebrates. In addition to scientific specimens there are approximately 500 taxidermic mounts of birds. The department is used as a depository for specimens obtained by federal agencies in the Upper Midwest and is taking on additional responsibilities with respect to archival specimens obtained by Minnesota state agencies.

**Geography Department (612) 221-4760**

**Dr. Tom Baerwald, geographer.** This department is engaged in exhibit development and research and has opened a major exhibit entitled "Our Minnesota: The Geography of a People and Land." The exhibit will interpret information about Minnesota through a geographic perspective. The department also works with the Continuing Education Department to present short courses, field trips and workshops, and acts as an information clearing house about Minnesota Geography.

**Paleontology Department (612) 221-9424**

**Bruce Erickson, curator of paleontology.** This department curates large research collections of invertebrate and vertebrate fossils representing nearly all major groups, as well as paleobotanical and geological (rocks and minerals) specimens. Of major significance are the fossil reptile collections (including numerous "Type Specimens"). These collections are especially important for the late Mesozoic and early Tertiary periods.

**Museum's Library (612) 221-9430**

**Mary Finlayson, librarian.** The library's holdings of books, journals and periodicals total about 20,000. The library is not staffed to handle the general public, but persons engaged in research may use the library by making arrangements with a curator or department head. The library is primarily for use by staff and members. The library participates in the interlibrary loan system. Hours of operation are from 9 a.m. to 5 p.m. weekdays.

**Omnitheater (612) 221-9407**

**Mike S. Day, director.** The William L. McKnight-3M Omnitheater presents science related films in 70 millimeter format utilizing a 76-foot domed screen reflecting a 7,300 square foot image. The \$4 million Omnitheater utilizes the world's largest film projector which produces a picture of unmatched color saturation and contrast. The Omnitheater achieves a unique capacity for putting audiences "into the picture" by means of its design and highly advanced technology. The Omnitheater also has planetarium capabilities.

The Omnitheater is a popular attraction, drawing more than 700,000 visitors yearly. It is suggested that you purchase tickets early on the day of the performance you wish to attend. Advance tickets are available by calling (612) 221-9456 or -9457. Omnitheater programs geared especially for school groups are held weekday mornings, Tuesday through Friday. Teachers may make arrangements by calling the reservation office at (612) 221-9444.

**Warner Nature Center (612) 221-9466**

**Philip S. Taylor, coordinator; B. Fashingbauer, director.** The museum currently operates the Lee and Rose Warner Nature Center near Marine-on-St. Croix, a 600-acre center of trails, animal enclosures, and trailside museum. The center's programs are family oriented with attendance by reservation only. To make reservations, call the Science Museum of Minnesota. The museum will send free maps on how to get to the Nature Center. A natural history survey will study animals at the lower end of the food chain, invertebrates and small vertebrates important in environmental studies. Plans are to involve the public in original research studies in animal distribution and behavior, work with colleges and

universities, and with the Department of Natural Resources to establish a baseline data depot for reference and research.

## **Public Programs and Visitor Services Division (612) 221-9442**

**Sondra Quinn**, division head.

### **Interpretation Department (612) 221-9434**

**Jacalyn Bedworth**, director. The Interpretation Department seeks to encourage visitor participation at every opportunity. Exhibit Floor Programs — a “hands-on” approach allows the visitors to explore, experience, and be entertained. Current demonstrations in the Cecil C. March Hall of Anthropology include: Decorating Containers, Language of the Robe, Raising a Tipi, Tools: Past and Present, American Indian Beadwork, Egyptian Hieroglyphics, Musical Instruments, Grain Processing, Native American Food Preparation, Spinning, Everyday Living of the Maya, Maya Weaving, Making a Huipil, Papermaking and Flatbreads.

The following demonstrations are offered in the E.R. Titcomb Hall of Technology: Robotics, Experiments with a Strobe Light, Lasers, Oscilloscopes, Cryogenics, and Everyday Chemistry.

Classes for school groups accept a maximum of 30 students. Classes last 45 minutes to an hour. Offerings include: Sound, Electricity, Ancient Egypt, Modern Maya Family, the Story of Writing, Mathematics from Many Lands, Ojibwe Life, and Dakota Life. Advance reservations are required. Call (612) 221-9444 for reservations and information.

The museum is a recognized leader in the use of theater to communicate science to the public. The staff has created character cameos, and interpretive monologues performed in the exhibit area. Performances to date include “Ada Byron,” “Household Chemistry,” “Marvelous Motion Madness,” “Tesla or the War of the Currents,” “Down on the Farm,” “Ice Giant,” “Indigo Women,” and “Praying with Your Feet.”

### **Special Program Events.**

In addition to regularly scheduled programs on the exhibit floors the museum holds special events such as Indian Week, Harvest Activities, and Silk Days.

### **Volunteers (612) 221-9453**

**Sally Orme**. The museum's staff is augmented by volunteers who contribute their time as exhibit interpreters, greeters, staff for the information desk, laboratory assistants, and in development tasks. Volunteers receive certain benefits including discounts in the museum store, museum membership, continuing education programs, use of the volunteer library, and headquarters, and an annual recognition event and awards. Monthly volunteer orientation programs are held by the volunteer office. Call for information about the volunteer program. Participants in the volunteer training program are eligible to receive academic credit from the University of Minnesota.

### **Continuing Education Department (612) 221-9438**

**David Chittenden**, director. The department develops and presents programs and services which extend the resources of the museum's science departments, collections, and other ongoing programs to the museum's membership and the community. Through this program the department stimulates the discussion of scientific issues, which are important to the community. Short courses, field trips, workshops and lectures introduce a wide range of scientific topics to the public and special audiences. The department provides complete program development and support services and is available to consult with other organizations regarding planned or desired programs. For more information or a copy of course listings, contact the director of Continuing Education.

**Workshops** for teachers on services of the museum and how to use them effectively are conducted on a regular basis. Special school/museum partnership cooperative ventures

have been developed for more intensive academic experiences. These range from one- to eight-week courses.

**Outreach to Schools and Other Groups.** Museum programs can be booked by schools and groups throughout the state. For topics and costs, request a School Services Bulletin by calling (612) 221-9410.

**School Programs.** The museum accommodates school groups daily by making its facilities available to teachers and students throughout the state. In addition to class offerings for all age levels, curriculum materials, including pre- and post-activities, are available to supplement the museum experience. To request a list, call (612) 221-9410, Kathy Lundgren.

### **Exhibits Division (612) 221-9470**

**Paul Maurer, Director.** The museum's exhibit facilities offer a total of 45,000 square feet of exhibit space. The division works closely with museum scientists to design and install permanent and temporary exhibitions. In addition to professional designers, the exhibits staff includes graphic artists, carpenters, welders and lighting designers, all of whom contribute their skills to the creation of aesthetically attractive and scientifically accurate exhibits. People in the division have extensive training and experience in theater and set design. For information on traveling exhibits, call Teddy Kohrt, 221-4721.

### **Development & Membership Division (612) 221-9408**

**Bob Ballintine, Director.** This division conducts fund-raising by way of an annual fund drive and administers grants for the museum. The division also handles gifts the museum receives whether money, land, specimens or materials. Memberships in the Science Museum of Minnesota are processed by this division. Membership in the museum, priced at \$25.00 for individuals and \$38.00 for families, entitles one to a 10% discount in the museum store, one free viewing of each new Omnitheater show, a magazine, announcements and information about museum programs, and lower fees for museum sponsored courses and continuing education programs. As of summer, 1986, 28,000 memberships had been sold which translates into more than 90,000 people who are either family or individual members. The museum has the highest membership in the country for similar museums. Memberships in the museum are available by contacting the Membership Department at (612) 221-9409.

### **Community Relations Division (612) 221-9423**

**Paul Mohrbacher, director.** The Community Relations Division provides news releases, the bi-monthly magazine *ENCOUNTERS*, other printed materials and audio-visual reports to inform its publics about museum programs. The division supervises communications, audience development, marketing, and special events. All public complaints are referred to this office either by phone or in writing. Contact the editor of *ENCOUNTERS*, Susan Wichmann at (612) 221-9451, for advertising, article submission and rates.

### **Explore Stores (612) 221-9416**

**Ruth Kramschuster, manager.** The museum operates three stores which specialize in science-related equipments, books, posters, and toys along with jewelry, cards, and gifts. An adult store and a children's store are located in the museum's west building. The Science Explore Store, located in the East Building, offers small quantities of chemicals and science equipment normally sold in bulk. To inquire about purchasing through the Science Explore Store, call Jim Lux, (612) 221-4705.

## Seaway Port Authority of Duluth

1200 Port Terminal Drive

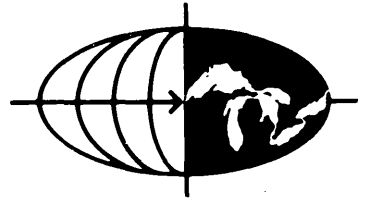
P.O. Box 16877

Duluth, Minnesota 55816-0877

Davis Helberg, executive director (218) 727-8525

Statewide Toll-free 1-800-232-0703

Minnesota Statutes, chapter 458



Serving the largest port on the Great Lakes and the 12th largest total tonnage port in the United States, the Seaway Port Authority of Duluth is unique when compared to several governmental units that are called "port authorities" in Minnesota.

The Seaway Port Authority of Duluth operates a public marine terminal (Clure Public Marine Terminal), handles ships and cargo, and has as its primary function to perform the marketing and promotion of Minnesota's only direct import/export outlet to overseas trade. The Port of Duluth competes for ship cargoes with Atlantic, Gulf, and West Coast ports as well as other Great Lakes ports. It also runs the only operational Foreign Trade Zone (#51) in Minnesota.

In 1986 total tonnage in the Port of Duluth-Superior was 27.3 million metric tons, of which 94 percent was export or outbound domestic cargo.

The Seaway Port Authority of Duluth was created in 1955 by the state legislature and is charged with "promoting the general welfare of the port district and of the port as a whole; increasing the volume of commerce through the port and region, and to promote the safe and economical handling of such commerce."

Revenues generated by ships and cargoes moving through the public marine terminal are used to cover operational and maintenance expenses, capital improvements and administrative costs. Revenue is also received from industrial bond issues which the port has provided for maritime industrial development, and income from management of the Oneota Industrial Park and Airpark Industrial Park. The Minnesota legislature provides some funding for the port's promotional and marketing activity as mandated in the original act creating the Authority. The Authority is governed by a seven-member board of commissioners: two appointed by the governor, two by the St. Louis County Board, and three by the City of Duluth. All appointments are six-year terms and appointment dates are staggered.

### Finance Section

**John A. Kubow, controller.** The section provides the bookkeeping and accounting services for the port authority, including computerized records and financial systems. They provide no services directly to the public.

### Marketing and Sales Section

**Sam L. Browman, international marketing director.** This section solicits import, export and domestic cargoes for the port. The section works with growers, manufacturers, shippers, shipping companies and companies seeking shipping services to insure increased cargo flow through the port.

### Industrial Development Section

**Henry K. Hanka, port development director.** This section oversees the operation of Foreign Trade Zone #51 located within the Public Marine Terminal. The section also oversees operations of two industrial park sites in the City of Duluth, Oneota Industrial Park, and Airpark Industrial Park. The section handles industrial development and expansion on the waterfront utilizing various financing incentives to locate business and industry in the area. They provide no direct services to the public.

## Public Affairs Section

**William Cortes, public affairs director.** This section promotes the Duluth port area and region by offering informational brochures, a quarterly magazine "Minnesota's World Port", films, speakers, and other presentations to customers and the public. The section answers all written and phone inquiries from the public and provides the nationwide media with continuing information on the port and its related industries. In addition, the section promotes and markets the port and the region through advertising in periodicals and other publications aimed at increasing the utilization of the port and its facilities.

Inquiries may be made in person or by writing or calling the Authority (toll-free in Minnesota, 1-800-232-0703). There are no forms or fees. All requests are handled as they are received. Speakers, films, magazines, brochures and presentations subject to availability.

## Office of the Secretary of State

Room 180 State Office Building, St. Paul, MN 55155

Joan Anderson Growe, secretary of state (612) 296-3266

Minnesota Statutes, chapter 5; Minnesota Rules 8200-8299

The secretary of state, an elected official, is the keeper of the great seal of the state of Minnesota. As keeper of the great seal, the secretary files and certifies the authenticity of official records, documents, proclamations and executive orders of the governor, acts of the legislature, and appointments made by the governor, and maintains records of all corporations doing business in the state. The secretary stores the original enrolled acts of the legislature and the original U.S. government survey notes and township plats for the state.

The secretary also registers trademarks, assumed business names and limited partnerships, registers legal newspapers, and files auctioneer's licenses. The secretary files rules adopted by administrative agencies, oaths of office, extradition papers, certain bonds and municipal documents. The office maintains records of all uniform commercial code financing statements of secured transactions for all commercial lending transactions. The secretary has rulemaking authority for voting machines, voter registration, ballot preparation, training election judges, and administration of absentee ballot procedures, and also conducts administrative recounts. In addition, the secretary serves as commissioner of voter registration for Minnesota; files candidates for multi-county offices, chairs the state canvassing board which certifies election returns for regular and special state elections; conducts training for local election officials; compiles and publishes the *Minnesota Legislative Manual*, publications on election laws and procedures, and administers the open appointment process.



## Fiscal Operations Division (612) 296-7976

**Kathy Hjelm, supervisor.** The division handles all money taken in by the secretary of state. Any person purchasing materials from the Office of the Secretary of State must contact the appropriate division which informs the individual of the cost and refers the individual to the Fiscal Operations Division. Upon payment, the Fiscal Operations Division issues a receipt to the individual for the appropriate division which then issues the proper materials. For information call the division. For forms or fees see the appropriate division. Requests are handled as soon as possible.

## Uniform Commercial Code Division (612) 296-2434

**Cheri Mattson, supervisor.** The division files financing statements on certain debts and notices of federal tax liens. All information in Uniform Commercial Code (UCC) files is available to the public.

The division files financing statements which contain information required to protect a

security interest. The statements set forth the name and address of the debtor and the secured party and the collateral covered. It also files amendments which are used to change a financing statement; continuations which are used to renew the five year period in which the financing statement is effective; assignments which are used to assign all or part of the covered collateral to another party; and releases which are used to release part or all of the collateral from a security agreement.

For information or aid in filing any of these forms, contact the division. Fees are \$5.00 per standard form; \$10.00 per non-standard form, and \$5.00 for additional debtor's names required to be indexed. All information will be sent within two days after receiving the proper fee and form.

The division will conduct a search to determine whether an individual has financial obligations on file with the secretary of state. To request a search use Form UCC-11. Fees are \$5.00 per standard form, \$10.00 per non-standard form, and \$5.00 for each additional debtor's names to be searched. Add \$.50 for each financing statement, each statement of assignment and each photocopy that is supplied in excess of a combined total of five of these items. (You will be billed for this amount). Response to mailed requests is approximately five days. In-person inquiries are handled immediately.

### Election and Legislative Manual Division (612) 296-2805

**Grace Haukoos, director.** The division carries out the Secretary of State's election responsibilities publishes the *Minnesota Legislative Manual* and election publications, and administers the Open Appointments process.

### Elections (612) 296-2805

The division files candidates for office in multi-county districts; administers the rules for voter registration, white ballot preparation, absentee voting materials, election judge training, voting systems use, and administrative recounts; provides election information to the public and election officials; prepares the state canvassing board reports; certifies voting equipment for use in Minnesota; and conducts recounts in multi-county districts.

Candidates for election to public offices voted on in more than one county file with the Secretary of State for regular and special elections. Requirements for filing fees, petitions in lieu of filing fee, and nominating petitions for these offices are as follows:

Office	Filing Fee	Petition in	Nominating Petition
		Lieu of Fee Signatures	
President/Vice President	none	none	2,000
U.S. Senator	\$200	2,000	2,000
U.S. Representative	\$150	1,000	1,000
MN Constitutional Office	\$150	2,000	2,000
MN Legislator	\$ 50	500	500
MN Supreme Court Justice	\$150	2,000	n/a
MN Appeals Court Judge	\$150	2,000	n/a
MN District Court Judge	\$150	500	n/a

Candidates may file properly notarized affidavits of candidacy (available from this division without charge) in person or by mail. Affidavits must be executed and received during the filing period for the election. During even-numbered years, a pamphlet, *Filing for Office in Minnesota*, is available upon request.

The division provides information directly to the public on election procedures, voter registration, precinct caucuses and absentee voting. Files of precinct maps are open for inspection. Copies of Federal Election Commission (tel. #800-424-9530) expense reports for federal campaign committees and candidates are filed with this division. These reports



are available for inspection and can be photocopied at the division for 25¢ per page.

### **Election Publications (612) 296-2805**

Voter information pamphlets, *Minnesota Elected Officials*, and *Minnesota Election Results* are available to the public at no charge. The division publishes the *Fair Campaign Manual* for candidates, and provides forms to cities and counties for filing of campaign expense reports for local elections. *Minnesota Election Laws*, and *Election Guides for Judges* are distributed to election jurisdictions.

### **Voting Systems Certification (612) 296-2805**

**Joe Mansky.** Voting equipment cannot be offered for sale or used in Minnesota unless the equipment has been certified by the Secretary of State for use in accordance with *Minnesota Statutes* and *Rules*. Vendors may request certification for experimental or general use of voting systems for recording and tabulating votes. No application form is required, but vendors must submit instruction manuals, information about the design and capabilities of the voting system, and the actual equipment to be examined. All costs of testing and certification are borne by the vendor; an initial payment of \$300 is required at the time of the request for certification.

### **Open Appointments (612) 296-2805**

**Willa Behrends.** The secretary of state administers the open appointments process by which the public is informed of openings of multi-member state agencies (boards, commissions, councils, committees, task forces) created by statute and having statewide jurisdiction. An annual compilation of information about the agencies and about all vacancies to occur in January of the next year is available from the office in November of each year for \$1.50. Other vacancies are publicized every three weeks. The division accepts applications from the public for referral to the governor, commissioner, or other appointing authority. Application forms are available upon request. Agencies whose appointments are governed by *Minnesota Statutes*, section 15.0597 can obtain needed forms from this division.

### **Legislative Manual (612) 296-2805**

The *Minnesota Legislative Manual* and an abridged edition of the manual for school use are published in the fall of every odd-numbered year. Distribution of the manual to the legislature, libraries, schools, and public institutions is mandated by statute. After the statutory distribution is accomplished, all remaining copies are made available to the public at no charge. Requests can be made in person or in writing to the Office of Secretary of State, Election Division, 180 State Office Building, St. Paul, MN 55155-1299.

### **Business Services Division (612) 296-2803 (General Information Line)**

**Bert Black, director.** The division renews and files applications for incorporation by all business, nonprofit, foreign and professional corporations, cooperatives and bank and insurance companies. It also reviews and files amendments mergers, corporate dissolution papers, and changes of corporate registered office, as well as limited partnerships, trademarks, assumed business names, auctioneers licenses, and special censuses. Foreign business corporations file annual reports and, starting in 1987, domestic business corporations will also file annual registrations with the office at no charge as part of their tax return. The division also acts as the agent for service of process on corporations under certain circumstances. Samples of forms for many of these filings are available from the division.

All information is public data available to the general public, with the exception of data on the income of foreign corporations and the data on the recording of international wills in this office.

## Business Corporations

One or more natural persons may form a Minnesota business corporation for any lawful business purpose. The corporation may not begin corporate operations until the secretary of state reviews, approves and files the articles of incorporation.

The articles of incorporation may state that the corporation has general business purposes, in which case the corporation has unlimited power to engage in any lawful act. Banks, savings banks, trust companies, building, loan and savings associations, and insurance companies are not allowed to form under the business corporation act. See the entry for the Department of Commerce for information on those types of corporations.

There is a \$15.00 filing fee for all filings under *Minnesota Statutes*, chapter 302A (business corporations). New corporations must also pay a \$70.00 incorporation fee. All filings must be accompanied by the proper fee.

You may also obtain certified copies, certificates, or photo copies of corporate documents. Photo copies cost \$1.00 per filing, with a \$2.00 minimum per order. Certified copies cost \$5.00 plus the cost of photo copies, if any. Certificates, for example: 'good standing' certificates, cost \$5.00. All requests must be accompanied by the proper fee.

You may want to read the business corporation act, *Minnesota Statutes*, chapter 302A, which is available from the Department of Administration's Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

## Non-Profit Corporations

The division also reviews and files articles of incorporation for Non-Profit Corporations. A nonprofit corporation is a corporation formed for a purpose not involving monetary gain for its shareholders or members and paying no dividends either directly or indirectly. A non-profit corporation may form for agricultural, alleviation of emergency, athletic, benevolent, charitable, civic, community, welfare, education, fraternal, general welfare, health, horticultural, labor, literary, patriotic, political, professional, recreational, religious, scientific or social purposes. For information on how to file for incorporation, call the division. There is a filing fee of \$15.00 for all non-profit filings. New corporations must pay an additional \$25.00.

## Limited Partnerships

The Corporation Division also files documents for limited partnerships formed after January 1981. Limited Partnerships formed before that date are generally on file in the county of their formation. The actual limited partnership agreement need not be filed, although it will be accepted if the partnership contains the items required by *Minnesota Statutes*, chapter 322A. Amendments to limited partnership certificates are filed when there is any change in the identity of any general partner, when a general partner has withdrawn and the partnership is continued, when any facts set forth in the certificate change, or when the partnership deems an amendment to be appropriate. Foreign limited partnerships may also qualify in a manner similar to new partnerships. The filing fee for an amendment is \$10.00. New limited partnerships must also pay a \$50.00 fee.

## Assumed Names

Any person or business organization conducting a commercial business in Minnesota under a name other than their true, full name must file a certificate of assumed name as required by *Minnesota Statutes*, section 333.01. Certificate forms may be obtained from the division upon request. Certificates and amended certificates (which reflect changes in items required to appear in original certificates) must be published in a legal newspaper for two successive issues after they have been filed with the Corporation Division. You should submit the original certificate and the \$15.00 filing fee to the Corporation Division for filing.

Assumed names may duplicate each other but may not duplicate corporate names. You should check the availability of a name by calling (612) 296-2803. Assumed names are

valid for ten years, and may be renewed for an unlimited number of 10 year periods. The renewal fee is \$6.00. Any time a change occurs in facts set forth on the original certificate, an amended assumed name certificate must be published and filed within 60 days of the change. The fee for an amended certificate is \$15.00.

### Legal Newspapers

Newspapers file applications for legal newspaper status with the Corporation Division. This status entitles a newspaper to print legal notices for individuals and other organizations including governmental subdivisions. In order to be a legal newspaper, the newspaper must meet the various requirements of *Minnesota Statutes*, chapter 331A, as well as filing the application and a \$25.00 filing fee on or before December 31 of each year in order to be recognized as a legal newspaper for any part of the following year. Application forms for this purpose are available from the division and, once filed, are available for public inspection.

### Trademarks

Trademarks may be filed with both the state and federal governments. To file a trademark, submit a completed trademark form (available from the division) along with the \$25.00 filing fee. If there are no conflicting names on file, your trademark will be filed for a 10-year period. After 9 years, you will be notified of the imminent expiration of the mark, and you may renew it. The renewal fee is \$12.00. You may also transfer your mark to another owner for a \$5.00 fee.

### Session Laws

The division also files and numbers each law and resolution enacted during a legislative session. All of these laws are available for public inspection. The division will certify copies of laws obtained from the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155; (612) 297-3000. The fee is \$5.00. The division also files resolutions of local governing bodies approving "special laws" affecting their jurisdiction. Forms for these resolutions are available from the division.

### Miscellaneous

The division provides information on all **auctioneers** licensed in the state, and files **money order and employment bonds**. A money order bond entitles businesses to sell money orders and an employment bond entitles businesses to function as an employment agency. For information on names of licensed auctioneers, call (612) 296-9212. The employment bond form is provided by the Department of Labor and Industry. Money order bond forms are available from the division. Forms are also available from all county auditors.

The fee for filing a money order bond is \$3.00; for filing an employment bond, \$5.00; and for filing a duplicate auctioneer's license, \$10.00 (original license, \$20.00 from county auditor). The division files all bond forms after forms and fees are received. Information on licensed auctioneers is available immediately. An individual must visit the secretary of state's office to see the entire list of auctioneers licensed in the state.

### Foreign Corporations

Foreign corporations are corporations organized under the laws of another country or state. In order to do business in Minnesota, those corporations must file an application to qualify in Minnesota. The application must be accompanied by a certified copy of the articles and all amendments issued by the state of incorporation, and a \$170.00 filing fee for foreign business corporations. Foreign non-profit corporations need pay only a \$20.00 fee. All subsequent amendments must also be filed with this section, and each must be accompanied by a \$20.00 fee.

Each foreign corporation must also file an annual report. Part II of this report is private data. Each annual report must be accompanied by the proper fee, ranging from a minimum of \$50.00 upwards. The foreign corporation's registered agent is sent a partially-

completed form for the annual report in December. The report is due the following April 1.

### Service of Process

The Corporations Division also accepts service of process for both foreign and domestic corporations. When a corporation cannot be served at its registered office in Minnesota, the summons may be served through the Secretary of State. Send two copies of the summons and a filing fee, along with an address to be used for service.

### Miscellaneous Documents

**Railroad, utility and telephone company mortgages and releases** are also filed by the section. Send an original, one copy, and \$.75 per page (or just the original and \$1.00 per page) to the Corporations Division.

The Corporations Division maintains the **original township plats, survey notes and resurveys**, dating from 1858. These documents are available to the public, and copies are available for \$.50 per plat, and \$.25 for every two facing pages of survey notes.

### Official Documents

The Office of Secretary of State is the **custodian for all state documents** not required to be filed elsewhere. In that role, the Corporation Division maintains records of the oaths and appointments of state officials, delegations of authority, and other official documents.

### Corporate Information Lines (612) 296-2803

The Corporation Division operates six incoming telephone lines through a computerized call sequencer on telephone number (612) 296-2803. Information available over the telephone is limited to the information on our computer database, such as exact corporate name, registered office address, number of shares, date registered, whether amendments have been filed and when they were filed, and any former names. Other, more detailed information such as the names of any corporate officers or directors we may have on file is available by written request, for a \$2.00 fee.

### Walk-in Service and Other Services

The Corporation Division provides while-you-wait filing services for customers who personally submit documents at our 180 State Office Building location. Forms may also be obtained for most filings from that location, either in person or by mail, or by telephone (612) 296-2803. These forms do not take the place of advice from legal or accounting professionals, and are suggested only as guides to the statutory requirements. Questions about what is required by law for a particular filing, or about filling out any of the forms, can be answered by the office at (612) 296-2803. More detailed questions about the operation of the Business Services Division should be directed to Bert Black at (612) 296-9215.

## Minnesota Sentencing Guidelines Commission

51 State Office Building, St. Paul, MN 55155

Debra L. Dailey, director, (612) 296-0144

Minnesota Statutes, section 244.09; Minnesota Rules 3000-3099

The commission was established to promulgate and submit to the legislature by January 1, 1980, sentencing guidelines for district court judges. The guidelines are advisory to the court. The purpose of the guidelines is to reduce disparity in sentencing practices in terms of length of imprisonment, as well as whether an offender is imprisoned in state correctional facilities or subject to local incarceration. In developing the guidelines, the commission, following the legislative directive, relied on appropriate combinations of offense and offender characteristics, consideration of prior sentencing and releasing practices, and

available correctional resources. The guidelines became effective on May 1, 1980, and apply to sentencing for all felony offenses committed on or after May 1, 1980.

The commission is required to monitor and modify the guidelines, and evaluate their effectiveness. In addition, the commission is required to conduct ongoing research, and make periodic recommendations to the legislature regarding improvement in sentencing, the criminal code, or other criminal justice procedures. It also studies the effects of sentencing guidelines on plea negotiations and charging practices before and after implementation of the guidelines. The commission modifies the sentencing guidelines annually to incorporate new offenses created by the legislature, any other legislative revisions, and any language revisions necessary for clarification.

The commission consists of ten members, each appointed for four years: the chief justice of the supreme court or his designee; two district court judges appointed by the chief justice of the supreme court; one public defender appointed by the governor upon recommendation of the state public defender; one county attorney appointed by the governor upon recommendation of the Board of Governors of the County Attorneys Council; the commissioner of corrections or his designee; one law enforcement representative; one probation officer; and two public members appointed by the governor.

The commission usually meets the third Thursday of each month, or as often as necessary. All commission meetings are open to the public. Anyone desiring to be placed on the mailing list to receive notice of meetings may contact the commission offices. Publications by the commission are available through the Department of Administration's Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

## Department of Public Service

790 American Center Bldg., 160 E. Kellogg Blvd., St. Paul, MN 55101-1469

Tony Perpich, commissioner (612) 296-7107

*Minnesota Statutes, chapters 216A, 216B, 23; Minnesota Rules 7600-7799, 7810-7835*

The Department of Public Service (DPS) has responsibilities relating to public utilities, weights and measures, and energy. An arm of the executive branch, the DPS staff includes experts in statistics, econometrics, economics, accounting, weights, measures, engineering, alternative energy, energy conservation, and specialists in related utility, regulatory and energy fields. The department represents the citizens of Minnesota in the regulation of utilities, and is the investigative and enforcement agency for all state weights and measures statutes. Additionally, it is involved with energy conservation, alternative energy development, and energy information, forecasting and planning.

### Background

The Department of Public Service was established in 1968 as an umbrella agency to provide administrative and enforcement resources to the Public Service Commission. In 1980, the department and the renamed Public Utilities Commission were separated, establishing two state agencies.

Minnesota regulated telephone rates starting in 1915, but did not exercise state regulation over gas and electric rates until 1975. Prior to that, gas and electric utilities providing retail service in Minnesota were regulated by each municipality granting them a franchise.

DPS investigates telephone, gas and electric utility revenues, rates, service and public issues, and enforces all orders of the Minnesota Public Utilities Commission (PUC). The department monitors rate adjustment clauses, investigates utility acquisitions, and reviews the proposed issuance of securities by regulated utilities. DPS staff members argue on behalf of Minnesota consumers before the Federal Energy Regulation Commission to keep wholesale energy rates paid by Minnesotans reasonable.

In contested cases, the department serves as public advocate for all Minnesota ratepayers, identifying issues and presenting various alternatives on financial, rate and service

matters. Recommendations are presented in sworn testimony to the PUC, which is appointed by the governor to set general regulatory policy and utility rates throughout Minnesota. The DPS recommendations reflect positions which are in the best interest of the general public.

### **Division of Utilities (612) 296-7107**

**Ken Nickolai, director.** The utilities division protects customers of regulated utilities from their unfair rates or treatment that may result from the monopoly environment in which public utilities operate. When a regulated gas, electric or telephone utility applies for a higher rate, the division immediately steps in on behalf of the utility's customers.

Since 1975, DPS has served as public advocate in over 160 contested utility rate matters involving nearly \$1.5 billion. Backing its advocacy with facts, the department has recommended that this be cut by nearly \$800 million.

The division investigates each rate request to determine its validity. It then presents its recommendations to the PUC. Often the department will place before the commission a number of alternatives to the industry's financial, rate and service plans. Throughout all ensuing proceedings before the commission, the department takes aggressive, public-oriented positions.

The division also investigates and makes recommendations relating to service matters, territorial conflicts and depreciation certification.

In addition to these major activities, the division has other duties which provide additional day-to-day protection for utility ratepayers. These include:

- Maintaining utility rate and tariff books
- Monitoring the quality and adequacy of utility services
- Monitoring utility accounting procedures and systems
- Analyzing all securities issued by utilities
- Monitoring the financial stability of utilities
- Investigating utility compliance with filed tariffs
- Enforcing statutes, regulatory rules and policies
- Promoting economically efficient and energy efficient rate designs
- Investigating the economic impact of changes in utility service area boundaries
- Intervening in federal regulatory proceedings that affect Minnesota utilities ratepayers
- Investigating utility investments and expenses for rate making purposes
- Evaluating utility depreciation rates and schedules
- Reviewing utility statistical reports and documents
- Supervising and conducting elections on rate regulation as requested by members of electric or telephone cooperatives

### **Office of Energy Issues Intervention**

The energy issues intervention office (EIIO) was established by the Minnesota legislature in 1983. It serves as an advocate for Minnesota's interests before federal energy policy-making agencies. The EIIO investigates Minnesota-related energy rate cases before the Federal Energy Regulatory Commission (FERC), the federal agency responsible for overseeing interstate energy areas. The office petitions FERC on behalf of Minnesota's energy-related agencies. It presents testimony before the FERC and coordinates state agency strategy in matters pertaining to state energy issues which come before the Congress and the FERC. The first priority of the EIIO has been to address natural gas issues before Congress and the FERC.

From January 1985 to December 1986, EIIO actively participated in 66 new proceedings pertaining to utility rate and policy matters before FERC, and various courts. These proceedings, in conjunction with previous unsettled interventions, covered a diverse range of issues in the natural gas industry. When possible, EIIO coordinated these interventions with other state agencies, local utilities and consumer groups.

## Research and Information Center

A conspicuous departmental duty is keeping both the public and industry informed of regulatory matters under the jurisdiction of the department and PUC. The research and information section is the repository for all such data. Copies of all regulatory orders, utility rates, service, service areas and quality of service reports are on file and available for public review. Utility financial reports and tariff books are also on file.

Because of great demand, it is necessary to charge a fee for copies of official materials. Certified copies are \$2 for each document plus 25 cents per page for duplication. Other duplicates are priced on a variable scale based on the size, number of pages and difficulty of preparation. Requests for duplicates and certified copies of regulatory documents should be made through the Research and Information section, Department of Public Service, 780 American Center Building, St. Paul, MN 55101, (612) 296-7100. Copies of utility service area maps are also available.

## Division of Weights and Measures, (612) 341-7200

**Edward P. Skluzacek, director.** The Division of Weights and Measures examines and evaluates all weighing and measuring devices in commercial service to protect Minnesota citizens from false weighing or measuring transactions. The division is responsible for the accuracy of every weight, measure and weighing or measuring device used in the state. Its responsibility also extends to securing accurate weight, measure or count in all commercial transactions.

## Metrology Laboratory

The metrology laboratory is certified by the National Bureau of Standards and assures that Minnesota meets national standards for the measurement of mass, volume and length. These standards are used to calibrate approximately 10,000 other weights and measures each year. Equipment which meets these standards are used all across Minnesota: in pharmacies to determine accurate quantities for prescriptions; in scientific and engineering laboratories to make precise measurements; in grain grading laboratories to determine the quality of Minnesota's farm produce; in field installation, maintenance and testing of commercial weighing and measuring equipment used in grocery stores, gasoline stations, grain elevators; and in nearly all other types of businesses.

The system of state laboratories and national certification are the keys to nationwide uniformity of measurement. As part of the system, the laboratory calibrates all field standards for state investigators, 350 registered repair services, various law enforcement agencies and local units of government. Several hundred commercial and industrial operations also submit standards to the laboratory.

## Enforcement Unit

The enforcement unit is involved in inspection, testing and enforcement activities. Its 30 investigators ensure the accuracy of all commercial weighing and measuring devices.

State laws give the investigators special police powers. They may enter any premises to inspect and test devices, or weighted and measured commodities. They can prohibit commercial use of any device that does not meet department technical and accuracy requirements.

Two of the unit's most important activities are the accuracy verification and complaint investigation programs which allow investigators to check actual everyday use of devices. These programs help control weighing errors by investigating consumer complaints, and by checking prepackaged and measured commodities for accuracy.

In order to test devices ranging from prescription balances to gas pumps to railroad track scales, the enforcement unit employs a wide variety of complicated and heavy test equipment. Field test measures range from a fraction of a pint to 500 gallons. Test weights range from 1/1000 pound to 30 pound test sets for grocery scales, up to 1,000 and 10,000 pound weights for truck scales, and 100,000 pound test cars for railroad scales. The test

equipment is the only means of determining the accuracy of commercial weighing and measuring devices in the state.

The enforcement unit also tests gasoline, fuel oil and kerosene to determine whether these products meet Minnesota standards for quality and purity. The program assures consumers of high quality petroleum products.

The enforcement section operates a program of voluntary registration for those who repair weighing and measuring devices. Registrants are permitted to place new and repaired equipment into commercial service. Their work is also monitored by the enforcement investigators.

### **Division of Energy (612) 296-5120**

**Marsha Battles-Jenks, director.** The Division of Energy develops and implements energy conservation programs, promotes alternative energy development, and provides information and technical assistance to businesses, institutions and the general public. Its energy finance unit provides financing for efficiency improvements to schools and local governments. The division collects data on energy use, forecasts future energy demands, develops emergency plans in case of energy shortages and maintains an energy information library.

The division provides low-interest loans, technical assistance and federal grants to public and private, nonprofit schools and hospitals to improve energy efficiency. Financial assistance is provided to implement building improvement projects in Minnesota's public schools. Federal matching grants provide additional funds for retrofitting private, nonprofit schools and hospitals. Audit grants are provided to assess the technical and economic feasibility of projects proposed for financing.

**The Energy Information Center (612) 296-5175**  
**Toll free: 800-652-9747**

A major function of the division is the Energy Information Center. The center is a free information and publication service. Energy specialists answer questions, and provide information on conservation techniques and renewable energy. The telephone service is available from 8 a.m. until 4:30 p.m. Monday through Friday. The energy specialists also attend trade shows and fairs around the state. In 1986, the center provided nearly 30,000 Minnesotans with energy information. A total of 144,500 pieces of literature were provided distributed without charge. Over 60 different information pieces are available on a variety of topics including current and forecasted energy use and prices, home efficiency improvements, solar energy and wood energy.

The energy library is a research and information resource available for use by both the division's staff and the public. Technical information on all aspects of energy use is available from the library's collection of 10,000 books and documents, 70,000 microfiche, and 200 periodicals. The library participates in inter-library loan systems to locate and obtain information that may not be on file. Although materials may not be taken out, the library may be used for research during regular working hours, 8 a.m. to 4:30 p.m. Monday through Friday.

The division is responsible for distributing and monitoring expenditures of \$48 million in oil overcharge funds. Division staff coordinates public input on fund distribution and assists recipient agencies in filing with U.S. Department of Energy and federal court for approval to spend funds. The division has assisted the University of Minnesota, the Minnesota Housing Finance Agency, the Department of Jobs and Training, and the Department of Agriculture in preparing work plans for federal approval.

The division is organized into five major activities.

### **Office of Community Energy Programs (612) 296-1733**

The community energy program strengthens the economies of local communities by working to reduce energy use and costs. Staff energy specialists provide on-site technical



assistance to help develop and implement community energy programs. Community Energy Councils are formed to build capacity for local energy management. Matching grants are available on a competitive basis for community program activities.

Local programs are designed to provide energy conservation services to residents, including businesses, low income households, senior citizens, renters and homeowners. Programs have included such projects as installation of weatherization materials in homes, car and van pools, small business energy management programs, furnace inspections, building energy audits and energy workshops for homeowners and business owners.

As of 1987, community energy councils had been formed in 40 cities and 12 counties. These councils are now providing direct energy services to 20,000 Minnesota residents.

### **Office of Municipal Energy Finance (612) 296-1008**

The municipal energy finance office operates the program to provide loans, technical assistance and grants to schools and hospitals. A district heating program provides loan funds to municipalities for the design, construction and expansion of district heating systems. Technical assistance is available to determine the project feasibility.

The office has established a statewide data base of information on energy consumption and cost in the public and private, nonprofit building sector for use in monitoring program effectiveness and in setting future energy policy.

### **Office of Alternative Energy Engineering (612) 297-2546**

This office provides research, information and technical assistance to Minnesota businesses and institutions which desire to use alternative sources of energy. The program seeks to further the cost-effective and environmentally appropriate development of indigenous energy resources, including wood, hydro, wind, agricultural residues, energy crops and solid waste. The activity provides a wide range of technical and economic analysis, on-site engineering assistance, information and demonstration programs designed to promote appropriate development of Minnesota fuels.

Agricultural residues and other fuels are being tested to examine environmental impact, energy content and other appropriate factors in order to identify markets. In cooperation with state utilities, wind speeds are being monitored to identify appropriate locations for wind energy development. Energy crop demonstration programs are being carried out to determine their feasibility. And a number of greater Minnesota communities are being advised on the potential of converting their solid waste to energy.

### **Office of Energy Conservation (612) 296-5133**

This unit develops and administers programs that assist owners and managers of buildings to operate them more efficiently. The office implements educational, regulatory and research programs aimed at residential, multifamily, commercial and industrial buildings.

Initiatives are developed to achieve improved energy efficiency in all sectors of the Minnesota economy by providing a broad range of educational services to educators, building operators, professional energy service personnel and construction industry professionals. The program translates technical research results into understandable consumer information. Support is also provided to help constituents adhere to energy building codes, and appliance efficiency, rental housing efficiency and insulation product standards.

Under the Minnesota Energy Conservation Service Program, the office has implemented federal regulations requiring gas and electric utilities throughout the state to offer energy audits to their residential customers. Begun in 1981, over 100,000 homeowners have received these audits, which will be available through July 1989.

Workshops are conducted in cooperation with local educational facilities on such topics as air conditioning and refrigeration, steam trap testing and repair, energy management systems and preventive maintenance programs.

Builder education and training activities provide information to builders, contractors and lumber dealers on energy efficient construction practices. A newsletter is distributed

to 6,000 industry sources. Workshops for builders and remodelers cover indoor air quality problems in new construction, and preventing indoor moisture problems.

In response to concerns about the safety of insulation materials, the legislature has required that the office develop standards for testing and installation of insulation used in the state.

### **Office of Energy Information and Coordination (612) 296-7988**

This office is the primary public information, energy data analysis, and program coordination unit. The office provides up-to-date information to Minnesota energy consumers, collects data on energy use, forecasts future energy demands, develops emergency plans in case of energy shortages, and assists in the development of state and utility energy efficiency programs.

The office develops and provides consumer information on energy use, efficiency improvements and alternatives. It publicizes the division's policies and programs through fact sheets, brochures, public service announcements, and news releases. It serves as a communications support staff for the division, operates the Energy Information Center, and maintains the state's energy library.

The office also forecasts energy prices, and the supply and demand for energy. These forecasts are used to analyze trends in fuel consumption, the impact of fuel costs on low income households, and the cost effectiveness of investments in energy efficiency improvements and alternative energy. The results of this analysis are released periodically to the public and once every four years for the Minnesota legislature in the *Energy Policy Quadrennial Report*. This unit also collects and compiles statewide energy statistics through the Regional Energy Information System. These statistics are released yearly in an energy data book that is available free to the public.

The office monitors petroleum supplies and works with petroleum suppliers to avoid supply disruptions and price shocks to consumers. The activity includes the preparation and distribution of a weekly inventory report and also collection and monitoring of data on inventories, refinery production, prices, terminal outages, winter temperature forecasts, and agricultural planting and harvesting.

The utility programs unit monitors utility energy efficiency and alternative energy program development by participating in Conservation Improvement Program and Utility Renewable Resources Pilot Project proceedings before the PUC. This unit also intervenes in rate case hearings on behalf of affected customers when critical issues related to such programming are at stake.

The staff lends support to utility energy efficiency program proposals, and in developing program marketing strategies. This unit tracks utility-related environmental issues such as acid rain and solid waste abatement, and recommends to appropriate state agencies involving energy efficiency and alternative energy development to address these environmental concerns. The unit studies issues with long range impact on energy policy within the state, and recommends areas for departmental involvement.

## **Sibley House Association**

55 D Street, Mendota, Minnesota 55150  
Judith A. Payne, site manager (612) 452-1596

Minnesota Statutes, section 43A.27

The Sibley House Association maintains the Sibley House Museum, home of Henry Hastings Sibley, first governor of the state of Minnesota. Built in 1835, the Sibley House is the oldest private stone residence in Minnesota. The association also maintains the

Faribault House, built in 1837 by fur trader Jean Baptiste Faribault. Located near the Sibley House, the Faribault House is used as a museum of Native American History.

Guided tours are conducted from May 1 to October 31. Hours are 10 a.m.-5 p.m. Tuesday through Saturday, and Noon-5 p.m. on Sundays. Groups of ten or more are requested to make reservations. For information call (612) 452-1596.

Admission fees for tours are: adults \$2.50; senior citizens \$2.00; students between six and sixteen years \$1.00. Scheduled tour rates are: adults \$2.50, senior citizens \$2.00 and students six to sixteen years \$.50. For every ten students on a tour, one adult admission is free. Children under six years are admitted free. For reservations please call (612) 452-1596.

## Home of the First Governor of Minnesota

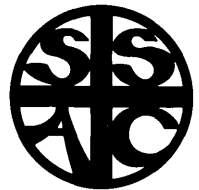


## Spanish Speaking Affairs Council

506 Rice Street, St. Paul, MN 55103

Jose H. Trejo, executive director (612) 296-9576

Minnesota Statutes, section 3.9223



The seven member council advises the governor and the legislature on the interests and concerns of Hispanic people in Minnesota and it serves as a liaison between state government, private organizations and Minnesota's Hispanic community. An estimated 52,000 permanent residents are of Hispanic descent, and an average 12,000 to 18,000 Hispanic migrant agricultural workers come to Minnesota every summer. The recent arrival of Caribbean, Central and South American immigrants has added to this fast growing population.

The primary mission of the council is to promote the social, economic and political development of the Hispanic community in the state of Minnesota. The council's priorities are centered in the areas of legislation, communications, strategic planning and research and special projects. The council has served as a catalyst for the creation of programs such as: **Hispanic Chamber of Commerce; Hispanic Technical and Professional Education Project; Hispanic Women's Development Corporation; Casa de Esperanza**—a shelter for Hispanic women and their children and **Un Primer Paso**—a motivational program for young women.

The council serves as a referral agency and assists individuals in securing access to state agencies and community programs. The Spanish Speaking Affairs Council recommends legislation designed to improve the economic, social and educational status of Minnesota's Hispanic community.

The council has been instrumental in the passage of legislation such as the *Bilingual Education Act, Communications Services Act, Migrant Minimum Wage Act, Migratory Labor—Prompt Payment and Contract Acts and Field Sanitation Standards Act.*

In addition, at the local and federal levels the council monitors legislation that has an impact on Minnesota's Hispanic community, e.g. human rights, social and human services, equal employment opportunities, health, education and immigration.

The council in cooperation with other organizations has proposed the creation of a state commission to commemorate the contributions made by Hispanics in the state of Minnesota. At the same time, the council has opposed the designation of English as the official state language.

**AL DIA / UPDATE** is the council's bimonthly newsletter that maintains links of com-

munication between the council, the legislature and the Hispanic and non-Hispanic communities. It also serves as a means to publicize the accomplishments of Minnesota's Hispanic community and their contributions to the state.

The council has produced a **Bilingual Resource Directory** consisting of over one hundred organizations and resources that provide bilingual services for Hispanics.

The council performs studies designed to suggest solutions to problems encountered by Minnesota's Hispanic community and has initiated the development of a research unit which will compile data to address issues in the areas of education, employment, human rights, health, housing, social welfare and others. The council also implements and/or recommends programs designed to solve these problems. The council also sponsors conferences, seminars and workshops to inform the general public on relevant issues and concerns.

The **Minnesota Hispanic Leadership Program** was created by the council in 1983 as a special project to identify, recruit and mobilize Hispanics to effect change on the social, economic and political conditions of Minnesota's Hispanic community. Funding for the program is made possible by non-state funds. The program is divided into two major components: Leadership development seminars and educational programs, and Hispanic participation in policy making bodies. Over one hundred individuals that represent the diverse social, economic and cultural heritage of Minnesota's Hispanic community have completed the leadership program training. These individuals created a statewide **Minnesota Hispanic Leadership Alumni Association** to continue to support and address issues and concerns affecting all Hispanics in Minnesota. Local association chapters are being developed throughout the state.

Appointments to the council are made by the governor with the consent of the senate according to the state's open appointments process. The council meets once a month. For exact meeting times, dates and places call the council. Copies of the newsletter, brochure and bilingual resource directory can be obtained by contacting the council.

## Minnesota Tax Court

520 Lafayette Road, 2nd Floor, St. Paul, MN 55155

Earl B. Gustafson, chief judge (612) 296-2806

Minnesota Statutes, chapter 271; Minnesota Rules 8600-8699

A full-time three judge court with state-wide jurisdiction, the Minnesota Tax Court is authorized to handle every kind of tax dispute or issue arising under Minnesota law, except special assessments. Taxpayers may appeal any final order of the commissioner of revenue assessing taxes or denying refunds of any kind of tax imposed by the state of Minnesota. Taxpayers may also appeal the valuation of any real or personal property or its classification by the local assessor, the local or the country boards of equalization or the commissioner of revenue under *Minnesota Statutes*, chapter 278. District courts may also transfer any property tax case filed with them to the tax court.

Appeals may be filed in person or by mail at the tax court's office in St. Paul or at the office of the court administrator of district court in the district where the taxpayer resides. Appeals may be filed in the regular division or the small claims division. In the small claims division appeals are limited and the amount in controversy cannot exceed \$2,500. However, property tax cases filed in the small claims division can exceed the \$2,500 limit if the property is homesteaded. It is also a requirement that a taxpayer filing a property tax appeal in the small claims division must first have appeared before their local and county boards of equalization. The filing fee in the regular division is \$25 and in the small claims division the fee is \$2.00. District courts may also charge an additional library fee if the appeal is filed with the court administrator of the district court. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party.

Motions, pre-trial conferences and trials are held in district courthouses throughout the state. Procedures are similar to those of the district courts. The judges travel extensively

rather than have the taxpayer come to St. Paul so that the taxpayer may appear before the court with as little inconvenience and expense as is practicable. Due to limited manpower the court sets a schedule of hearings throughout the state, but attempts to hold the hearing within six months after the date of filing of the petition or the appeal.

Decisions on orders of the commissioner of revenue made in the regular division are published via *West Law, Lexis, Commerce Clearing House, Prentice-Hall, Register-Mirror* and the *State Register*. Copies of the *State Register* are available from the Department of Administrations' Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, and main branch public libraries. Decisions involving real estate appeals made in the regular division are also published by the above entities except the *State Register*. However, copies of these decisions may be obtained through the Minnesota Documents Division if issued within the preceding two years. If you are unable to locate an earlier property tax decision or a decision on an Order of the Commissioner of Revenue, copies may be obtained from the office of the Tax Court by special request.

For free forms and instructions on how to file an appeal, contact the clerk of tax court or the court administrator of your district court.

## Minnesota Teachers Retirement Association

Suite 500, Gallery Professional Bldg., 17 W. Exchange St., St. Paul, MN 55102

Elton Erdahl, executive director (612) 296-2409

Statewide Toll free: 1-800-652-9747

Minnesota Statutes, chapter 354

The Minnesota Teachers Retirement Association provides eligible members with annuity payments at retirement and disability or survivor benefits. Teachers and the covered public school employer units make equal payments into the fund. These employer units also make an additional payment to amortize the deficit in the fund. Membership is compulsory for all public school teachers in Minnesota except those in the cities of Duluth, Minneapolis and St. Paul, and the University of Minnesota system. The association provides information on benefits and how to apply for benefits.

Newsletters are published three times a year and are provided for each member. A synopsis of the annual report is sent annually to each member. For information or benefit application forms, contact the association. There are no charges for any of the applications.

A member may file for retirement benefits 60 days prior to termination of teaching service. To receive disability benefits, an applicant must include a physician's report. An examination by a specialist may be requested by the association. If a specialist's examination is required, the association will pay the costs. To receive survivor's benefits, a death certificate must be included with the application.

Members may apply for a refund of deductions thirty days after teaching service has terminated provided they are not on an approved leave of absence or a continuing teaching contract.

Retirement benefits take approximately three months to begin. If a person retires in May, June, July or August, the initial payment is made retroactively on October 1. Disability benefits take three to four months to receive. Survivor benefits are generally received within two months. All payments are made monthly.

## Board of Teaching

608 Capitol Square Building, 550 Cedar Street, St. Paul, Mn 55101

Kenneth L. Peatross, executive secretary (612) 296-2415

Minnesota Statutes, chapter 125; Minnesota Rules 8700.8799

The Board of Teaching licenses interns and teachers. The board promulgates rules for

licensing and relicensing public school teachers and interns and establishes rules governing teacher education programs. The board also establishes a code of ethics. The board has representation from the public, the teaching profession and the institutions of higher education that have approved programs of teacher preparation.

All teachers employed by a state funded school need a Minnesota teaching license. Parochial and private schools, colleges and universities may require teachers to have a state license at their own option. The fee for the issuance or renewal of a license is \$40. If a teacher has never had a Minnesota teaching license, an original application must be completed. An original application will be sent to persons upon request. Renewal of a Minnesota teaching license can be accomplished by sending in a renewal form available from school district offices or from the board office. A free booklet is available from the board which describes the licensing guidelines for public elementary and secondary schools and is entitled ***Personnel Licensing Handbook***.

To renew a five-year teaching license, a teacher must earn 120 renewal units, or 12 college credits approved by a local continuing education/relicensure committee.

To renew a two-year entrance license, an applicant must complete an approved human relations course and one year of teaching experience. Wisconsin and Iowa human relations courses for teachers are acceptable for the Minnesota human relations requirement, according to proposed reciprocal agreements. Without a year of teaching experience, an applicant may be granted another two-year license upon completion of an approved human relations course.

Vocational teachers must also be licensed. Forms for license application may be obtained from vocational school personnel offices or by contacting the board office. Without academic background, applicants for a vocational teaching license must have paid occupational experience in their field of teaching and a portion of the paid occupational experience must have been recent. Non-degreed vocational teachers must complete a teacher education sequence consisting of the following five courses: Introduction to Vocational Teaching, Philosophy of Vocational Education, Vocational Methods, Vocational Course Construction, and Vocational Tests and Measurements. Applicants must also complete an approved human relations course for teachers. Vocational teachers who have degrees also must complete paid occupational experience in their field of teaching for post-secondary teaching licensure. Without full licensure, the board issues one, two and three year licenses to vocational teachers. To renew a five-year vocational teaching license, an applicant must obtain 108 clock hours of preapproved continuing education during the previous five years. Individual cases and vocations vary, and applicants may contact the board office for more specific information. A free brochure is available from the board entitled ***Vocational Education Licensing Requirements***.

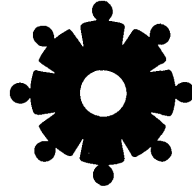
The board has the power to suspend or revoke a license according to *Minnesota Statutes*, section 125.09 and the *Code of Ethics for Minnesota Teachers*. Complaints alleging or implying violation of a statute or a rule which the board is empowered to enforce may be filed with any member of the board or with its executive secretary. The board may also schedule disciplinary hearings and any member of the board or its executive secretary may institute a complaint. The designee of the attorney general providing legal services to the board assists it in processing complaints and in the investigations and hearings relating to them.

For information regarding teacher licensure in Minnesota, contact the board. Applicants for licensure forms may be obtained at the Board office. The licensing process requires two to three weeks.

## State Board of Vocational Technical Education

500 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
Joseph P. Graba, State Director  
(612) 296-3995

Minnesota Statutes, chapter 136C.  
*Minnesota Rules 8480*



Postsecondary technical education in Minnesota is responsible for the development of a competent, technologically modern, numerically adequate work force in Minnesota making a major contribution to life-long career satisfaction for its citizens. Vocational technical education is provided in occupations in fields and levels other than those requiring a baccalaureate degree. All Minnesota people who need, want, and can benefit from its educational opportunities, can be assured life-long equal access to technical education.

Postsecondary technical education in Minnesota is provided through 30 Technical Institutes located on 34 campuses throughout the state. Through the Technical Institutes, more than 700 educational programs are offered in 200 career areas. These programs are available to persons 16 years of age or older who have terminated high school education and wish to pursue education for a specific occupation.

Postsecondary programs operate on a full-day schedule with a majority of students enrolled for six hours each day. Many institutes make programs available to part-time students as well. Instructional programs vary in length from one month to twenty-four months with most programs ranging between twelve and eighteen months in length.

The programs reflect the needs and requirements of business, industry, labor, agriculture and government for a trained work force. Advisory committees from the occupational fields review and suggest program, facility, and equipment need and update. Last year, over 300,000 persons participated in full-time career programs and in part-time extension or customized training programs.

The Minnesota Technical Institute System is governed by an eleven member board appointed by the governor and confirmed by the senate. Members of the board are appointed to represent each congressional district and serve four year terms. Three members are appointed at large and one member is required to be a full-time student enrolled in an institute or enrolled within one year before appointment.

The state director of the Minnesota Technical Institute System administers programs under the authority of the State Board, and also implements policy decisions of the board with agency staff.

The director coordinates educational policies with other state postsecondary education systems (State Universities, Community Colleges, the University of Minnesota, and private postsecondary institutions). The Technical Institutes maintain a close and important relationship with the Minnesota business community, agriculture, labor and industry. This relationship is crucial to ensure that programs and services are providing an educated work force with the skills necessary to compete in the present and future job market. The administrative responsibility for operating the system is divided between five sections in the state agency.

Each local Technical Institute is administered by the locally elected school board which hires a director to manage the institute.

## **Office of Budget and Informational Services (612) 297-4575**

**John C. Ostrem, assistant state director.** The Office of Budget and Informational Services of the State Board of Vocational Technical Education establishes and maintains an effective liaison with the Minnesota State Legislature concerning issues and appropriations regarding the status and improvement of the technical education delivery system within the state. It also coordinates the biennial budget requests for technical institute system funding and prepares the agency operational budget request for submission to the State Board of Vocational Technical Education for approval. It prepares annually the allocation of aids to the technical institutes. The office maintains a computer data file of equipment and fixed assets currently in the system inventory and monitors the transfer of inactive instructional equipment for efficient utilization throughout the system.

Informational services is responsible for organizing and implementing a statewide information and communication network which provides publications development, media services, system newsletter, computer-assisted system program directory, and personal and telephone outreach coordination to the community and institutes. The office, also, manages and maintains a secondary and postsecondary student information system which measures the effectiveness of technical education programs in placing program graduates in jobs related to their training program.

Information on individual program locations, course offerings, starting dates, enrollment, scholarships, tuition schedules and job placement is available free of charge by calling the Technical Institute System Program Information line at 1-800-652-9021 or in the metro area 926-6481.

## **Office of Planning, Research and Administrative Services (612) 296-2421**

**Melvin E. Johnson, assistant state director.** The office serves three main functions and provides a variety of services to the State Board of Vocational Technical Education, board offices and sections, institute administrators and staff, other agencies, and the general public.

Administrative Services provides personnel; payroll; purchasing; budgeting; record-keeping services; institute system audits; institute aids distribution; fiscal reporting; data collection and analysis; and coordination of activities with other sections with the state board. It provides leadership in the development of the state plan, short and long range planning for the technical institute system, the development of system and agency policy, and in labor market information. It also provides research and development activities for secondary and post-secondary vocational and technical education, through the identification of educational issues and priorities and the funding of grant agreements and contracts.

## **Instructional Services Section (612) 296-3387**

**Craig N. Froke, assistant state director.** The section assists in the planning, development, and implementation of technical programs at the postsecondary and extension levels. It reviews and approves all technical institute continuous and extension programs and monitors the discontinuance or modification of these programs. This section recommends the allocation of state aids for instruction, supplies, and equipment for the system. It works with advisory committees of faculty and industry representatives from the occupational fields to review and update programs, curriculum, facilities, and equipment. It develops and implements customized training programs and other services specifically tailored for the upgrading or retraining of a particular business and industry's employees.

## **Instructional and Student Support Section (612) 296-5707**

**Sharon K. Grossbach, assistant state director.** The Instructional and Student Support Section provides direction and technical assistance for the technical institute system's support services and special courses for single parents and homemakers to enhance their retention in vocational programs. It helps in ensuring that equity is present in the technical institute system and that nontraditional programs are available to persons desiring such



occupational opportunities. The section staff is responsible for planning, direction and technical assistance in student financial aids, student government, recruitment, counseling, job placement, and media services.

It also provides assistance and technical support in specialized assessment, evaluation, and instructional support services to students who are handicapped, disadvantaged or in need of special services, minorities, limited English proficient students, and postsecondary incarcerated adults. This section also provides firefighting training to Minnesota firefighters and fire information to public and private organizations. Lastly, this section also provides for the delivery of inservice education for teachers, administrators, counselors, and support staff in the technical institute system and for teachers and administrators of secondary technical education.

### **Institutional Support Section (612) 297-1412**

**Robert M. Madson, assistant state director.** The Institutional Support Section coordinates programs and services for dislocated workers with the Governor's Job Training Council and works cooperatively with JTPA staff to coordinate the programs, services, and activities serving economically disadvantaged youth and adults who are JTPA clients. It evaluates each technical institute on a five-year accrediting cycle to ensure that local management, fiscal accounting, program standards, and educational quality are maintained.

It also coordinates supplemental funding programs and the acquisition of equipment and materials from business, industry, and governmental agencies. This section manages the distribution of repair and betterment funds for maintenance of the 34 institute campuses. The section is also responsible for the statewide marketing plan and marketing services of the system.

### **Minnesota Technical Institute System**

**Albert Lee:** 2200 Tech Drive, Albert Lea, MN 56007, (507) 373-0656

**Alexandria:** 1601 Jefferson St., Alexandria, MN 56308, (612) 762-0221, 1-800-253-9884

**Anoka:** 1355 W. Main, Anoka, MN 55303, (612) 427-1880, 1-800-247-5588

**Austin:** 1900 8th Ave. NW, Austin, MN 55912, (507) 433-0600, 1-800-247-5039

**Bemidji:** Roosevelt Rd & Grant Ave., Bemidji, MN 56601, (218) 751-4137, 1-800-942-8324

**Brainerd:** 300 Quince St., Brainerd, MN 56401, (218) 828-5344, 1-800-247-2574

**Dakota County:** 1300 E. 145th St., Rosemount, MN 55068, (612) 423-8301, 1-800-548-5502, (11am-2pm)

**Detroit Lakes:** Highway #34 East, Detroit Lakes, MN 56501, (218) 847-1341, 1-800-492-4836

**Duluth:** 2101 Trinity Road, Duluth, MN 55811, (218) 722-2801, 1-800-432-2884

**East Grand Forks:** Highway #220 North, East Grand Forks, MN 56721, (218) 773-3441, 1-800-451-3441

**Eveleth:** Highway #53, Eveleth, MN 55734, (218) 744-3302, 1-800-345-2884

**Faribault:** 1225 SW 3rd Street, Faribault, MN 55021, (507) 334-3965, 1-800-642-9738

**Hennepin:** 1820 No. Xenium Lane, Minneapolis, MN 55441, (612) 559-3535

**Hennepin-North Campus:** 9000 Brooklyn Blvd., Brooklyn Park, MN 55445, (612) 425-3800

**Hennepin-South Campus:** 9200 Flying Cloud Dr., Eden Prairie, MN 55344, (612) 944-2222

**Hibbing:** 2900 E. Beltline, Hibbing, MN 55746, (218) 262-6185, 1-800-433-9989

**Hutchinson:** 200 Century Avenue, Hutchinson, MN 55350, (612) 587-3636, 1-800-222-4424

**Mankato:** 1920 Lee Boulevard, Mankato, MN 56001, (507) 625-3441, 1-800-722-9359

**Minneapolis:** 1415 Hennepin Avenue, Minneapolis, MN 55403, (612) 370-9400, 1-800-247-0911

**Moorhead:** 1900 28th Avenue So., Moorhead, MN 56560, (218) 236-6277, 1-800-852-0055 ext 138

**Northeast Metro:** 3300 Century Ave. No., White Bear Lake, MN 55110, (612) 770-2351

**Pine:** 1100 4th Street, Pine City, MN 55063, (612) 629-6764, Twin Cities: 332-2118

**Red Wing:** Highway #58 at Pioneer Road, Red Wing, MN 55066, (612) 388-8271, 1-800-642-3344

**Rochester:** 1926 2nd Street SE, Rochester, MN 55904, (507) 285-8631, 1-800-247-1296

**St. Cloud:** 1540 Northway Dr., St. Cloud, MN 56301, (612) 252-0101

**St. Paul:** 235 Marshall Avenue, St. Paul, MN 55102, (612) 221-1300

**Staples:** Airport Road, Staples, MN 56479, (218) 894-1168, 1-800-247-6836

**Southwestern—Canby Campus:** 1011 1st Street W., Canby, MN 56220, (507) 223-7252, 1-800-622-5192

**Southwestern—Granite Falls Campus:** Highway #212 West, Granite Falls, MN 56241, (612) 564-4511, 1-800-247-6016

**Southwestern—Jackson Campus:** 401 West Street, Jackson, MN 56143, (507) 847-3320, 1-800-622-8778

**Southwestern—Pipestone Campus:** North Hiawatha, Pipestone, MN 56164, (507) 825-5471, 1-800-622-5222

**Thief River Falls:** Highway #1 East, Thief River Falls, MN 56701, (218) 681-5424, 1-800-222-2884

**Wadena:** 405 S.W. Colfax, Wadena, MN 56482, (218) 631-3530, 1-800-247-2007

**Willmar:** PO. Box 1097, Willmar, MN 56201, (612) 235-5114, 1-800-722-1151

**Winona:** 1250 Homer Road, Winona, MN 55987, (507) 454-4600, 1-800-372-8164

## Department of Trade and Economic Development

150 East Kellogg Blvd., American Ctr. Bldg, 9th Floor, St. Paul, MN 55101

David Speer, commissioner (612) 296-6424

Jayne Khalifa, chief of staff

Minnesota statutes, chapter 116J; *Minnesota Rules* 4100-4399

### Background

Since Minnesota's admission to the union in 1858, its economy has evolved from a primarily rural base to a more urban and technical system. The early economy was based on natural resources; much of the foundation on which Minnesota has grown was built from resources that existed for thousands of years before the state was settled. Furs, lumber, the fertile soil and the ore beneath it—all played critical roles in the development of the state.

Today, although many of Minnesota's industries are still based on local natural resources—agriculture, food processing, mining, paper manufacturing, tourism—new industries have risen to fill the additional needs of a modern economy. Computer equipment, computer-based business services, printing and publishing, and other professional services have become the fastest growing sectors of the Minnesota economy.

After statehood, the first major industry was not agriculture, but lumber. It was the first industry in the state to accumulate a large amount of capital, which later supported the growth of such industries as flour milling, railroads and banking. Meanwhile, agriculture, mostly wheat production, began to flourish. The capital amassed through wheat farming enabled farmers to diversify, especially into dairy farming. The wheat boom also helped fuel another major industry, grain milling.

Iron mining was another Minnesota resource-based industry with roots in the 19th century. In 1901, nine million tons of ore were shipped from the Mesabi range, making it the greatest source of iron ore in the U.S.

The lumber industry declined rapidly after peaking in 1905, when all the easily accessible stands of pine had been cut. Flour milling declined too, as new marketing methods and changing tastes reduced the demand for Minnesota flour. Employment in agriculture peaked in 1920. An increase in livestock raising led to another major industry, meat packing, in 1925. In the 1930s, major manufacturing sectors included food processing, iron and steel, and lumber and furniture, all natural links with our resource-based industries.

As Minnesotans began returning from World War II and the state was becoming more urbanized, the first state agency to oversee economic development was created. The Department of Business Research and Development began its work July 1, 1947, with an annual budget of \$35,000.

The legislative mandate for the new department was to promote and encourage "the prosperous development and protection of the legitimate interest and welfare of Minnesota business, industry and commerce." Among its many duties was the administration of Congress' War Mobilization and Reconversion Act of 1944, loans for public works programs.

In 1940, manufacturing accounted for only one job in eight in Minnesota. By 1950,

agricultural employment began to drop. Between 1940 and 1970, more than 170,000 farmers left the land. Manufacturing jobs began to increase, the bulk of them in the computer industry in the 1960s, while food processing employment began a decline. The paper industry doubled its employment in the 1960s. Although manufacturing grew strongly in the postwar years, service industries grew even faster. The two largest services, health and education, increased from 7 to 15.9 percent of total Minnesota employment between 1940 and 1975, and business service jobs increased 12-fold over this period.

In the meantime, the Department of Business Research and Development underwent legislative modifications, becoming the Department of Business Development in 1953, the Department of Economic Development in 1967, the Department of Energy, Planning and Development in 1981, the Department of Energy and Economic Development in 1983, and, most recently, the Department of Trade and Economic Development in 1987.

Today, the Minnesota economy employs approximately 2.1 million workers in more than 110,000 businesses and government agencies. Income from these jobs is about \$30 billion each year. The state's largest employer is wholesale and retail trade, followed by services. Manufacturing ranks third in employment, but is Minnesota's single most important source of wage income. Overall, Minnesota's economy is well diversified, with significant representation in more than 90 percent of the nation's major industries. In recent years, the mix of industries and jobs in Minnesota has been shifting. The service, finance and manufacturing sectors represent an increasing share of the state's employment, while the state's food-processing industry declines.

The department works in partnership with communities to augment local economic development efforts. The department does this by providing technical assistance, analysis and financial assistance to help communities diversify their economies and fill gaps in the marketplace. The department's mission includes:

- Promoting Minnesota industries and goods through publications, such as tourism brochures, and through publicizing the benefits of products made by Minnesota industries.
- Expanding international trade opportunities for Minnesota businesses. The Minnesota Trade Office helps companies reach overseas markets, organizes trade missions and sponsors workshops to inform companies about export details.
- Providing information to shape business location decisions through telemarketing and publications. The department can provide information on a case-by-case basis to inquiring companies. It also uses advertising and direct mail to influence decisions in other states.
- Supporting community-based development activities through technical assistance, information and financing programs.
- Providing capital and financing infrastructure needs. The department helps communities finance infrastructure, such as sewers, water treatment plants and firehalls, and has rehabilitated housing.

The department was reorganized during the 1987 legislative session and renamed, from the Department of Energy and Economic Development to the Department of Trade and Economic Development. The reorganization included transfer of the Energy Division to the Department of Public Service, and moving the Minnesota Trade Office to Trade and Economic Development from the Department of Agriculture. Many of the business assistance programs of the department were eliminated in 1987 or made the responsibility of the new Greater Minnesota Corporation. The Minnesota Community Improvement and Main Street programs, both administered by the Environmental Resource Development Office, were moved from the State Planning Agency to the department. The Council on Productivity and Quality, the Public Facilities Authority and the Rural Development Board were created by the 1987 Legislature.

## **State of Minnesota Washington Office (202) 624-5308**

**Barbara Rohde, director, Thomas R. Lehman, associate director.** The Washington Office of the State of Minnesota operates from the office of the commissioner of trade and eco-

conomic development. It was opened in August 1983 as a unit of the governor's office to represent Minnesota state government's concerns in Washington, D.C. with federal agencies and congress. Its offices are located at 400 N. Capitol Street, N.W., Suite 322, Washington, D.C. 20001.

The office has four principal goals: to influence federal legislation and regulatory activity to be more favorable to the State of Minnesota; to work for an increase in federal funds and projects going to Minnesota and to broaden understanding and participation in federal government decision-making by Minnesota state government; to develop expertise in federal government activity of importance to Minnesota economic development initiatives; and to more effectively work with multi-state governmental affairs organizations to ensure that Minnesota's concerns are adequately represented. The Washington office serves as the lead agency for the governor's work with the National Governors' Association, the Council of Great Lakes Governors and the Midwest Governors' Association.

### Office of Tourism (612) 296-2755

**Henry R. Todd, Jr., director, Harvey Chichester, deputy director.** The Office of Tourism coordinates the state's tourism marketing activities. It works with local chambers of commerce as well as regional, state and national agencies to develop tourism potential. The office coordinates advertising, publication creation and distribution, travel counseling, grant programs, package motorcoach and international tours, trade show programs, and meeting and convention promotions. Its offices are in the Farm Credit Services Building, 375 Jackson St., 250 Skyway Level, St. Paul, MN 55101.

The tourism industry is a \$5.3 billion industry in Minnesota, providing more than 100,000 jobs for residents, and contributing more than \$700 million in total tax revenues. The industry is comprised of resorts, campgrounds, hotels, motels and historical, cultural and recreational attractions. In addition, the economic benefits of tourism touch on a wide variety of other retail and service-oriented facilities.

### Travel Information Unit (612) 296-5029

**Linda Limback, manager.** Through the Minnesota Travel Information Center, inquiries are taken and information disseminated free to potential vacationers about a wide variety of year-round Minnesota travel opportunities. A multitude of brochures and travel information pieces is available, including *Explore Minnesota Minnetours; Arts and Attractions Guide; Cross Country Ski Guide; Canoeing, Hiking and Backpacking Guide*, state highway and fishing maps, and state directories for accommodations and attractions. Chambers of commerce, convention and visitors' bureaus, and regional or state organizations provide the center with supplemental literature on lodging, attractions, events and much more. Bulk orders of some materials published by the office are available to tourism organizations. Publications are free to the public and can be obtained by mail or from the walk-in information center from 8 a.m. to 5 p.m. weekdays. Call or write: Minnesota Travel Information Center, 375 Jackson St., 250 Skyway Level, St. Paul, MN 55101, 1-800-652-9747 (statewide toll-free) or 1-800-328-1461 (national toll-free) and 296-5029 (in the Twin Cities).

### Communications Unit (612) 297-3879

**Bonnie Richter, manager.** This unit organizes public relations activities to increase visibility of Minnesota travel, attractions and events. Staff creates brochures and collateral material including directories, posters, tour planning manuals, publications in foreign languages, and interagency pieces. Its primary publication is the *Minnesota Explorer*. Published three times a year, this newspaper includes 12 to 24 pages of feature stories and a calendar of events, and has an annual circulation of more than one million. A newsletter, the *Travel Minute*, is distributed every three weeks to tourism industry groups, businesses, advisory committee members and associations. These groups convene annually

for the state tourism conference sponsored by the Tourism Office. Seminars and workshops are also held periodically throughout the state.

### **Travel Trade Services Unit (612) 297-2333**

**Marcia Simon, manager.** This unit coordinates advertising and marketing programs for group tour operators and travel agents, international travelers, and meeting and convention groups. International markets include Europe, Japan and Canada. The travel/trade specialists are involved in a variety of national, international and local conferences for the creation, development and evaluation of tourism marketing programs.

All Minnesota Office of Tourism units are involved in continual survey and research projects in order to evaluate and enhance new and existing programs. Brochures, grant information, photos, slides, videotape and film footage, travel counseling, conference information, and advisory committee applications can be obtained by calling or writing the Minnesota Travel Information Center.

### **Business Promotion and Marketing Division (612) 296-3977**

**Kathleen Callahan, deputy commissioner.** The primary functions of this division are to assist communities in developing opportunities for small businesses and to encourage growth of overall economic activity. Business assistance in the areas of management, marketing, licensing, trade development, financing packaging, business community contacts, inter-governmental coordination and referral is available to small business owners, operators and potential entrepreneurs by calling the Small Business Information Hotline at (612) 296-5011 or statewide toll-free 1-800-652-9747.

### **Minnesota Small Business Assistance Office (612) 296-3871**

**Charles A. Schaffer, director.** This office provides comprehensive information and assistance to businesses on all aspects of start-up, operation and expansion. Services are provided at no charge through the Bureau of Business Licenses and the Bureau of Small Business.

- **The Bureau of Business Licenses** provides information and assistance to applicants on the requirements of licenses and permits to do business in Minnesota and aids in securing these through a master application procedure and a pre-application conference procedure. To assist businesses in ascertaining license and permit requirements, the bureau publishes the *State of Minnesota Directory of Licenses and Permits*, *Mini-Directory of Licenses and Permits*, and *Duluth City Licenses*. Similar directories of licensing requirements for the cities of Minneapolis and St. Paul are scheduled for publication in 1987. The bureau also administers the provision of the Minnesota Environmental Permit Coordination Act and publishes *A Small Business Guide to Environmental Regulation in Minnesota*.
- **The Bureau of Small Business** provides a single point of access within state government for those seeking information on business organization, regulation, taxation and issues as an employer. The office also serves as a clearinghouse for, and supports the development of, a wide range of public and private business assistance resources concerned with small business matters. Publications include *A Guide to Starting a Business in Minnesota*, *Minnesota Minimum Wage and Tip Credit Law*, *Checklist for Hiring an Employee* and *A Guide to Administrative Agency Rulemaking in Minnesota*.

The office collaborates with other organizations to sponsor a number of workshops and seminars on small business topics each year. To enable those who counsel small businesses to remain current, the office develops working papers, offers workshop presentations and publishes *Small Business Notes*, a monthly newsletter on issues affecting small businesses. The office also publishes a quarterly *Workshop and Seminar Schedule* describing various education and training opportunities available to small businesses.

To meet the specialized needs of business clients throughout Minnesota, the office conducts small business advocacy projects in several areas of the state. The projects bring

together the resources and expertise of federal, state and local governmental and private organizations to provide informational presentations and individualized counseling for small businesses. A Small Business Management Project provides for the delivery of business planning and business management services through seven area vocational-technical institutes. The office assists in the development of an inventor support network in Minnesota, co-sponsors educational programs on patents, trademarks and copyright protection, and publishes *A Guide to Intellectual Property Protection*.

The office conducts workshops on government procurement and the set-aside process for firms interested in selling their goods or services to governmental entities. To further assist these firms, the office also publishes *Selling Your Product to the State of Minnesota*, *A Seller's Guide to Local Government Purchasing* and *The Minnesota Set-Aside Program*.

Staff also perform the certification of "qualified small businesses" and "small business assistance offices" required for the technology transfer tax credit and small business assistance office contribution tax credit.



### Development Resources Office (612) 296-5010

**Harry Rosefelt, director.** This office serves as the state's central data resource for businesses considering expansion or relocation. Information includes economic data, financing and other facts companies use to make decisions on where to expand or relocate. A complete inventory of information is maintained on industrial properties and Minnesota communities.

Staff provide several outreach services directed at assisting communities to develop a local capacity in economic development planning and implementation. Since 1982, more than 50 communities have been designated as **Minnesota Star Cities** and have demonstrated the benefits of the program through increased private sector investment and more jobs in Minnesota.

**Minnesota Main Street** is a program that seeks to encourage economic revitalization of downtown areas in small to medium size cities (50,000 maximum). Its focus is not on the use of outside grants, but relies on the abilities of local people to accomplish things over a long period of time. Not single issue oriented, Main Street is comprehensive, incremental and works within the resource limits of small cities. The program relies on four key elements: downtown organization, design, promotion, and economic restructuring. Main Street works with the National Main Street Center in Washington, D.C. and offers an application process for cities. For more information, contact John T. Morse, coordinator, (612) 296-2532.



### Business and Community Services Office (612) 296-5021

**Terrell Towers, director.** This office is staffed by nine economic development specialists who serve as liaisons to communities, business and financial institutions. The specialists provide information on federal, state and local programs available for use in industrial de-

velopment projects and will help pull together the resources necessary to aid in business expansions.

### **Business Finance Office (612) 297-1330**

**Kathryn Hahne, director.** This office administers and implements the loan programs provided by the Minnesota Agricultural and Economic Development Board. These programs can be used for the acquisition or expansion of land, buildings, machinery and equipment. In addition to administering the following programs under the board, the office also administers the industrial development bond allocation system within the State of Minnesota and manages the loan portfolio of the former Minnesota Energy and Economic Development Authority.

- **The Minnesota Development Program** encourages agricultural and economic development in the state by providing financial assistance for Minnesota businesses. The approving authority for this program is the Minnesota Agricultural and Economic Development Board, composed of the president of the Greater Minnesota Corporation, two public members appointed by the Greater Minnesota Corporation, and four state department commissioners. The commissioner of trade and economic development serves as administrator to the board and the commissioner of finance serves as chair.
- **The Small Business Development Loan Program** provides industrial development tax-exempt financing in a similar manner to the Minnesota Development Program for businesses throughout the state. The approving authority for this program is the Minnesota Agricultural and Economic Development Board.
- **Opportunities Minnesota Incorporated (OMNI)**, a private financing corporation, will combine its resources with lending institutions by providing subordinated mortgage financing to industry and manufacturing enterprises through the issuance of debentures. The proceeds from the sale of OMNI debentures are used to provide fixed-asset financing for up to 40 percent of any project or \$500,000, whichever is less. A local lending institution is required to provide 50 percent of the financing for the project. The remaining 10 percent of a project is financed in the form of equity by the company.

The Minnesota Agricultural and Economic Development Board has a working relationship with a state-wide certified development corporation which provides long-term financing through banks in the Small Business Administration. The staff of the Business Finance Office provides the application and review functions for the OMNI board of directors as part of its responsibilities.

### **Communications Office (612) 297-1300**

**Barbara Young, director.** This office encourages business creation and expansion by improving the image of Minnesota's business climate through marketing communications. The target audience includes the business community at the state, national and international levels. A telemarketing staff calls business executives throughout Minnesota to inform them of state government programs available to them and to serve as a liaison between them and state agencies. This staff also calls business executives throughout the United States who have responded to a direct-mail project which involves targeting certain types of industries which fit a Minnesota business profile. This office produces the bi-monthly *Minnesota Magazine*, a newsletter for business executives and economic development professionals interested in keeping up-to-date on economic development issues, and other publications such as fact sheets, brochures and pamphlets for general distribution. A 14-minute film promoting the state's business climate, "*Minnesota: The Future Today*," is also available for loan free of charge.

### **Minnesota Amateur Sports Commission (612) 296-4845**

**Paul D. Erickson, governor's special representative for amateur sports.** The goal of the Minnesota Amateur Sports Commission is to support the amateur sport associations in the state and to promote major amateur sport events. Through these activities the state

promotes physical fitness and tourism. Two advisory groups support the work of the commission: The Minnesota Amateur Sports Congress (representing all amateur sport associations in the state) and the Governor's Council on Physical Fitness, which promotes physical well-being in the state. In addition, the Minnesota Amateur Sports Commission supervises the Minnesota State Games Board and the Minnesota Amateur Sports Events Advisory Committee, and sets policy and operates Olympic Development Training Centers in the state. Information and program support are available to all amateur sport associations in the state. A proposed newsletter will offer pertinent information to all amateur sport associations in the state.



Governor's Design Team



### Environmental Resource Development Office (612) 297-3190

**Frank V. Ongaro, director.** This office administers the **Minnesota Community Improvement** program; and provides coordination assistance to the **Minnesota Beautiful Program**, the Governor's Design Team, and the state's waste tire, used oil, used railroad tie, and salvage yard clean-up and screening programs. This office also identifies and implements other projects designed to improve the state's environment, both esthetically and physically.

### Community Development Division (612) 296-5005

**Robert Benner, deputy commissioner.** This division provides financial and technical assistance to townships, cities and counties through a variety of state and federal grant programs. Areas eligible for financing include housing, economic development, public infrastructure and outdoor recreation facilities. Technical assistance and training for potential applicants to the grant programs are available through information manuals and workshops.

### Outdoor Recreation Grant Program (612) 296-4703

**Gretchen Blank, supervisor.** This program administers federal and state grants to local government for the acquisition and development of parks and outdoor recreation facilities such as ballfields and game fields, large outdoor game courts, picnic areas, campgrounds, swimming beaches, nature areas, boat access and hiking, bicycling and ski-touring trails. The staff provides assistance on applications and conducts on-site inspections of the proposed park or facility improvement.

### Small Cities Development Grant Program (612) 296-2101

**Louis Jambois, supervisor.** This program administers federal funds to nonentitlement cities and townships under 50,000 population and nonentitlement counties under 200,000 population. Grants are awarded for single-purpose applications to improve housing, economic development or public facilities, and for comprehensive programs. The staff provides assistance on application procedures, reviews applications, monitors grant progress and processes payment requests.

### Economic Development Grant Program (612) 296-2394

**Mike Auger, supervisor.** This program administers federal and state grants to local government and Indian reservations for economic development projects. Grants may be used



to finance public infrastructure or to provide loans to businesses needed for the creation and retention of jobs.

### **Minnesota Public Facilities Authority (612) 296-4756**

**David Mocol, acting director.** The authority manages grant and loan programs for assisting state or local jurisdictions in financing water and wastewater treatment systems (Independent Wastewater Treatment Grant Program and the Water Pollution Control Revolving Fund). In addition, the authority assists local units of government in administering the Municipal Energy Grant and Loan Program, the School Energy Loan Program, and the Health Care Equipment Loan Program.

### **Rural Development Board (612) 296-9956**

**Jerry Schoenfeld, director.** The board is responsible for investigating and evaluating new methods to enhance rural development, for preparing a rural investment guide to help state agencies and the legislature create and implement rural development programs, and for planning the coordination and allocation of public and private resources to rural Minnesota. The board administers the **Rural Rehabilitation Pilot Project Program** to support farm-related pilot projects for rural development. The board also administers the **Challenge Grant Program** designed to provide loans, through regional revolving loan programs, to new and expanding businesses in rural Minnesota.

### **Minnesota Trade Office (612) 297-4222**

**Michael A. Olson, deputy commissioner, Richard Bohr, director of international trade.** This office was established by the 1983 Legislature to help small and medium-sized businesses export and to encourage foreign investment and joint ventures with Minnesota companies. The office enables Minnesota businesses to develop and strengthen their presence in the international trading world through a number of programs and promotions. Efforts focus on Minnesota's major industries: high technology, medical technology, agriculture and wood products. Target world trade areas are the Orient and Western Europe. Its offices are located at 1000 World Trade Center, St. Paul, MN 55101.

### **Agricultural Trade Division (612) 297-3759**

**Richard Haskett, director.** This division works with Minnesota crop and food producers and processors to develop new businesses and increase sales in international markets. Its special emphasis is on promoting processed foods, horticultural crops, agricultural technology and breeding livestock. The division develops and distributes trade inquiries to companies; does limited market research; locates sources of established services and helps clear food labels for international markets; and counsels Minnesota companies in their negotiations with overseas operations.

### **Communications Division (612) 297-4224**

**James Gambone, director.** This division assembles support material such as brochures, manuals, directories, slide presentations and displays for use in trade shows, on trade missions and for foreign delegations. The division publishes directories of Minnesota goods and services for foreign and domestic buyers and the **World Trade Update**, a newsletter providing information on international marketing trends. This division is also responsible for media relations and for providing information to the public on the trade office and international trade issues.

### **Export Services Division (612) 297-1317**

**Sandra Renner, director.** This division educates and advises businesses on how to enter the international marketplace. Its emphasis is directed toward small and medium-sized companies that are new to exporting or those entering new markets. The division also provides assistance in identifying and developing international trade opportunities by con-

ducting small-group training seminars and workshops throughout Minnesota; generating and distributing a monthly average of 1,600 computer-matched trade leads; maintaining an international business library; providing one-on-one international counseling; and supplying details on international trade shows and assisting companies wishing to participate.

### **International Trade Division (612) 297-4222**

**Jim Duddleston, director.** This division promotes Minnesota-manufactured products and services internationally through participation in and planning of trade shows, conferences and trade missions. Trade mission delegations generally consist of screened representatives of small or medium-sized businesses prospecting for international trade opportunities. International trade representatives advance delegations from Minnesota and promote the state of Minnesota by encouraging foreign investment.

### **Minnesota Export Finance Authority (612) 297-4659**

**M. Noor Doja, director.** The Minnesota Export Finance Authority (MEFA) was the first state export finance agency in the nation. It provides financial assistance for small and medium-sized businesses involved in export. The agency can guarantee loans to exporters who have an export order but can't raise capital to fill that order. MEFA can guarantee up to 90 percent of loans ranging from \$25,000 to \$250,000 for up to one year. MEFA also works with the Export-Import Bank of the United States (EximBank) and the Foreign Credit Insurance Association to provide Minnesota exporters with insurance coverage against the commercial and political risks of nonrepayment by foreign buyers. The authority also counsels exporters, bankers and buyers on all aspects of international transactions.

### **Policy Analysis Office (612) 296-8341**

**Lee Munnich, assistant commissioner.** This office disseminates information and develops strategies that promote economic growth in Minnesota and analyzes economic development programs and projects to assure that state resources are directed toward their most productive use.

### **Economic Analysis Section (612) 296-8285**

**Abby McKenzie, manager.** This section analyzes markets for potential business expansion projects; evaluates Minnesota's comparative economic advantages for specific industries and firms; assesses economic and international trends for their impact on the state; evaluates program effectiveness; and develops economic development strategies.

### **Information Systems Section (612) 296-8282**

**Dan Quillin, manager.** This section provides data processing and MIS support to the entire department, including maintaining a project management system and Minnesota employers data bases. In addition, this unit produces information materials for businesses and industry.

### **Trade, Economic Development and Energy Library (612) 296-8902**

**Pat Fenton, senior librarian.** The library is a research and information resource available for use by both the Departments of Trade and Economic Development and Public Service, as well as the general public. Technical information on all aspects of energy use and economic development is available from the library's collection of 12,000 books and documents, 80,000 microfiche, 200 periodicals and computerized data bases. The library participates in inter-library loan systems to locate and obtain information that may not be on file. Although materials may not be taken out, the library may be used for research during regular working hours, 8 a.m. to 4:30 p.m. Monday through Friday. Limited photocopying is available.

### **Council on Productivity and Quality (612) 297-1935**

The council was created by the 1987 Legislature to raise the visibility of the concepts of quality and productivity and their importance to global economic competitiveness and the state's economic future. The council conducts outreach programs and activities to this end and develops relevant statistics to help assess the state's competitive position.

### **Office of Science and Technology (612) 297-4368**

**Beverly Jones, acting director.** This office provides a broad range of services directed toward economic expansion, diversification and revitalization of Minnesota's economy through applications of technological innovations. The office serves a diverse clientele ranging from private sector entrepreneurs in technology-intensive businesses to academic researchers and governmental policymakers. Its objectives are to assist and promote technology-intensive firms throughout Minnesota and to integrate the needs and contributions of science and technological innovation into state economic development strategies.

The office is responsible for research, policy guidance, review of all state research efforts, and the development of overall strategies to promote scientific advancements and technological innovation in Minnesota. The office conducts research on science and technology issues and disseminates its results; tracks state research dollars; provides guidelines for peer review of all agency-funded research; serves as the first point of contact for information on existing state and private sector technology resources and programs; establishes and maintains linkage relationships with scientific and professional organizations, the private sector and educational institutions; maintains data bases on Minnesota's technology and software businesses; and provides input for national science and technology policy decisions in order to enhance and promote the state's image as a leader in technological innovation, education and entrepreneurship.

Several advisory groups assist the office in fulfilling its mission. **The Committee on Science and Technology**, established by the 1987 Legislature, will assist the office in developing guidelines for state-funded research. It will also assist the office in its review of scientific and technology related research and development legislation, loans or grants at the request of the governor, legislators, or other state officials.

**The Council on Technology for Persons with Disabilities** was also established by the 1987 Legislature. The council is responsible for developing a state policy agenda to promote and facilitate the use of technology by people with disabilities, and increase awareness of the technological advancements among persons with disabilities, their families, professionals, policymakers and the general public.

**The Minnesota Software Technology Commission** is responsible for examining the state's software industry and making policy recommendations on how the state could support the economic development of the industry.

The following documents are available from the office: *High Technology in Minnesota: A Directory of Programs, Policies and Services*, containing descriptions and contact names for more than 70 activities in the state; *High Technology in Minnesota: A Directory of Technology Companies*, information on more than 1,800 technology-intensive firms located in the state; *Minnesota: A Natural High in Tech and Touch*, a promotional brochure published in cooperation with the Minnesota High Technology Council; and *State Technological Programs in the United States*, which describes science and technology programs in all 50 states.

**Audit (612) 296-324**

**Ronald W. Gipp, director.** This section conducts compliance and operational audits of all areas within the department to assist managers in the effective discharge of their responsibilities. It furnishes analysis, appraisals, and recommendations concerning the activities reviewed. It ensures that costs paid under the provisions of contracts with vendors and individuals are supported by source documentation and are in compliance with applicable laws, rules, and contract provisions so that the department is eligible for reimbursement. The section provides no services directly to the public.

**Government Relations (612) 296-3002**

**Richard D. Borson, director.** This section maintains liaison with the state legislature in order to develop and secure passage of legislation that will improve the operation of and services provided by the department. It also assists legislators in making transportation-related decisions and in responding to constituent inquiries. It provides information to legislators and their staff about transportation issues and specific bills through legislative committees, and response to inquiries. The section also interacts with federal, regional, county, and municipal government officials and transportation-related organizations and individuals.

**Employee Resource & Information Services Division  
(612) 296-3005**

**Richard B. Keinz, assistant commissioner; Gerald F. Tessman, assistant division director, (612) 296-6194.** This division administers support service programs to assure the availability of a workforce that can productively carry out departmental programs, and to provide for effective two way communication between the department, its constituencies and employees. This encompasses employer services such as labor relations, classification and compensation; employment services such as recruitment, examination and placement; employee services such as safety, health and benefits; public affairs and information services such as publications, media relations and video productions; and, training and development including employee involvement, professional/technical education and individual development activities.

**Business Unit (612) 296-7069**

**David M. Hodgins, manager.** This unit plans, directs and integrates the administrative activities of the division including fiscal management, budgeting, payroll, coordination of personnel administration and liaison with other central services such as word processing, space management, data processing, procurement, mail, supplies, etc. The unit provides a direct conduit to receive customer service input concerning the effectiveness and efficiency of division programs and services and for the institution of prompt action to resolve issues, concerns, problems or general questions.

**Employment Services (612) 297-1895**

**Wayne Brede, manager.** This section recruits qualified candidates to fill full-time, part-time, and temporary positions in the department. The section develops guidelines and assists department supervisors in interviewing and selecting persons for vacant positions. It conducts screening interviews for positions and may refer applicants to department supervisors for employment consideration. The section assists management in job area organization analysis and placing of positions in the proper classifications.

On occasion, the section places job openings in magazines and newspapers. Most often, job candidates are obtained from the eligible lists furnished by the Department of Employee Relations. For information on job openings, contact the section at Room 315, Transportation Bldg., St. Paul, MN 55155. Employment interviews are generally delayed until applicants have had an opportunity to take civil service examinations and have their names placed on eligible lists. *Minnesota Career Opportunities* bulletins and employ-

ment applications are available from this section as well as from the Department of Employee Relations.

### **Affirmative Action Unit (612) 296-1366**

**John Greco, manager.** This unit develops programs to ensure that protected class members (women, ethnic minorities, handicapped persons, and Vietnam-era veterans) are protected from discrimination according to state and federal laws. Where an occupational category has a disparity, it ensures that affirmative action is taken to help eliminate any barriers to employment. The unit encourages protected class members currently employed to seek positions at higher levels within the organization. It works closely with the Civil Rights Unit of the Federal Highway Administration and the Equal Opportunity Division of the Department of Employee Relations on matters concerning the department's affirmative action program.

### **Labor-Management Relations Section (612) 296-7875**

**James P. McKane, manager.** This section assists the state labor negotiator in negotiating contracts covering employees who work for the department. The section assists supervisors throughout the department in the administration and interpretation of the various labor contracts and in processing grievances.

### **Employee Services Section (612) 296-3101**

**Roger W. Durbahn, manager.** This section maintains employee personnel records, administers a human resource planning process, maintains a *MnDOT Personnel Procedures Manual*, and provides the State Retirement System with information on retired employees and obtains information on the system for current employees.

The section also develops an employee safety program for supervisors and employees in order to reduce on-the-job accidents and injuries. It confers with the Department of Health and the Workers Compensation and Occupational Safety and Health (OSHA) Division of the Department of Labor and Industry concerning the physical well being of department employees. It reviews all accidents and personal injuries to find causes and eliminate hazards, through either engineering or protective devices. The section also conducts on-site inspections of work sites, buildings, etc., within the department to ensure OSHA compliance. It also is responsible for developing and managing a Worker's Compensation cost-containment/early-return-to-work program.

The health unit, located in Room G-25 on the ground floor of the Transportation Building, (612) 296-2335, provides first aid and health care to state employees and the visiting public in the Capitol complex.

### **Communications and Media Services (612) 297-3532**

**Michael S. Sobolewski, director; Elizabeth M. Brown, manager.** This section manages the planning and development of Mn/DOT's external communications, internal communications and library and information services units.

### **External Communications Unit (612) 296-3041**

**William A. Bunde, manager.** This unit maintains media relations so that media, public, and other interested parties are kept up-to-date on Mn/DOT programs, activities, and accomplishments of state-wide significance. It provides advice to the commissioner on the impact of departmental policies and decisions on public affairs, as well as lending guidance and support to Mn/DOT district public affairs programs.

### **Library and Information Services Unit (612) 296-2385**

**Jerome C. Baldwin, manager.** This unit identifies, acquires, compiles, and distributes data, facts, opinions, and other forms of information in response to individual requests and in support of department programs. It also develops and maintains a collection of infor-

mation materials pertinent to areas of interest to the department, and the equipment needed to use these materials.

The unit has access to several hundred data bases used in searching for information and linking it with information centers and libraries throughout the country. The resource collection currently includes approximately 7,500 books and reports, 400 periodical titles, 10,000 technical reports on microfiche, and several hundred audio and video tapes. There also is a limited number of slide and motion picture projectors and other audio visual equipment.

The unit publishes a number of informational items including a newsletter on topics of interest to department managers, an issues scanning newsletter, a guide to source of information within the department, an annual listing of preprints and audio tapes from the Transportation Research Board's Annual Meeting, and a recent accession list of materials newly added to the resource collection.

The unit will provide limited assistance to the public with transportation-related questions. The audio visual equipment held by the unit is available for loan to other agencies but not the general public. Contact the section at Room B-26A, Transportation Bldg., St. Paul, MN 55155.

### **Internal Communication Services Unit (612) 296-7069**

**Susan K. Muehlbach, manager.** This section provides for the development and production of Mn/DOT publications including a monthly employee magazine, *DOT/Scene*, a weekly bulletin board newsletter, *DOT/Scene TODAY*, and other bulletin board materials. It also provides specialized communication services using written, audio-visual, and employee development activities. For copies of *DOT/Scene* magazine or other publications contact the section at Room 404, Transportation Bldg., St. Paul, MN 55155.

### **Employee Development Services Section (612) 296-1367**

**Karen H. McCarty, manager.** This section provides training and development activities for department employees. It works with management to assess needs, develop programs and secure the services of qualified instructors, either from within the department or from other resources throughout the country. The programs increase employees' job skills and provide information to prepare employees for other jobs they may be assigned in the future. The Human Resource Information Unit provides automated systems which management uses for forecasting human resource needs and for succession planning.

The **Arden Hills Training Center**, with classrooms and dormitory facilities, is available to public agencies. These facilities may be used by employees of cities and counties within the state who participate in short courses conducted at the center. For additional information, contact the **Arden Hills Training Center** at 1900 W. County Road I, New Brighton, MN 55112 (612) 397-4429.

### **Finance and Management Systems Division (612) 296-7942**

**Edwin H. Cohoon, assistant commissioner; George L. Kieffer, assistant division director, (612) 296-6406.** This division provides systems and controls necessary to ensure the proper management of the department's financial resources. This includes coordinating the preparation and management of the budget, establishing and operating accounting systems, preparing and distributing financial reports and statements, collecting amounts owed to the department, and paying department obligations. It provides administrative and management analysis services to department managers. Through its management systems office, the division provides the department with centralized support services, which include the analysis, design, and support of computer systems, and long-range planning for managing the department's information resources. It offers data base management; provides centralized operating support services, purchasing coordination, and computerized inventory of consumables; and coordinates the development of consultant agreements and administrative rules.

## **Financial Operations (612) 296-3120**

**Richard R. Swanson, manager.** This section performs centralized accounting for all revenues and expenditures of department accounts. It manages department accounting and cost accounting systems and prepares, monitors, and distributes accounting reports. It pays department obligations and collects amounts owed to the department. The department's financial records are maintained by the section. It provides no services directly to the public.

## **Budget Section (612) 296-3225**

**Gordon W. Kordosky, manager.** This section develops, maintains, and monitors the budget. It provides assistance to managers with budgetary responsibilities by preparing, analyzing, and interpreting budget information and reports. It also plans, forecasts, and monitors revenues and expenditures. This section also coordinates the certification and prenegotiation of all consulting, professional, and technical service contracts and ensures that the department is in compliance with statewide contract policies.

## **Financial and Management Analysis Section (612) 297-1203**

**Bruce B. Briese, manager.** This section analyzes and reports on financial activities, monitors accounting practices, conducts fiscal studies, and prepares required federal reports. It approves and authorizes investments and plans, forecasts, and monitors department revenues and expenditures.

The section also designs, implements, and reviews administrative methods and procedures, and conducts administrative and feasibility studies and cost benefit analyses. It provides no services directly to the public.

## **Systems and Analysis Section (612) 297-3108**

**John D. Schwartz, manager.** This section develops computer and administrative systems needed by the department. It provides computer systems design and technical support to users throughout its "*HELP*" Group, (612) 297-4000. It offers analysis of computer systems needs, administration of time-sharing systems, computer systems audits, and liaison with the Information Management Bureau of the Department of Administration. It develops short-and long-range plans for all department data processing equipment, data administration, and data communications activities.

## **Administrative Support Services Section (612) 296-3114**

**Edwin O. Clarke, manager.** This section provides blueprinting, photographic, word processing, courier, mail, facsimile, telecommunications, photocopy, and warehousing services and handles records retention schedules, microfilming, central records storage, and analysis of records systems and methods. It processes requisitions for equipment and commodities and administers supplies and printing programs. The section designs and modifies central office space and coordinates related building services. The section also stocks maps and manuals used in transportation planning.

For information, on Maps and Manuals contact **Map Sales** at Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. Prices are subject to sales tax and mailing and handling charges unless exempted by law. The unit will send out maps or manuals as soon as the request and proper fee are received. The following maps are available to the public:

**County Maps** depicting road types, culture, and drainage

**Municipal Maps** depicting corporate boundaries and all public roads

**Street Series Maps** showing the seven-county metropolitan area on 50 separate sheets

**Metropolitan Area Map of the Twin Cities** and surrounding areas showing major highways, corporate boundaries, and major drainage

**Traffic Flow Maps** showing average annual daily traffic and commercial volume for all trunk highways in the state

**Half-Scale County Maps** indicating traffic volumes on rural roads

**Municipal Traffic Flow Maps** showing traffic volumes on designated roads

**Street Series Maps** of the seven-county metropolitan area showing traffic volume on "system 70" municipal-state aid streets and other designated roads

**Plat Maps** for every incorporated municipality except cities in the metropolitan areas, depicting lots, blocks, dimensions, and right-of-way

**State Bikeways Maps**

**State Work Maps** showing trunk highways, county boundaries, county seats, and cities situated at trunk highway junctions

**Official Highway Map** showing trunk highways, primary and secondary routes, state park locations, insets of larger cities, mileage between points, and an index locating all towns in the state.

**Population Maps** show cities over 5,000 population on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet.

Engineering publications may be obtained through this unit as well. Checks, drafts, or money orders, made payable to the Commissioner of Transportation, must accompany the order.

**Minnesota Department of Transportation Technical Manual Price Schedule (1987):**

- Up to 100 pages \$12.00; 100-149 pages \$16.00; 150-249 pages \$20.00

Engineering departments of counties and cities receive one free copy of any new technical procedure manual when issued, as do other governmental entities where we have reciprocal arrangements to share such information.

The department no longer provides addenda and other supplemental information for Mn/DOT manuals held by the public or governmental agencies beyond the fiscal year purchased without payment of annual mailing list management fee of \$5.00 per copy.

The current MN/DOT procedure manuals are:

- |                              |                             |                               |                                |
|------------------------------|-----------------------------|-------------------------------|--------------------------------|
| • <i>Bikeway Design**</i>    | • <i>Concrete</i>           | • <i>Right of Way</i>         | • <i>Surveys</i>               |
| • <i>Bituminous</i>          | • <i>Construction</i>       | • <i>Road Design (2 vols)</i> | • <i>Technical</i>             |
| • <i>Bridge Construction</i> | • <i>Drainage</i>           | • <i>Std. Plans</i>           | • <i>Traffic Engineering**</i> |
| • <i>Bridge Design</i>       | • <i>Grading &amp; Base</i> | • <i>Std. Plates</i>          | • <i>Control Devices</i>       |
| • <i>Bridge Details</i>      | • <i>Materials**</i>        | • <i>Std. Signs (3 vols)</i>  | • <i>Utilities**</i>           |
| • <i>Bridge Std. Plans</i>   | • <i>Maintenance</i>        | • <i>State Aid</i>            |                                |

\*\* Manual is out-of-print, and the price is based upon the cost to make a photocopy.

**Administrative Procedures and Documentation Section (612) 296-0221**

**Kenneth H. Bjork, manager.** This section provides services to the department in the areas of administrative manuals, communications distribution systems, consultant agreements, administrative rules, Commissioner's Orders of a regulatory nature, docket control, and development of administrative contracts. It provides no services directly to the public.

**Inventory Management Section (612) 296-0963**

**Gretchen Van Hoof, manager.** This section manages and operates the department's consumable inventory system. It also manages and coordinates the fixed asset inventory program for all department equipment except mobile units. The section provides no services directly to the public.

**Office Automation Section (612) 296-0970**

**Kathryn E. Hofstedt, manager.** This section directs, plans for, and meets the department's office automation needs. It assesses the use and design of office automation systems in terms of productivity and effectiveness, and coordinates and provides needed training for department personnel. It provides no services directly to the public.

**Program Management Division (612) 296-8532**

**Darryl E. Durgin, assistant commissioner.** The division works with transportation policymakers, providers, and users to provide professional and technical information, develop alternative investment and management strategies, implement public investment programs, and enforce laws and rules in order to enhance the safe and effective movement of people and goods.



## **Office of Business Administration (612) 296-1602**

**Jacqueline M. Lind, business manager.** The office plans, directs and integrates the administrative activities of the Program Management Division, including fiscal management, budgeting, payroll, coordination of personnel management, public affairs coordination and liaison with centralized support services.

## **Public Affairs (612) 296-1627**

**Janet Ekern, coordinator.** This unit manages the public affairs program for program management. It facilitates internal and external communications and handles special projects relating to public affairs. It maintains media relations by preparing and issuing news releases and media alerts, coordinating media contacts, and providing information to other external audiences through audio visuals, articles, brochures, speakers bureaus and personal contacts. It also advises the program management staff on public affairs issues which may impact Mn/DOT policies and activities.

## **National Relations Section (612) 296-1636**

This section administers Mn/DOT's congressional program for federal legislation and national transportation policy, promulgates rules related to the administration of law enforced by the department, coordinates intermodal plans and research, conduct special issue analysis, and provides communication support services for the commissioner's office.

## **Office of Aeronautics (612) 296-8040**

**Raymond J. Rought, director.** This office administers state and federal funds for municipal airport development, maintenance, and operation. It regulates, inspects, and licenses aviation operations, enforces statutes and rules relating to aviation, collects aircraft registration taxes and participates in airline route development proceedings. It also provides radio and visual navigational aids, airport lighting systems, aviation education and safety programs, and furnishes air transportation service for state officials and employees performing official business.

## **Airport Development and Assistance Section (612) 296-8060**

**Duane A. Haukebo, director.** This section provides technical and financial assistance to municipalities for airport development, operation, and maintenance. It also installs and maintains radio and visual navigational aids at publicly-owned Minnesota airports, and provides technical assistance to municipalities with scheduled air service.

## **Airport Development Unit (612) 296-3582**

**Harold R. Nemec, director.** The mission of the Airport Development Unit is to assist municipalities in planning, developing and maintaining safe, efficient airports by providing administrative, financial and technical support.

Financial aid in the form of state airport improvement grants and Federal Aviation Administration (FAA) airport improvement program grants can be requested by municipalities to fund eligible airport projects. In application for financial aid, the municipality must show availability of local funds, that the project will be completed without undue delay, and that the municipality has legal authority to submit the application. Grant approvals are at the discretion of the commissioner of transportation.

Technical and administrative assistance are provided to the communities in areas such as airport planning, site selection, zoning, land acquisition, airport layout plans, project development & programming, preliminary engineering, design, construction, construction inspection, and maintenance equipment purchases. This unit monitors and coordinates project development and construction with the various agencies involved in the process. This unit also approves the necessary project contract documents, change orders, partial cost estimates, and final cost estimates.

In addition to the construction program, this unit also administers a hangar loan program, a maintenance and operation grant program, and a pavement paint striping pro-

gram. Necessary forms for project documentation are provided free and as needed. For information, contact the unit at Room 417, Transportation Bldg., St. Paul, Mn. 55155.

#### **Radio and Visual Navigational Aids Unit (612) 296-2334**

**Herman G. Hamre, director.** This unit selects sites for, constructs, and maintains very high frequency omnidirectional radio range (VOR) systems, distance measuring equipment (DME), microwave landing systems, and non-directional beacons ("H" markers). It provides scheduled routine inspections and maintenance of radio navigational aids.

The unit also assists communities in the design and maintenance of electrical systems needed to operate a municipal airport, state-local projects, such as airport lighting systems, require a resolution by the governing body authorizing acceptance of state grant-in-aid funding.

Any questions concerning radio navigational aids, airport lighting, and airport electrical systems should be directed to this unit in Room 417, Transportation Bldg., St. Paul, MN 55155.

#### **Aviation Economics, Development and Research Unit (612) 296-9869**

**Kenton R. Hooper, director.** This unit provides technical assistance to Minnesota communities with scheduled air transportation, and appears before federal agencies on these matters. The unit assists in commuter air carrier route development planning and develops statewide aeronautics forecasts, airport activity analyses, and traffic counts. The unit prepares aeronautics surveys and studies in passenger traffic, aircraft ownership, and aeronautics economics. It also provides technical assistance to communities preparing environmental assessments for airport development projects.

The unit also maintains the department's library of specialized aeronautics information. This in-house, working library carries about 75-100 major aeronautical and engineering journals, aviation reference material and aviation advisory circulars. It has a small collection of reference books. The library may be used by the public during regular working hours, but materials are not loaned out.

The unit prepares aviation information for public release and publishes the quarterly *Aviation Safety Technical Bulletin*, and the aeronautical chart biennially. For information, contact the unit at the Room 417, Transportation Bldg., St. Paul, MN 55155.

#### **Aeronautics Operations Section (612) 296-6823**

**Kenneth O. Wofford, director.** This section manages the operations functions to improve aviation safety, promote the state aviation industry, and further public interest in aeronautics. It licenses commercial aviation businesses, inspects airports, coordinates and/or maintains aviation weather systems, provides an aviation film library, sponsors aerospace education workshops, presents aviation safety seminars, and develops other aeronautics programs. It also registers aircraft and collects a registration tax for all aircraft owned by Minnesota residents. It provides air transportation for departmental and other state government employees traveling on official business. The office ensures compliance with Minnesota aeronautical statutes and develops aeronautics standards and rules. It also works with other state, federal, and community officials or private agencies in aviation matters.

#### **Aviation Services Unit (612) 296-8061**

**Larry R. Myking, director.** This unit provides air transportation in Mn/DOT-owned aircraft for department employees, state officials, and other state agencies on state business. The aircraft used are two Beechcraft King Air's, one with nine passenger capacity and one with six passenger capacity. The section will schedule the use of these aircraft on receipt of a telephone request, followed by a written air travel request, Form TP-80263-03.

This unit also offers a Wednesday and Thursday "Air Shuttle". Every other Wednesday the air shuttle goes to Willmar and Brainerd. On Thursdays the air shuttle alternates between Duluth and Hibbing on one Thursday and Bemidji and Detroit Lakes on the other Thursday. The schedule is designed to conform closely to normal work hours and allows users about six hours at each destination. Shuttle flights depart from Sanborn Aviation,

Inc. at the St. Paul Downtown Airport (Holman Field) at 7:00 A.M. and return at approximately 5:15 P.M.

Mn/DOT charges a single rate per mile for either twin-engine aircraft. Extra charges will be assessed the user for overnight trips and will include pilot's food, lodging, and special expenses which will be included on the trip billing statement.

If Mn/DOT's aircraft are unavailable, we will assist in arranging flights with other charter operators.

The unit also makes commercial airline reservations for department employees' official travel.

Forms are supplied on request. Contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 296-6666.

This unit also inspects and licenses airports, heliports, seaplane bases and commercial operators. This unit sponsors safety and educational seminars, and assists in search and rescue activities involving missing aircraft.

#### Licenses:

<b>Public Airport</b> .....	\$15.00	<b>Commercial</b>		<b>Personal-Use Airport,</b>
<b>Private Airport</b> .....	\$15.00	<b>Operators</b> .....	\$15.00	<b>Seaplane Base,</b>
<b>Private Seaplane</b>		<b>Aircraft Dealer</b>		<b>Heliport</b> .....
<b>Base</b> .....	\$15.00	<b>(Only)</b> .....	\$10.00	No Fee
<b>Private Heliport</b> .....	\$15.00	<b>Aircraft Dealer</b>		(only necessary if located
		<b>Plate (EACH)</b> .....	\$15.00	within five miles of a public
				airport)

For forms or information on licensing requirements, contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 296-8061.

The unit maintains an aviation film library that is available for showing to educational, civic, industrial, professional, youth and similar groups. The library consists of approximately 155 films, VHS tapes and slide shows on subjects including aviation history, instruction and safety, research and development, space exploration, and weather. There is no rental fee. However, borrowers must pay the cost of return postage and insurance. Requests should be made 30 days in advance. A catalog is available upon request. Contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 297-4270.

This unit has installed a system of weather access computer terminals called the Minnesota weather access system (MNWAS) which provides weather information, weather graphics, and flight planning programs for pilots at approximately 60 airport locations throughout Minnesota (AWSOM). These AWSOM stations report observation time, wind speed and direction, temperature, altimeter setting, and dewpoint. Besides the automatically reported data, a trained station observer can add ceiling and visibility data. In addition to other distribution methods, this automated weather information is also available by telephone or by computer and modem.

For the locations of the MNWAS terminals or a current list of the AWSOM locations and telephone numbers contact this section at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 296-4746.

#### Aircraft Registration Unit (612) 296-2353

**Christine Ellingson, manager.** This unit maintains aircraft ownership and tax records, collects aircraft registration taxes, ensures that mandatory provisions of the aircraft insurance act are met, makes field verification of aircraft registration, and sends out sales tax information and airport directories.

To register an aircraft, write to the unit or call (612) 296-4881. The unit will provide the necessary forms and the amount of the required fee, which is based on the manufacturer's list price and the year of the aircraft. New registrations take approximately two weeks to complete. Renewal registrations are sent out in May and are due July 1st. Information about pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-4211.

## Office of Highway Programs (612) 296-1638

**Merritt H. Linzie, director.** The office provides information and an analytical base to influence changes in Mn/DOT highway programs, decisions, and operations. The office provides direction for the preservation, safety improvement, and further physical development of Minnesota's highway system and performs studies to guide development of programs, policies, and apportionments of highway funds. It manages and coordinates development of capital improvement and Federal Aid Highway programs. The office also coordinates transportation planning activities with metropolitan planning organizations and regional development commissions.

## Highway and Area Planning Section (612) 296-1635

**Jon Bloom, director.** The section annually assesses the extent and condition of the trunk highway system through the **Highway Performance Monitoring System** program. It annually updates the **Trunk Highway Sufficiency Rating** and **Condition Rating** systems, and revises or updates the functionally classified highway systems at the request of local or state officials. The section provides a current estimate of the cost to complete the Interstate highway system in accordance with Section 104(b)5, Title 23, *United States Code*.

It also coordinates planning activities with metropolitan organizations to maintain a federally certified cooperative, and continuing planning process; serves as Mn/DOT representative on advisory committees of regional development commissions and metropolitan planning organizations, and provides guidance and technical assistance to metropolitan planning organizations. In addition, the section facilitates updating of regional transportation plans and local participation in Mn/DOT planning efforts: monitors and directs the analysis of current and future financial considerations and directs the preparation of documentation necessary for achieving adequate funding for implementing highway improvements; and provides perspective and information on major highway issues for the commissioner, staff, and others on request.

The section also provides all bicycle activities for the agency including Bikeways development and coordination of all state bicycle activities including a **State Bicycle Advisory Committee**.

## Highway Programming Section (612) 296-8478

**Allan J. Schenkelberg, director.** The section prioritizes the statewide project selection process, manages state funds to support the Highway Improvement Program and prepares alternative highway programs as needed. The section is the liaison to the Federal Highway Administration and manages federal aid highway funding to maximize state money. It provides guidance and technical assistance to local units of government to meet project funding criteria. It manages Minnesota's Federal Aid Forest Highway and Public Lands program and serves as a focal point for managing Federal Aid emergency roadway repairs after a national disaster.

## Office of Motor Carrier Safety and Compliance (612) 296-0331

**Gordon W. Boldt, director.** The office regulates for-hire motor carriers of freight and passengers, building movers, special transportation services, and safety requirements of private carriers to protect the transportation interests of shippers and receivers of freight and the safety of the general public. The office enforces compliance with federal and state laws relating to driver qualifications, safety standards, operating authority, and continuous insurance, and processes all tariff-rate filings to determine their reasonableness for public use and their effect on competing carriers. The office provides rate analysis and data on motor and rail carrier cost factors, financial matters, competitive comparison, operating ratios, and shipper-negotiated rate adjustments to the Transportation Regulation Board. The office also interacts with the Minnesota State Patrol, county and city enforcement agencies, the Interstate Commerce Commission, and the United States Department of

Transportation. The office address is Minnesota Administrative Truck Center, 100 Stockyard Road, South Saint Paul, Minnesota 55075.

### **Motor Carrier Administration Section (612) 296-0367**

**Alan D. Soder, director.** The section registers annually all for-hire motor carriers operating in and through Minnesota. It reviews Interstate Commerce Commission (ICC) orders granting carriers authority to serve Minnesota and notifies such carriers of state registration requirements.

The section maintains current insurance records, processes all applications for transportation authority, extensions of authority, and transfers of authority, responds to inquiries from the public for information, and reviews interstate orders issued by the Transportation Regulation Board granting authority to serve within Minnesota and notifies those carriers of state registration.

### **Motor Carrier Enforcement Section (612) 296-7108**

**Gilbert Wiedenhoef, director.** The section maintains a staff of motor transportation representatives and hazardous materials specialists, with all power conferred by law on police officers, to enforce motor carrier laws and to travel all Minnesota highways checking motor carrier units for compliance with safety and hazardous material laws. The section is on call twenty-four hours a day, seven days a week to assist other state or local law enforcement agencies.

The section represents the interests of the citizens of Minnesota and the department at Transportation Regulation Board hearings on all motor carrier matters; conducts field inspection of both for-hire and private motor carriers; investigates all complaints of poor service by motor carriers picking up or delivering property or freight; and investigates and assists shippers or receivers of freight or property in filing and settling loss and damage claims.

It also instructs trainees at the Arden Hills Training Academy and student truck drivers in Minnesota vocational technical institutes on the motor carrier safety laws; provides training for shippers, carriers, and law enforcement personnel in the requirements of state and federal motor carrier laws, including the transportation of hazardous material and waste, with instruction on packing, labeling containers, placarding, and shipping papers; advises new motor carrier applicants on filling out and filing the proper forms for motor carrier authority; and maintains an information desk at the Truck Center to aid and assist all office visitors and telephone callers with motor carrier problems. Outstate locations are: Bemidji (218) 755-3835, Detroit Lakes (218) 847-1515, Duluth (218) 723-4647, Mankato (507) 389-6889, Marshall (507) 537-7144, Morris (612) 589-1515 x215, Rochester (507) 285-7834, St. Cloud (612) 255-4170.

### **Rates Section (612) 296-1739**

**Don Wickstrom, director.** The section mails, receives, and examines financial reports of for-hire carriers to determine economic stability. It receives, reviews for compliance, and accepts or rejects tariff filings of all regulated intrastate carriers of passengers or property. It provides the Transportation Regulation Board with data and recommendations for rates, fares, charges, and financial data of railroads and for-hire motor carriers; and enforces assessment of rates, fares, and charges lawfully on file with Mn/DOT.

The section also represents the interests of the citizens of Minnesota at rate hearings before the Transportation Regulation Board; publishes and maintains the *Official Minnesota Highway Mileage Table*; and reviews transportation publications as an information source for conduct of intrastate regulation. It also audits carriers' schedules for possible tariff violations; handles inquiries from shippers, public, and carrier representatives; processes applications for special transportation certificates; and investigates complaints about special transportation providers, drivers, vehicles, and services.

## Office of Railroads and Waterways (612) 296-0355

**Cecil L. Selness, director.** The office helps ensure the safe and efficient movement of goods and people by rail and vessel by overseeing track conditions; addressing rail bankruptcies; administering various federal and state rail programs; monitoring rail abandonments; maintaining a comprehensive rail and water transportation plan and planning process; participating in federal and state transportation programs; monitoring federal, state, and local regulations; monitoring legislation on water transportation; and preparing proposals for policy and legislation development.

## Railroad Administration Section (612) 296-2472

**Robert G. Swanson, director.** This section participates in regulatory hearings and negotiations for clearance variances, new grade crossings, grade crossing warning device changes, and industrial trackage removals. This section also negotiates and administers agreements between Mn/DOT and railroads for trunk highway construction. The **Federal Grade Crossing Safety Program** (23 U.S.C. § 130) is also administered by the section. This work is carried on in conjunction with the railroads, local governments and the Federal Highway Administration.

For information on railroad crossing safety programs, contact the section at Transportation Building, Room 810, St. Paul, Minnesota 55155. Contact the Transportation Regulation Board concerning procedures to file petitions for track removals, clearance variances, or agency service at 254 Livestock Exchange Building, 100 Stockyard Road, South St. Paul, Minnesota 55075, (telephone: 612/296-0400).

## Rail Planning and Program Development Section (612) 296-1613

**Charles D. Sanft, director.** This section engages in rail transportation planning, analysis, policy development, and handles Mn/DOT's role in the railroad abandonment process. In addition it administers the **Minnesota Rail Service Improvement Program** which utilizes state and federal funds in conjunction with local and private funds to rehabilitate rail lines and improve rail service, and the **Rail Bank Program**. This program involves "banking" of abandoned railroad right of way for a future public or commercial transportation or transmission use, State funds are used. The **Railroad Track Safety Inspection Program** is administered, whereby rail lines are inspected to insure that adequate maintenance is performed in accordance with federal safety operating standards. Complaints concerning hazardous track conditions are investigated. The section provides for capital improvement projects that enhance rail line viability and provides loan guarantees for improving rail service or mitigating the loss of rail service.

## Ports and Waterways Section (612) 296-1609

**M. William Newstrand, director.** This section helps ensure the continued effective development and operation of the state's river and Great Lakes water transportation systems. In addition the section provides assistance in state activities involving pipeline routing.

The section maintains a comprehensive water transportation plan for both commercial navigation systems. The plan is used as a guide for Mn/DOT and state government action, and as a source of information for the public and policy makers at all levels.

The section represents the department and the state in policy and plan development for water transportation and related programs. Support for policy makers is also provided through the section's continuing review of water related legislative proposals and presentation of data and programs for use in legislative considerations.

The section maintains effective working relationships with other Minnesota state agencies that deal with water programs. Effective liaison is also maintained by the section with agencies from other states, the Canadian provincial and federal governments, the U.S. federal government, local governments, as well as the shipping, terminal and navigation industry, and private citizen organizations.

## **Office of Transit (612) 296-1615**

**Randall Halvorson, director.** The office administers the state and federal transit assistance programs, provides technical assistance to local transit system operators, develops statewide transit program policies and plans, and directs the evaluation of transit programs and projects.

## **Transit Program Section (612) 296-2533**

**Bob Works, director.** The section examines, negotiates, and approves annual contracts with eligible public and private providers for transit system operating and capital assistance; provides technical assistance to recipients of public transit funds, local officials, and prospective providers augmenting local transit management resources and expertise; approves and initiates payments to local providers; monitors and evaluates transit system cost and service delivery performance against local goals and the state's transit program purposes; develops and coordinates and administers a number of federal transit assistance programs for statewide operating and capitol funding; implements and develops car and vanpooling programs to enhance existing transit provider service capability and cost containment; and establishes a statewide system of local rideshare programs to reduce single-occupancy vehicle rates, and prepares a departmental reaction to an energy emergency.

## **Management Services Section (612) 296-0372**

**Al Vogel, director.** The section administers the federal transit grant activities and the state's fiscal and biennial budget activities thereto, including processing payments.

The section collects, processes, and analyzes transit operating statistics and generates reports to perform project evaluations and special studies. The section manages a capital investment strategy which is used to determine expected life cycle and priority replacement of vehicles. It develops and publishes periodic reports on transit program performance and analyzes and interprets system performance, policy, and management information. It develops and maintains a comprehensive transit program plan needed to guide state-level investments in transit, publishes an annual report which provides a detailed overview of transit in Minnesota and monitors state and federal legislation and regulations to determine its impact on transit programs throughout the state.

## **Office of Transportation Data, Research and Analysis (612) 296-7968**

**Richard A. Stehr, director.** This office conducts traffic forecasting and analysis; directs data collection and data management activities for physical operational characteristics of transportation systems; evaluates existing methods, researches and develops new technical tools and procedures for data collection and analysis, and provides on-going computer service; conducts truck studies and public surveys; and provides general research support for policy issues.

## **Traffic Forecast Section (612) 296-0217**

**George M. Cepress, director.** This section provides forecasts and analysis of traffic patterns for the planning and design of major transportation projects. It provides technical support to the Metropolitan Council, Regional Development Commissions, and local units of government for the development of transportation system forecasts. Together with the Metropolitan Council, the section develops models to analyze and forecast traffic for the seven county metropolitan area. It also updates and improves forecasting methods for analysis and decision making for transportation-related projects.

## **Traffic Data Analysis Section (612) 296-1665**

**Warren G. Gerber, director.** This section collects, processes and analyzes traffic, vehicle classification, and truck weight data. It determines annual average daily traffic on all segments of designated roads, and the annual daily heavy commercial volumes on the state trunk highway system.

The section also prepares and distributes annual reports based on traffic data collected from automated traffic monitoring equipment.

### **Data Research and Development Section (612) 296-3151**

**Sarah Kline-Stensvold, director.** The section develops and implements the division data processing budget; recommends strategic direction for development and implementation of automated technology for the division/department; develops and recommends data management strategies for the division/department; analyzes and makes recommendations on transportation policy issues; researches and recommends new methods for collecting and maintaining essential transportation data; and supports division data processing activities.

### **Systems and Applications Support Section (612) 296-1672**

**Jim Johnson, director.** This section directs policy support studies through public opinion research, provides a centralized focus for research design, directs fund administration for the department's **Highway Planning and Research** program and Federal Safety grant monies, conducts systems design and implementations for Transportation Information System (TIS) end-users and specialized non-TIS applications. Under the research activity, this section develops and carries out statistical analysis projects which provide the basis for department policy decisions in a number of areas. In the area of funds administration, the section is responsible for the dispensation of over \$5,000,000 in reimbursable and/or direct grants. The systems elements of this section are data maintenance on three of the TIS subsystems, user support and training in a number of mainframe and micro applications, and department-level expertise in key systems areas.

### **Field Services and Data Maintenance Section (612) 296-1671**

**Gary Graves, director.** This section collects field data for designing, planning, and constructing new highways. Data collection is conducted using automated weigh-in-motion and vehicle classification equipment, road inventories, and photologging technology. The section also maintains computerized roadlife, roadlog, and control section records of the state's trunk highway system, including historical data. A computerized file of roadway characteristics for the local road system is also maintained.

### **Operations Division (612) 296-3008**

**Lawrence F. McNamara, assistant commissioner; William N. Yoerg, deputy division director (612) 296-3156; S.O. Edman, assistant division director (612) 296-8047.** This division designs, constructs, maintains, and operates all trunk highway operations and programs through its nine construction districts and 15 maintenance areas. The division also provides engineering, construction, and maintenance assistance to the Program Management Division, Office of Aeronautics.

### **Construction Coordination, Claims Section (612) 296-3054**

This section schedules the project development of the department's construction program. In addition, this section complies information on all legislative, and contractor's claims against the department, and ensures they are resolved. For information on a claim contact this section at Room 320, Transportation Building, St. Paul, Minnesota 55155.

### **Office of Contract Administration & Maintenance (612) 296-6763**

The Contract Administration Section administers all phases of construction contracts and interacts with contractors, the U.S. Department of Transportation, and district personnel. The Maintenance Section directs, coordinates, and supports the operations of the 15 maintenance areas through fleet management, buildings program administration, road and roadside maintenance coordination and development transportation permits, road infor-



mation, and emergency operations activity direction, travel information center coordination, and administrative support.

**Contract Award and Pre-Letting Unit (612) 296-6256**

**Contract Post-Letting Unit (612) 296-6503**

**Paul M. Bergman, contract administration engineer.** These units assist in the administration of all trunk highway construction contracts from clarifying bid proposals for prospective bidders and recommending contract awards, to ensuring that contracts comply with department specifications, and recommending final payment after inspection of completed contracts. For information on construction contract matters, contact the appropriate unit at Room G-20, Transportation Bldg., St. Paul, MN 55155.

**Labor Investigation Unit (612) 296-6353**

**John P. Tubridy, labor investigator.** This unit advises district offices in resolving construction contract labor issues, monitors contractors for compliance with federal and state labor laws and regulations, and responds to non-compliance complaints. For information, contact the unit in Room G-20, Transportation Bldg., St. Paul, MN 55155.

**Buildings Unit (612) 297-3591**

**Paul M. Jensen, manager.** This unit manages the department's statewide building improvement and major repair program and controls the building budget. Design and specifications for most department buildings are prepared in this unit. It provides no services directly to the public.

**Equipment Unit (612) 297-3595**

**Gregory M. Felt, manager.** This unit establishes specifications for vehicles purchased by the department, supervises repair programs, maintains an inventory of vehicles, sells surplus vehicles, provides a motor pool for central office personnel, and maintains and repairs all vehicles used by central office divisions. It also administers and provides technical support for the equipment management system to the district maintenance offices, and refers vehicle operation complaints to the responsible district office.

**Maintenance Coordination Unit (612) 297-3592**

**Ronald B. Erickson, manager.** This unit provides technical and administrative leadership to districts in the performance of maintenance operations. Functions performed include the development of the maintenance management system, preparation of maintenance procedure manuals, preparation of maintenance agreements with other governmental agencies, and research into maintenance methods. It provides no services directly to the public.

**Transportation Permits, Road Information, and Emergency Operations Unit  
(612) 296-0843**

**Darrell L. Schierman, manager.** This unit administers policies and issues instructions on permitted axle weights on state highways and controls the issuance of overweight and overdimension permits in central office and the 15 maintenance area offices. It provides road condition, weather, construction detour, 10-Ton route and spring roadway restriction information to the public by operating a 24-hour information service.

The unit, in cooperation with the Department of Public Safety's Emergency Services Division, conducts emergency preparedness and hazardous materials accident reaction training and plans and executes emergency operations simulated exercises. For information, contact the unit at Room 152, Minnesota Administrative Truck Center, 100 Stockyards Road, South St. Paul, Minnesota, 55075.

### Telephone Numbers:

**Permits** (612) 296-6441; **Road Travel Information** (612) 296-3076; **Emergency Operations** (612) 296-0843; **10 Ton and Spring Road Restrictions** (612) 297-2093.

### Permits:

**Single trip** variable; **Job permit** \$36; **Annual overweight & oversize** variable; **Annual oversize only** \$120; **Annual truck crane** variable; **Annual refuse** \$60; **Annual emergency variable**; **Annual heavy weights in winter on Interstate** \$60; **Annual round baled agricultural Products** \$24; **Annual implement of husbandry** \$24.

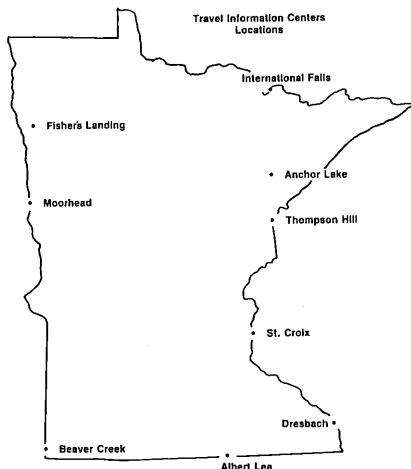
**NOTE:** Fees are subject to change without notification.

## Travel Information Center

### Coordination Unit (612) 297-3140

**R. Douglas Olson, director.** This unit administers the operation of seven (7) year around full-service Travel Information Centers at key entry points to Minnesota. Six are on the inbound lanes of interstate highway routes. In addition, a full-service center is located on the Iron Range, and a Seasonal, May-October, center is located near the northwest corner of the State.

Mn/DOT's travel centers are staffed 7 days a week from 9 AM to 5 PM (winter) and 8 AM to 8 PM (summer) with highly skilled travel guides who are prepared to provide the public with a variety of travel services including: trip planning, directions, road and weather conditions, and of course, tourist materials and information. Every travel center is capable of advising visitors of attractions and vacation opportunities ANYWHERE in Minnesota. Simply call, write or stop in on your way.



**Albert Lea Travel Info. Center:** Box 127, Glenville, MN 56036, (507) 448-3311 (I-35), (northbound lane at Iowa border)

**Anchor Lake Travel Info. Center:** Box 271-A-3, RR #1, Eveleth, MN 55734, (218) 744-2297, (U.S. Hwy. 53 just south of Eveleth)

**Beaver Creek Travel Info. Center:** Box 90, Beaver Creek, MN 56116, (605) 757-6599, (I-90 at South Dakota border — Sioux Falls)

**Dresbach Travel Info. Center:** LaCrescent, MN 55947, (507) 895-2005, (I-90 at Wisconsin border — LaCrosse)

**Fisher's Landing Travel Info. Center:** Box 617, Crookston, MN 56716, (218) 773-7879 (Open May-October), (U.S. Hwy. 2 — 10 Miles E. of North Dakota border — Grand Forks)

**International Falls Travel Info. Center:** 200 - 4th Street, International Falls, MN 56649, (218) 285-7623 (On U.S. Hwy. 53 — Downtown Internat'l Falls)

**Moorhead Travel Info. Center:** Box 552, Moorhead, MN 56560, (218) 233-7029, (I-94 at North Dakota border — Fargo)

**Thompson Hill Travel Info. Center:** 8525 W. Skyline Drive, Duluth, MN 55810, (218) 624-4845, (I-35 at Jct. of U.S. Hwy. 2 — Duluth)

**St. Croix Travel Info. Center:** P.O. Box 305, Lakeland, MN 55043, (I-94 at Wisconsin border) (612) 436-8784

### Proposed:

**Grand Portage Bay:** Travel Information Center, (U.S. 61 — Canada Border), (Opening proposed Spring '88)

**Central Minnesota:** (U.S. 10 — Just south of St. Cloud), (Opening planned for 1988)

**Worthington:** Travel Information Center, (U.S. 60 — Iowa Border), (Opening planned for 1988)

### **Administrative Services Section (612) 296-6764**

**Jeanne L. Chasteen, manager.** This section manages all administrative, financial, personnel, labor relations, and data processing activity for the Operations Division central offices. It processes certificates of title, license plates, and credit card purchases for all Mn/DOT vehicles. It monitors statewide operating costs, provides guidance to the districts in accounting for expenditures, prepares summary and special reports for district management, and assists in the development of district consumable inventory policy. In addition, this section prepares the central office biennial budget for division staff, division office equipment, division maintenance preservation program, Mn/DOT buildings, Mn/DOT road equipment, and Mn/DOT building repair and replacement programs. This section provides no direct services to the public.

### **Public Affairs Unit (612) 296-1571**

**William E. Roen, coordinator.** This unit manages the public affairs program for the Operations Division. It maintains media relations so that media, elected and community officials, and the public are informed and responsive to transportation activities and services provided by Mn/DOT and its Operations Division. It advises the Operations Division staff on public affairs issues which may impact Mn/DOT policies and activities. This unit is responsible for working with local media, preparing and issuing news releases and media alerts, arranging public speaking engagements and interviews, and the development of visual displays and other printed materials. For additional information contact this unit at Room G-20 Transportation Bldg., St. Paul, MN 55155.

### **Electronic Data Processing Section (612) 296-2386**

**Dick Moller, coordinator.** This section is responsible for the development and administration of the Operations Division electronic data processing (EDP) plan. In addition it coordinates the division's information system objectives with the department and establishes training requirements for division personnel.

## **District Offices**

These offices are responsible for all operations within the districts, including the primary programming, planning, design, construction, and maintenance of trunk and interstate highways, and for all the physical facilities and equipment made available to the districts to properly perform their activities. They represent the commissioner of transportation to the public and other governmental agencies on matters with the districts' jurisdictions, provide transportation development aid to other governmental agencies, and provide transportation facility development information to the state legislature and the general public.

### **District Business Managers**

These sections manage all administrative, financial, personnel, labor relations and data processing activity for the district offices. They monitor district operating costs, provide guidance to the districts in accounting for expenditures, prepare summary and special reports for district and division managements, and assists in the development of district consumable inventory policy. They also prepare the biennial budget for district staff, district office equipment and district maintenance activities. They provide no services directly to the public.

### **District Public Affairs**

These units design and manage the public affairs program for the district. They establish and maintain media relations so that media, elected and community officials and the public are informed and responsive to transportation activities and services provided by Mn/DOT and its districts. They advise district staff on public affairs issues which may impact Mn/DOT policies and activities. These units are responsible for working with the local

media, preparing and issuing news releases and media alerts, arranging public speaking engagements and interviews, and the development of visual displays and other printed materials. In addition, these units are responsible for conducting tours of the district headquarters and assisting the district staff with public hearings. For additional information contact the local Mn/DOT district office.

### **District State Aid**

These sections assist county boards, city councils, directors of public works, and county and city engineers in selecting and revising state and federally aided highway routes. The sections provide technical engineering assistance, review and approve construction projects, and make recommendations for final payment for municipal and county state aid road and street systems, including federal aid secondary and federal aid urban systems (other than trunk highways).

The sections also review disaster projects of cities, counties, and the state for emergency relief and the federal disaster assistance administration. They develop the district bicycle program for city, county, and state roads, administer county and municipal project documentation, and certify county and municipal maintenance of state aid highways. The sections formulate cooperative agreements between the district and counties and/or municipalities, review federal and urban projects for the Twin Cities metropolitan area, and administer special projects such as the safety improvement program. For information on state assistance to highway programs, contact the local district office.

### **District Preliminary Engineering**

These sections conduct trunk highway corridor studies, surveys, and design activities. Corridor studies include route locations and alternatives studies, cost analyses and comparison reports, environmental studies and impact statements, project development reports, and location and design public hearing data. Surveys include land, topographic, hydrologic, and boundary surveys. Design activities comprise geometric and preliminary plans and detail designs for both construction and maintenance projects. The sections assist the districts in formulating annual, biennial, and five-year construction and maintenance needs reports. For additional information, contact the local district office.

### **District Right of Way**

These sections, through qualified real estate appraisers and other trained personnel, provide title inspection, property appraisals, relocation assistance for individuals and families, land acquisition through direct purchase, and assistance in eminent domain procedures. The sections aid the area maintenance sections in the review, inspection, and recommendation of permits for utilities, authorized obstructions on trunk highway right of way, and access driveways.

The sections will provide information on right of way deeds, status of acquisition procedures, reconveyance of excess right of way, eminent domain procedures, possible effects of transportation projects on watershed districts and county ditches, and special use permits for joint use of trunk highway right of way. The booklets, *Minnesota Highways* and *Relocation Assistance*, are available from the sections. For information or a booklet, contact the local district office.

### **District Design**

These sections, under the direction of Registered Professional Engineers, prepare final construction plans so that contractors may bid and construct projects. They are responsible for determination of final grades, alignments, drainage, and quantities; special design features; and securing permits and municipal approval.

**Agreements Units** are responsible for preparation of cooperative construction cost prorations and limited use of right of way agreements between the department and county and city governments. They also coordinate the review and preparation of comments on

subdivision plats abutting trunk highways submitted to the department, in accordance with Minnesota statutes.

**Hydraulic and Water Quality Units** are responsible for all drainage and water quality-related design and engineering services. Activities include preparation of drainage studies; review and solution of drainage problems; review of entrance permits, utility permits, plats, and right of way turnbacks as they affect drainage; assessment of water quality impacts of proposed projects and preparation of water quality reports; and review and solution of water quality problems. The units prepare supporting data for the Department of Natural Resources, Corps of Engineers, Pollution Control Agency, and Watershed District permit applications and also prepare cooperative drainage cost prorations. For additional information, contact the local district office.

### **District Survey**

These sections are responsible for obtaining and recording all engineering and land survey information required for design and right of way functions. Activities include preparation of right of way and plat reference maps, establishment of horizontal and vertical control for photogrammetric and design mapping, right of way monumentation, utility location, and design field surveys. For additional information, contact the local district office.

### **District Construction Engineering**

These sections are responsible for administration of construction contracts under the direction of Registered Professional Engineers. Activities include construction surveying, project inspection, quantity documentation, construction-related public contact, and project coordination with affected agencies, municipalities, and utilities.

**Soils Units** conduct soils surveys along proposed routes, recommend the composition of roadways, conduct road rating surveys, and advise the construction field engineers on soils problems encountered on construction projects.

**Materials Units** are responsible for concrete and bituminous plant inspection for the districts, counties, and municipalities. They also take progress samples on all construction projects. For additional information contact the local district office.

### **District Maintenance**

The nine district offices are subdivided into 15 maintenance areas that preserve and maintain state roadways, rest areas, and roadsides; ensure unobstructed drainage facilities; repair bridges and other structures; install signs, signals, barricades, and striping; and remove snow and ice. The sections issue permits for special use of all Minnesota highways, which includes work by others on highway right of way, and issue transportation permits to truckers for uncommon loads. For information on maintenance services or specific permits, contact the local area maintenance section.

### **District Traffic**

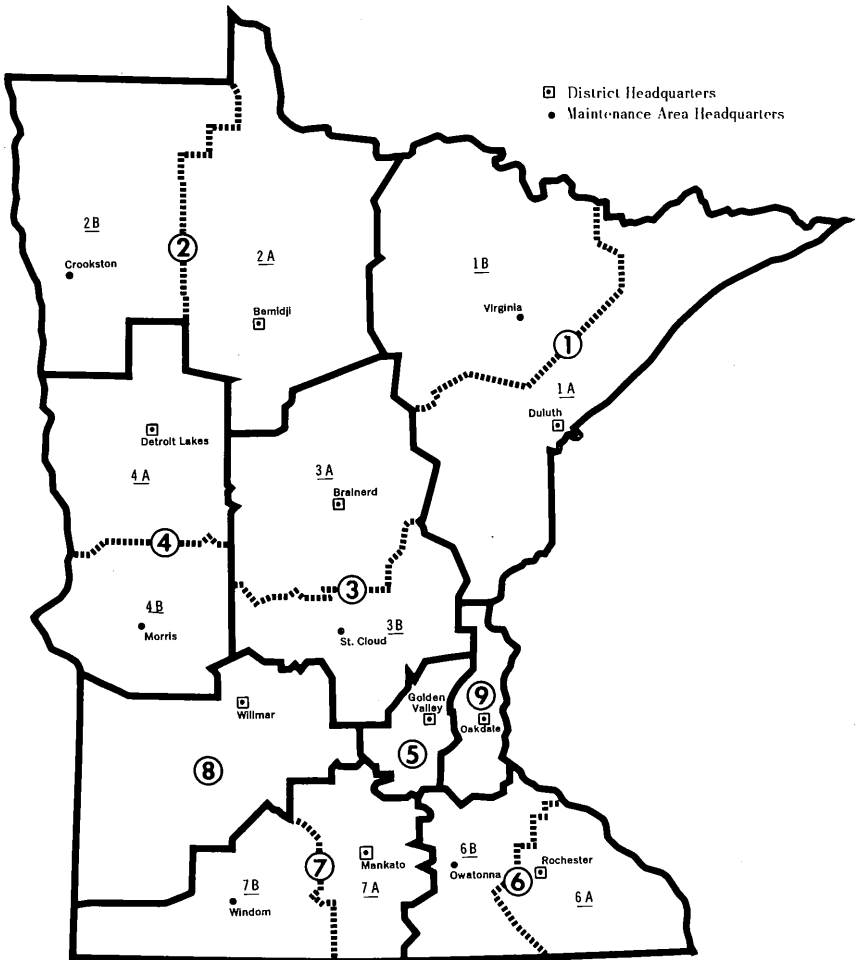
These sections collect and process traffic volume and accident record data; develop safety improvement program projects; supervise the design, construction, and operation of traffic signals and roadway lighting; and supervise the installation of roadway signing and pavement markings. They coordinate the traffic control activities in construction and maintenance work areas; conduct speed zoning surveys and recommend speed limits; perform special traffic engineering studies; investigate and respond to individual complaints; and maintain regular surveillance of traffic and traffic control devices on trunk highways in the districts. For information, contact the local district office.

### **District Employee Development**

These units are responsible for the development and implementation of employee training and employee involvement programs within the districts. They provide liaison functions between the district staff and the central office Employee Development Section. They also provide the district staff with technical assistance on the use of training and develop-

ment concepts, methods, procedures and communication practices. These units provide no services directly to the public.

### Minnesota Department of Transportation DISTRICTS



### District and Maintenance Office Locations

Generally, each district office is organized in the same manner. For more information or assistance on any of the department's programs, contact the local district office.

**District 1-A:** 1123 Mesaba Avenue, Duluth, MN 55811, (218) 723-4801, John Sandahl, district engineer (218) 723-4803; John Bray, district public affairs coordinator (218) 723-4802

**District 2-A:** 401 Paul Bunyan Drive S.E., P.O. Box 490, Bemidji, MN 56601, (218) 755-3800, Robert E. Wolfe, district engineer (218) 755-3815; Mark Anderson, district public affairs coordinator (218) 755-3819

**District 3-A:** 301 Laurel Street, P.O. Box 978, Brainerd, MN 56401, (218) 828-2460, Donald L. Raisanen, district engineer (218) 828-2463; Don Hubert, district public affairs coordinator (218) 828-2471

**District 4-A:** 1000 W. Trunk Highway 10, P.O. Box 666, Detroit Lakes, MN 56501, (218) 847-1500, Ronald G. Hoffman, district engineer (218) 847-1552; Ken Christianson, district public affairs coordinator (218) 847-1532

**District 5:** 2055 N. Lilac Drive, Golden Valley, MN 55422, (612) 593-8400, William M. Crawford, district engineer (612) 593-8403; Marsha Storck, district public affairs coordinator (612) 593-8432

**District 6-A:** N. Trunk Highway 52, P.O. Box 6177, Rochester, MN 55903, (507) 285-7350, David G. Smilonich, district engineer (507) 285-7374; Quentin Crouch, district public affairs coordinator (507) 285-7364

**District 7-A:** 501 S. Victory Drive, P.O. Box 4039, Mankato, MN 56001, (507) 389-6351, Robert P. Pecore, district engineer (507) 389-6868; Pinky Yess, district public affairs coordinator (507) 389-6883

**District 8-A:** 2505 Transportation Road, P.O. Box 768, Willmar, MN 56201, (612) 231-5195, Patrick C. Hughes, district engineer (612) 231-5497; Cheryl Plathe, district public affairs coordinator (612) 231-5136

**District 9:** 3485 N. Hadley Avenue, P.O. Box 2050, North St. Paul, MN 55109, (612) 779-1100, Kermit K. McRae, district engineer (612) 779-1178; Bob Vockrodt, district public affairs coordinator (612) 779-1162

## **Technical Services Division (612) 296-3420**

**Eugene E. Ofstead, assistant commissioner; Leo A. Korth, deputy division director.** This division assists and supports other divisions in the department with engineering services. The division administers the disbursement of federal and state aid road and bridge funds allocated to counties and eligible municipalities. It develops and issues standards, specifications, and manuals used by contractors and local governments; provides liaison with the Federal Highway Administration; and furnishes electronic communications services to other state agencies.

## **Technical Services, Public Affairs (612) 296-3041**

This office promotes public access to the Technical Services Division by issuing news releases, providing speakers and responding to public inquiries of all kinds.

## **Office of Bridges and Structures (612) 296-3172**

**Donald J. Flemming, state bridge engineer.** This office represents the department in bridges and structures design, construction and maintenance matters to other agencies. It reviews and approves all preliminary and final bridge designs and provides technical services concerning bridge design and repair.

## **Bridge Construction and Maintenance Section (612) 296-3176**

**John R. Allen, administrative engineer.** This section provides bridge construction and maintenance direction, training programs, computer programs, load capacity ratings, and advisory services to bridge engineers in the districts. It administers the statewide bridge inspection and bridge improvement programs. The section writes bridge construction and maintenance specifications, manuals, and bulletins. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

## **Bridge Design Planning Section (612) 296-3177**

**Loren G. Hegland, administrative engineer.** This section develops preliminary bridge plans, prepares cost estimates, coordinates utility requirements, selects and negotiates with consulting engineers, approves construction contracts. It provides no services directly to the public.

## **Bridge Design Section (612) 296-3173**

**Albert E. Holmboe, administrative engineer.** This section designs bridges and miscellaneous highway structures such as retaining walls, sign bridges, culverts, and noise walls. It makes rating and load posting analyses of existing bridges. It provides no services directly to the public.

### **Structural Metals Section (612) 296-3178**

**Donald Berndt, engineer.** This section writes structural metals specifications, inspects structural metal materials, fabrication, and assembly, and provides metallurgical engineering expertise. The section also administers the department's welder certification program. Welder's certification requires a standard test which may be administered by the section or may be taken at an approved private testing site. Anyone requesting welding certification must pay whatever expenses are incurred by the testing. The section issues a Welder Certification Card upon successful completion of the standard welding test. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

### **Bridge Analysis Liaison Engineer (612) 296-3187**

**Daniel L. Dorgan, engineer.** This section reviews bridge plans, selects and negotiates with consulting engineers, and provides technical assistance on request to counties and municipalities. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

### **Office of Electronic Communications (612) 296-7402**

**Samuel F. Gargaro, director.** This office designs and maintains communications networks, personal computers, telephone equipment, electronic truck weighing, and closed circuit television systems for the department and other state agencies.

### **Electronic Maintenance Section (612) 296-3458**

**Anthony C. Vornbrock, engineer.** This section installs, maintains, and repairs communications systems and related electronic equipment for all state agencies, including computers, telephones, portable radios, base transmitting stations, weather broadcasting stations, electronic weighing stations, aeronautical navigational aid facilities, closed circuit television systems, and repeater sites. It provides no services directly to the public.

### **Engineering Section (612) 296-7418**

**Henry E. Bruns, engineer.** This section provides telecommunication system design and engineering for all state agencies. It provides frequency coordination to local governments for land-mobile radio systems in cooperation with the Federal Communications Commission (FCC). Frequency coordination is required by the FCC for all new radio station licenses or modifications to existing licenses in police, local government, highway maintenance, and forestry conservation radio services as well as some licenses in special emergency radio service. "Request for Frequency Coordination" forms are available from the section.

The section also provides engineering assistance to the Department of Health, hospitals, and ambulance services statewide for two-way emergency medical service radio systems. For forms or assistance, contact the section at Room 455 Rice St., St. Paul, MN 55103.

### **Office of Materials, Research and Standards (612) 296-3040**

**Richard Sullivan, director.** The Office of Materials, Research and Standards consists of six sections with basic missions as follows:

**Engineering Standards Section** reviews and monitors construction and right of way operations, maintains value engineering and cost improvement programs, develops engineering (design and bridge) and right of way standards, develops construction specifications and provides a contract hearing officer for relocation appeals.

**Geotechnical Engineering Section** provides expertise, training and specifications in all areas of soils, aggregate, erosion control and turf establishment. Performs sub-surface exploration for bridge foundations, gravel source exploration, retaining wall and high embankments. Provides expertise in the areas of geology and ground water hydrology.

**Materials Engineering Section** conducts physical and chemical testing of all materials and products incorporated into a construction project to ensure compliance with Mn/DOT



standards and State and Federal guidelines. Develops and revises materials specifications, testing and inspection procedures.

**Pavement Engineering Section** provides technical expertise in the areas of concrete pavements, asphalt pavements, pavement structural design.

**Physical Research Section** carries out the department's program of applied research and provides technical advice to the other divisions of Mn/DOT.

**Research Administration and Development Section.** The major function provided by this section will be research planning, coordination and evaluation. They will manage all future planning activities with the University of Minnesota with respect to the Center for Transportation Studies as well as coordinate work with national research organizations.

### **Engineering Standards Section (612) 296-6116**

**R. M. Canner, Jr., engineering stds. engineer.** This section reviews and monitors construction and right of way operations, maintains value engineering and cost improvement programs, develops engineering and right of way standards, develops construction specifications, and provides a hearing officer for relocation appeals.

Eighteen manuals, used primarily by government agencies as guides to bridge and road design, construction, and maintenance, are available to the public. Engineering specialists in the office will answer questions concerning standards. For information about a specific plan or construction project, contact the local district office.

For prices of individual manuals or *Standard Specifications for Highway Construction*, contact Map Sales and Manuals at Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. All orders must be accompanied by a check or money order for the correct amount, payable to the commissioner of transportation. It takes approximately one to two weeks to receive a publication by mail.

### **Geotechnical Section (612) 296-3110**

**Ray Adolfson, engineer.** This section provides geotechnical expertise in the areas of construction, grading, aggregates, geology, foundations, subgrade designs, subsurface drainage, erosion control, turf establishment and hazardous materials.

#### **Foundations Unit (612) 296-2304**

**Virgil Mikkelsen, engineer.** This unit conducts subsurface explorations for the foundations for bridges, retaining walls, high embankments and other structures. It provides design recommendations on foundation bearing capacity, expected settlement and potential slope stability problems. It provides technical assistance to district design and construction personnel on foundation-related problems. It provides no services directly to the public.

#### **Geology Unit (612) 296-3623**

**Graham Ford, geologist.** This unit provides studies, advice and recommendations on problems relating to geology and ground water hydrology, including rock excavation and bearing capacities, backslope and tunnel designs, quarry aggregates, geophysics and vibration analysis, subsurface drainage, and environmental impact statements. It provides design recommendations and construction advice for water wells in rest areas and maintenance buildings. It provides no services directly to the public.

#### **Aggregate Unit (612) 296-3263**

**Warren Pladsen, engineer.** This unit provides aggregate source information and recommendations to district materials, soils and design engineers and Estimating Unit of the Office of Design Services. It provides aerial photo interpretation assistance to the districts. It conducts statewide aggregate source prospecting, drilling, sampling and analysis of aggregate prospects and pits. It provides no services directly to the public.

#### **Erosion Control, Turf Establishment & Safety Unit (612) 296-3766**

**Leo Holm, engineer.** This unit provides recommendations and technical assistance in the areas of turf establishment, sedimentation and erosion control for the design, construction and maintenance of highways. It monitors construction projects for compliance with con-

tract specifications in the geotechnical areas. It is responsible for certification that all grading and turf establishment projects conform to specification requirements to permit final contract payments to contractors. It develops policies for the handling of hazardous wastes. For information, contact the Unit at Room 132, Transportation Building, St. Paul, MN 55155.

#### **Grading & Base Unit (612) 296-3282**

**Henry Mehmen, engineer.** This unit reviews subgrade design recommendations submitted by the districts. It prepares specifications, manuals and standards for grading and base construction. It provides technical assistance to project engineers. It monitors construction projects for compliance with the appropriate specifications. It certifies that all grading projects conform to specification requirements to permit final payments to contractors. It provides no services directly to the public.

#### **Materials Engineering Section (612) 296-3164**

**Blaine F. Himmelman, materials engineer.** This section inspects and tests materials used in the construction and maintenance of the state transportation system. The section prepares materials specifications, conducts pavement friction testing, pavement strength measurements, road roughness measurements, and directs the materials certification program. It provides technical assistance to department, county, and municipal personnel and to contractors on physical and chemical testing, and conducts tests and inspections for other state and government agencies on a reciprocity basis. For information, contact the section at Room 137, Transportation Bldg., St. Paul, MN 55155.

#### **Pavement Engineering Section (612) 296-7134**

**George R. Cochran, pavement engineer.** This section provides through its Bituminous Unit, Concrete Unit, Structural Pavement Design Unit, and Pavement Management Unit technical direction in the design, construction, maintenance, rehabilitation and management of the Departments pavements.

#### **Bituminous Engineering Unit (612) 296-3196**

**Douglas Schwartz, engineer.** This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of bituminous materials. It prepares bituminous mixture designs, specifications, and manuals for construction projects. The section certifies that all bituminous projects conform to specifications. For information, contact the section at Room 135, Transportation Bldg., St. Paul, MN 55155.

#### **Concrete Engineering Unit (612) 296-3111**

**Terry Zoller, engineer.** This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of concrete materials. It designs concrete pavements for steel requirements, panel length and joint spacing. It prepares concrete mix designs, specifications, and manuals for construction projects. The section surveys concrete pavements statewide to determine maintenance and repair requirements and certifies that all concrete projects conform to specifications. For information, contact the section at Room 134, Transportation Bldg., St. Paul, MN 55155.

#### **Structural Pavement Design Unit**

**Duane Young, engineer.** This unit provides technical direction and assistance to state, county, and municipal engineers and administrators on the structural design of pavements, including the use of roadbed soils.

Thus it is involved in strength assignment to grading soils, thickness determination of aggregate, bituminous, and concrete pavements, subsurface drainage, and rehabilitation strategies. For information, contact the unit at Rm. 132, Transportation Bldg., St. Paul, MN 55155.

**Pavement Management Unit (612) 297-3978**

**Loren Hill, pavement mgmt. engineer.** This unit is responsible for the design implementation, and maintenance of the "Mn/DOT Pavement Management System". The "system" will employ, on a network basis, the ride, surface distress, deflection and skid data collected each year to make performance predictions on Minnesota's pavements. This data, together with the known maintenance and construction costs will be applied to a wide range of rehabilitation strategies and budgetary/management constraints in order to provide information which will optimize design, maintenance/rehabilitation costs and strategies and insure a satisfactory level of user serviceability. For information, contact the unit at Room 707, Transportation Bldg., St. Paul, MN 55155.

**Physical Research Section (612) 296-3066**

**Paul J. Diethelm, physical research engineer.** This section is responsible for creating a technical and scientific data base for the resolution of the department's most pressing technical problems as identified by department organizational units, the state legislature, the Federal Highway Administration, and local transportation and road authorities. Problem solution requests are prioritized and, within human and monetary resources available, a research program is developed to be conducted partially in-house by this section and partially under consultant agreement thru the Research Administration and Development Section. Problems are addressed in the areas of design, construction, reconstruction and maintenance of transportation facilities, pavement management, safety, environment, and materials conservation.

Reports on completed department research may be seen in the department library at Room B-26A, Transportation Bldg., St. Paul, MN 55155, (612) 296-2385. All state university libraries have depository copies on microfiche. The office provides no services directly to the public.

**Research Administration and Development Section (612) 296-3469**

**Richard Ingberg, engineer.** This section coordinates department wide research activities, maintains liaison with other state and national research programs, and coordinates administration of department and multi-agency sponsored research contracts. Occasional research contracts are awarded on the basis of contractor qualifications for the specific professional and technical services required. Requests for proposals are published in the *State Register*. No research grants are available. The section also coordinates department-wide implementation of available new technology and research results from other state and national sources.

This section manages the administrative and secretarial duties including the budget of the Local Road Research Board. Similarly, the section provides all necessary secretarial activities for the Departments Research Coordinating Committee.

**Office of Right of Way/and Surveys (612) 296-1133**

**Richard J. Dinneen, director.** This office determines, establishes fair market value for, and acquires needed right of way. It acquires real estate needed for construction of department facilities, and provides relocation assistance for acquired residential, industrial, commercial, or farm property displacees. It obtains needed permits and utility agreements, manages real estate owned by the state through lease, rental, or sale. It also reconveys properties no longer needed for department purposes, prepares Commissioner's Orders, and administers turnbacks of old trunk highways or portions thereof to other units of government. This office is also responsible for surveys, cartography and photogrammetric mapping.

**Acquisition Section (612) 296-1132**

**Gary E. Workman, engineer.** This section provides the status of right of way in progress and previously acquired. It acquires the necessary property to accommodate the state's

transportation program and leases and sells property no longer used for transportation purposes. It assists dislocated residents locate replacement housing and reviews relocation plans and assistance claims in behalf of dislocated persons and businesses. Two pamphlets are available, *Guide Property Owners* and *Relocation Assistance*. Prints of project plans or right of way maps are also available to the public. For information, pamphlets, or prints, contact the section at Room 511, Transportation Bldg., St. Paul, MN 55155.

#### **Valuation Section (612) 296-1135**

**E. R. Gustafson, manager.** This section prepares real estate appraisals of property to be acquired or sold by the department and provides in-house expertise on any department real estate decision. It provides no services directly to the public.

#### **Construction Standards Unit (612) 296-3023 and 296-6116**

**John M. Sampson and Steve Blanchard, engineers.** This unit establishes construction standards and monitors operations for compliance. It provides no services directly to the public.

#### **Design Standards Unit (612) 296-6116**

This unit develops design standards for highway and bikeway construction and provides technical assistance in their application to cities, counties, and other state agencies. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

#### **Specifications Unit (612) 296-3065**

**James Halvorson, engineer.** This unit develops and maintains up-to-date specifications for contract construction. It provides no services directly to the public.

#### **Technical Graphics Unit (612) 296-4857**

**Jake Kindom, supervisor.** This unit provides technical and graphics support to other units in the section.

#### **Structural Standards Unit (612) 296-6136**

**James J. Hill, engineer.** This unit promulgates standards for the construction of bridges and structures and provides technical assistance to city and county agencies in their application. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

#### **Value Engineering Unit (612) 296-2743**

**Leo C. Ryan, engineer.** This unit manages a comprehensive cost improvement, value engineering, and value improvement program to identify more cost effective uses of resources to reduce overall costs. The unit trains operating personnel in value engineering techniques. It provides no services directly to the public.

#### **Surveying and Mapping Section (612) 296-1077**

This section carries out geodetic and land surveys, and photogrammetric and cartographic mapping for use by the department as well as training and advising department personnel in the application of geodetic surveys, land surveys, and photogrammetric and cartographic materials and methods for planning and design of department projects. It also provides assistance to other public agencies on surveying and mapping applications, techniques, and the procedures for acquiring geodetic, photogrammetric, and cartographic services.

#### **Cartographic Unit (612) 296-1680**

**Richard W. Teeters, chief.** This unit prepares state, county, municipal, and special purpose maps and other cartography and graphic services for the department and other state and local agencies. Maps are available to the public from Map Sales, Room B-20, Trans-

portation Bldg., St. Paul, MN 55155, (612) 296-2216, see pages 377-378.

#### **Geodetic Unit (612) 296-5710**

**David M. Gorg, geodetic engineer.** This unit provides the public with information and technical advice on the establishment and use of horizon and vertical geodetic control. Requests for specific geodetic control marks should include the name or number of the mark or location (county, township, and section) where the mark is needed. Contact the unit at Room 712, Transportation Bldg., St. Paul, MN 55155 (612) 296-3027.

#### **Preacquisition Section (612) 296-1074**

**John E. Swenson, principal land surveyor.** This section is the custodian of the department's right of way maps and plats that show the land owned by the department for highways and the government land corner information that was used to describe the parcels. This section also provides land descriptions, Commissioner's Orders, and legal documents needed for acquisition of land, updates right of way maps, and administers the turnback of old trunk highways to counties and local units of government. Information and prints of right of way maps are available to the public, land surveyors, and other governmental agencies. Contact the section at Room 508, Transportation Bldg., St. Paul, MN 55155.

#### **Photogrammetric Unit (612) 296-1079**

**Stanton P. Michal, photogrammetric engineer.** This unit provides aerial photography, photogrammetric enlargements, aerial photographic mosaics, and photogrammetrically derived planimetric and photographic mapping for use by the department's technical staff. Prints and enlargements of portions of the aerial photography acquired by the section are available to the public. Requests should include size wanted, description of the specific area, type of photography, and date of photography. Prices vary, depending on size and quantity of prints ordered. Contact the section at Room 711, Transportation Bldg., St. Paul, MN 55155.

#### **Office of Technical Support (612) 296-3036**

**Roger M. Hill, director.** This office consists of 4 sections, Environmental Services, Design Services, Agreement Services, and Computer-Aided Engineering Services. **Environmental Services** is a multi-disciplinary unit that provides statewide review, consultation and actual production work in a wide range of environmentally related matters. **Design Services** primary functions are: processing the plans, special provisions and estimates for statewide lettings; hydraulic engineering, preliminary design liaison and geometric engineering; and some overload detail design work. **Agreement Services** coordinates, prepares, monitors and administers agreements with local units of government, utilities and consultants. **Computer Aided Engineering Services** maintains and manages a computer center that supports the 9 districts and the central office in the performance of computer-aided engineering activities.

#### **Office Management Section (612) 296-3047**

**Marge L. Pilot, office manager.** This section provides accounting, payroll, budget, personnel, and secretarial support to the office. It provides no services directly to the public.

#### **Design Services Section (612) 296-3268**

**Gerald Rohrbach, design services engineer.** This section provides technical assistance and guidance to the district design groups and other state agencies. It conducts the "final plan review," prepares the engineering estimate, engineering special provisions and proposal, advertises for bids and distributes bidding documents to contractors and suppliers for all trunk highway projects. It also prepares and distributes the "*Minnesota Highway Construction Index*," a quarterly publication which is based upon successful bid prices. It reviews geometric layouts developed by the districts and as the workload permits, it has the capability to develop geometric layouts. It reviews, analyzes and approves drainage on highway. It has the design capability for preparing complex multimodal transportation plans.

It is the design and testing authority for the department on water supply and wastewater treatment facilities used on state projects.

For information concerning design policy and procedures, contact the section at Room 716, Transportation Bldg., St. Paul, MN 55155. For information about a specific project, contact the local district office.

### **Hydraulic Engineering Unit (612) 296-0824**

**David V. Halvorson, hydraulics engineer.** This section provides hydraulic recommendations for highway construction projects. It provides technical assistance on request to counties and municipalities and establishes department policy on hydraulics and hydrology. For information, contact the section at Room 718, Transportation Bldg., St. Paul, MN 55155.

### **Agreement Services Section (612) 296-8650**

This section is responsible for the agreements services program for the Office of Design Services. This includes the development, preparation and administration of all aspects of agreements for consultant services and for agency, cooperative and maintenance agreements with municipalities, counties, state agencies, other states and Canadian Provinces, and relocation agreements for utility facilities along trunk highway right of way. The section processes and approves utility permit applications, which take approximately six weeks to issue. There are no fees. Forms are furnished to the applicant when necessary. The form, "Application for Utility Permit on Trunk Highway Right of Way," is available in person or by mail from any district or area maintenance office, or contact the section at Room 715N Transportation Bldg., St. Paul, Minnesota 55155.

### **Computer Aided Engineering Services Section (612) 296-4707**

**Janet Blacik, project manager.** The responsibilities of this office are to manage the resources required for the immediate and long range development of computer aided engineering. Specific activities include enhancement, development, integration and maintenance of computer based road design as well as computer aided drafting of maps and design plans for the department. The office provides no services directly to the public.

### **Preliminary Design Unit (612) 296-3276**

**Clement P. Kachelmyer, engineer.** This section assists districts with layouts and profiles that establish a proposed highway design and coordinates the review process. The section also supervises the department's historical, archaeological, architectural, cultural, and paleontological review and preservation activities in cooperation with the Minnesota Historical Society and other state and federal agencies.

Information on proposed highway construction is available to the public. Copies of portions of preliminary layouts, detailed design plans, right of way maps, standard plan maps, and standard manual plates for specific construction projects are available for purchase. Prices vary, depending on what is required. Environmental impact statements and project reports for specific construction projects are available for inspection. Contact the Road Plans Information Office at Room 609, Transportation Bldg., St. Paul, MN 55155, (612) 296-3041.

### **Environmental Services Section (612) 296-1637**

**Lawrence E. Foote, director.** The Environmental Services Section serves as an interdisciplinary resource providing technical design and environmental consulting services to district and central offices regarding planning, design, development and operation of transportation facilities. Primary clientele are Mn/DOT district offices as well as the commissioner's staff and other central offices. Other clientele groups include the FHWA, state and federal agencies, federal and state legislators, the governor's office, local units of government and citizens of the state. The section focuses on environmental issues common to many other agencies and individuals. It processes and reviews environmental reports and

related documents; and represents the department on statewide issues that require environmental study.

#### **Landscape Unit (612) 296-5772**

This unit develops statewide landscaping projects and schedules. It provides technical advice and training on the establishment and care of plants and timber within highway corridors and right of way and coordinates a wildflower program along state roadsides with the Federal Highway Administration and Federated Garden Clubs of Minnesota. The unit coordinates the activities of Green View, Inc., an organization of retirees that provides for custodial services at designated highway rest areas. For information, contact the unit at Room 715, Transportation Bldg., St. Paul, MN 55155.

#### **Site Development Unit (612) 296-5773**

**James S. Reierson, senior landscape architect.** This unit provides interdisciplinary technical expertise in the development and coordination of various departmental programs including safety rest areas, multiple use/joint development projects, special design projects, departmental buildings, and travel information plazas. It prepares preliminary plans, detail designs, specifications, design guides, feasibility studies, and environmental reports related to transportation site development and planning. The unit provides no services directly to the public.

#### **Environmental Coordination Unit (612) 296-1652**

**Cheryl S. Heide, principal planner.** The Environmental Coordination Unit is the liaison between the department and the Minnesota Environmental Quality Board (EQB). The unit provides staff support and technical assistance to the commissioner of transportation and the EQB; gives guidance to Mn/DOT staff, local governmental units and the public concerning the EQB environmental review process; reviews non-Mn/DOT environmental review documents for their impact upon transportation systems and assists in preparation of Mn/DOT documents. The unit frequently represents the department on interagency committees and coordinates the organization of staff to address environmental issues and responsibilities confronting the department and the state. Information concerning Mn/DOT's environmental commitment and environmental programs are also developed by the Environmental Coordination Unit.

#### **Environmental Development Unit (612) 296-1642**

**Frank W. Pafko, planning director.** This unit is the multi-disciplinary team responsible for analyzing environmental impacts of transportation projects. The unit recommends and develops environmental mitigation, conducts interagency coordination, reviews and processes environmental documents, and conducts environmental research. It provides input into developing environmental-related department policy and represents the department on statewide environmental issues.

#### **Environmental Engineering Unit (612) 296-3260**

**James R. O'Connor, principal engineer.** This unit provides technical expertise and interpretation/dissemination of federal and state laws, rules, regulations and standards for the department in the fields of acoustics and meteorology on all facets of transportation noise and air pollution. Noise and air quality analysis procedures and monitoring capabilities are developed and maintained in this unit. Energy analysis and agency approvals and permits for highway projects are the responsibility of this unit. The unit serves the department when the measurement and engineering solution of work place noise and air pollution for OSHA compliance is required. The unit is located in Room B-3, Transportation Building, St. Paul, Minnesota 55155.

#### **Water Quality Unit (612) 296-0830**

The Water Quality Unit provides technical expertise on a statewide basis for the design, implementation, and operation of long term monitoring programs to describe the physical and chemical characteristics of runoff from transportation projects and waters receiving this runoff. This unit is also responsible for the research to develop and update a highway

runoff pollutant prediction model, performing the requirements of permit compliance monitoring, investigating complaints, research to determine the effects of new construction and maintenance materials on runoff, and investigates groundwaters influenced by project runoff. The technical expertise and data of this unit are used within Mn/DOT, by other state agencies, by the federal, county, city and by private consultants and the public.

**Environmental Studies Unit (612) 296-5775**

**Dennis J. Adams, senior landscape architect.** This Preliminary Design Unit, made up of landscape architects and graphic specialists, prepares visual assessments and conceptual studies for transportation corridors, scenic highways, and parkways. It also prepares and manages long-term statewide projects. The 426 mile Minnesota portion of the 2,000 mile **Great River Road** program is administered by the unit. Currently, it is developing procedures and rules that effectively utilize highway right-of-way and adjacent public lands for recreational use in areas of unusual scenic interest as required by the 1986 State Transportation Act. The unit is exploring the use of computer-aided drafting systems to enhance corridor studies and the analysis of highway aesthetics. It is the purpose of the unit to aid Mn/DOT districts in integrating aesthetic concerns into highway design.

**Office of State Aid (612) 296-9872 or -9877**

**Gordon M. Fay, director; Roy L. Hanson, assistant director.** This office administers the distribution of state-aid and federal-aid funds to eligible counties, cities and townships. It authorizes grants for bridge construction on local road systems. It provides technical assistance in the design, construction and maintenance of the state-aid and federal-aid road systems. It provides no services directly to the public.

**Plans and Specifications Section (612) 296-9875**

**Julie Skallman, chief.** This section reviews for approval plans for state-aid and federal-aid construction projects.

**Programming and Project Development Section (612) 296-3014 and 296-9973**

**Delvert O. Oftedahl, engineer for rural projects; John D. Petrich, engineer for urban projects.** This section administers, prepares, and processes documentation for county and municipal road construction projects involving federal funds.

**Office of Traffic Engineering (612) 296-6164**

**Leonard G. Eilts, director (state traffic engineer).** This office determines standards, guidelines, and preferred practices on traffic engineering functions for statewide use, and disseminates and monitors their application in the best interests of uniformity and professional traffic engineering. It designs signing and lighting plans for freeways, processes plans and writes special provisions for signal projects. It designs, operates, and maintains traffic signals and roadway lighting statewide, operates the metropolitan freeway controls & surveillance system, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering.

**Electrical Systems and Services Section (612) 296-1156**

**Herman Wittenberg, assistant traffic engineer, electrical.** This section maintains, tests, and repairs all electrical and electronic traffic signals, roadway lighting, and other electrical/electronic equipment on the interstate and trunk highway system. It prepares electrical specifications for projects such as freeway surveillance, ramp metering control, and changeable message signs and reviews, modifies, and approves traffic signal plans initiated by the districts. It provides no services directly to the public. To report any signal system or lighting system malfunction, contact the local district office.



**Tort Claims Section (612) 296-1177**

**Michael Gillen, tort claims engineer.** This section acts as liaison between the Department of Transportation and the Attorney General's Office. It gathers documentation required to respond to liability claims made against the Department of Transportation.

**Plans and Coordination Section (612) 296-1155**

**Thomas E. Campbell, assistant state traffic engineer.** This section administers cost-sharing and maintenance agreements for lighting, signal, freeway surveillance, and signing work performed under contract or by cities, counties, or the state. The section develops policies and standards for highway lighting and freeway signing and serves as liaison among the districts, other departmental offices, and the Federal Highway Administration on traffic engineering matters. The section also provides traffic engineering reviews for the staff approval process on all state preliminary road plans. It produces the contract plans for signing and lighting projects. Contract plans and proposals may be purchased. The cost varies according to the project. To review or purchase the plans, contact the **Plans and Proposals Sale Unit** at Room B-4, Transportation Bldg., St. Paul, MN 55155, (612) 296-6101. In-person requests will be handled immediately. For specific information about the plans, contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155. For information about a particular site, contact the local district office.

**Traffic Systems and Research Section (612) 341-7500**

**Glen Carlson, manager, traffic management center.** This section administers the Traffic Management Center which conducts a traffic management program including vehicle detection, CCTV monitoring, ramp metering, incident response, and promotion of ride-sharing on portions of the Twin Cities Metropolitan Area freeway system. The section also conducts a traffic engineering research program and develops and maintains computer software to support the traffic systems management program and the research program.

**Traffic Control Devices Section (612) 296-1154**

**Robert A. Kurpius, engineer.** Administers the department's traffic control devices programs, such as Minnesota Manual on Uniform Traffic Control Devices, including highway numbering systems, speed zoning, and work zone traffic safety monitoring. Also provides integrated traffic accident surveillance capabilities and has responsibilities in the Mn/DOT Highway Safety Improvement Program. Contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155.

**Transportation Regulation Board**

**254 Livestock Exchange Building, 100 Stockyards Road, South St. Paul, MN 55075**

**Roger A. Laufenburger, chairman (612) 296-0400**

**Minnesota Statutes, chapters 174, 174A, 216, 216A, 218, 219 and 221. Minnesota Rules 8900-8999**

The Transportation Regulation Board is a three member, quasi-judicial, independent regulatory agency established to regulate "for hire" transportation within the state of Minnesota. The board was created in 1980 but not funded until 1983 because of the state's budgetary situation. The board, which was appointed on August 10, 1983, and became functional on October 1, 1983, took over some of the duties previously handled by the Minnesota Public Utilities Commission. The board issues orders involving motor carrier authorities (certificates and permits), rates and railroad matters, involving clearance variances, spur track removals and changes in agency service.

Petitioners for motor carrier authority must show proof that they are fit and able and there is a need for the proposed service. The board issues certificates (regular route common carrier of freight and passengers, petroleum) and permits (irregular route, contract, livestock, local cartage, charter and courier). Petition forms are obtained and filed with

the Department of Transportation, Office of Safety and Compliance, 151 Livestock Exchange Building, 100 Stockyards Road, So. St. Paul, MN 55075 (612/296-7119) and are published for twenty days notice in the weekly **Board Calendar**. Contested matters are scheduled for hearing before the Office of Administrative Hearings, 400 Summit Bank Bldg., 310 So. 4th Avenue, Minneapolis, MN 55415 (612/341-7600).

Uncontested matters are processed by the staff for board disposition. The subscription fee for the boards' weekly calendar is \$50.00 per year (612/297-4362). Copies of board files are available upon request for 25¢ per page.

## Office of the State Treasurer

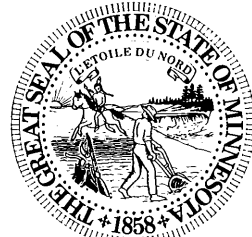
303 Administration Building

50 Sherburne Avenue, St. Paul, MN 55155

Michael A. McGrath, state treasurer (612) 296-2122

John M. Manahan, deputy state treasurer

Minnesota Statutes, chapter 7; Minnesota Rules 9000-9099



The state treasurer is a constitutional officer elected by the people to a four year term. The primary function of the office is to receive and account for all monies paid into the state treasury until lawfully disbursed or invested. The treasurer must also record and verify all warrants redeemed from the state treasury. The treasurer daily determines the amount of money available for investment and certifies that amount to the Investment Board staff. The treasurer also assures that all state monies on deposit and invested are properly collateralized and protected against default.

The treasurer is one of five members of the State Board of Investment. The board is responsible for the formulation of investment policies on behalf of the various public retirement funds, the Invested Treasurer's Cash Fund and eight other funds. Investments now total approximately \$11 billion.

The treasurer is also a member of the Executive Council. The council consists of the six constitutional officers. Duties of the Executive Council include the approval of mineral, peat and timber leases, the designation of Minnesota banks to receive state deposits, the disposition of certain state lands and the provision of emergency relief in times of disaster.

The treasurer is the governor's designated constitutional officer on the Board of directors of the Minnesota State Retirement System. The board formulates policies governing the pensions of state employees and elected officials.

### Treasury Operations Division (612) 296-7091

**Jerry Engebretson, director.** The following sections provide the treasurer with the necessary information to maintain a system of financial checks and balance for the state, maximize earnings on funds determined to be available for investment and protect public monies deposited and invested. The division is divided into the following three sections:

#### Cash Management and Data Processing (612) 296-9132 & 296-8552

**Mike Hager, supervisor.** This section receives and processes deposits or deposit reports from each state department, agency and deputy registrar, accounting for all monies received by the state of Minnesota. It reconciles some 310 bank account statements each month and works with approximately 250 banks throughout the state. The data processing area of this section reconciles, verifies, and pays all state warrants (5 million annually) presented by banks for payment. It also provides a computerized operation for recording all bank account activity (deposits, withdrawals, and balances). This computer system generates various other financial reports and information for the state treasurer, and other state departments on a daily basis. In addition to basic banking activity, these reports include: warrants outstanding and paid, collateral pledged to secure state deposits, and investments and unclaimed property data for the Minnesota Department of Commerce.

### **Safekeeping and Investments (612) 296-9569**

**Shirley Tigges, supervisor.** This section performs the banking functions for the state, including the State Board of Investment. This section maintains an inventory of all securities owned by the funds (general fund, retirement funds and various other public funds). It also is responsible for maintaining and verifying the amount of collateral pledged to secure state funds on deposit in banks and invested by private agents. In addition, the section provides safekeeping of \$1 billion in securities and other financial assets for state departments and escheated estates.

### **Debt Service and Accounting (612) 296-9623**

**Pat Fleming, accountant.** The state of Minnesota's bonded indebtedness is prescribed by the state constitution and various issues are authorized by the legislature. As of December 31, 1986 there were outstanding some 55 separate issues of Minnesota bonds totaling approximately \$1.2 billion. This section maintains and services the state's bond indebtedness portfolio. It is responsible for the accurate payment of principal and interest on all issues and maintaining proper records of transactions. This section is also responsible for the receipt, accounting and payment of all payroll tax deductions (federal and state withholding, medicare and social security) from all state, legislative, university and college employees. It also accomplishes the internal office accounting duties.

## **University of Minnesota**

**100 Church St. S.E., 202 Morrill Hall, Minneapolis, MN 55455**

**Kenneth H. Keller, president (612) 626-1616**

**Information: (612) 625-5000**

**Minnesota Statutes, chapter 137**

The University of Minnesota, ranked among the nation's top ten public universities, reflects the commitment to education of a state that is only 21st in population. It is almost alone among universities in the United States in its combination of three characteristics: an international research university, a land-grant institution with a strong tradition of education and public service, and a metropolitan academic community.

The Twin Cities campus, the system's largest, is made up of 18 colleges and offers a full range of academic and professional degrees. A comprehensive campus in Duluth offers undergraduate and graduate programs. The Morris campus offers a four-year liberal arts program. Two-year technical colleges in Crookston and Waseca provide paraprofessional and technical education, primarily in agriculture-related fields. Through the Minnesota Extension Service, the university is present in each of Minnesota's 87 counties.

The university is the primary center in Minnesota, and parts of the surrounding region, for instruction and research in the health sciences, law, engineering, agriculture, and forestry. It offers all of the graduate-level programs in these fields. The university is the only institution in the state granting doctorate degrees in all the arts and sciences and in teacher preparation.

When the university was founded as a preparatory school in 1851, Minnesota had been a territory for just two years, and statehood was still seven years away. The school was built on not much more than the pioneers' faith in education. The university struggled financially in its early years and was forced to close during the Civil War. It reopened in 1867.

Two students received bachelor of arts degrees at the first commencement in June 1873. Since then, the university has granted 397,390 degrees. Students earn undergraduate and graduate degrees in more than 250 fields of study.

The Duluth campus joined the university in 1947, the Morris campus opened in 1960, the Crookston campus in 1966, and the Waseca campus in 1971.

The university is now one of the largest in the United States. Enrollment in winter 1987

was 53,519 on all five campuses. Enrollment was 42,405 on the Twin Cities campus, 7,012 at Duluth, 1,693 at Morris, 1,280 at Waseca, and 1,129 at Crookston.

University alumni include four Nobel Prize winners, a former chief justice of the United States, two former vice presidents, the heads of Fortune 500 companies, medical pioneers, civil rights leaders, top journalists, and men and women who have achieved distinction in every field.

Alumni, their families and friends are always welcome at the university. Alumni are invited to continue their relationship with the university through the Minnesota Alumni Association and its college groups.

## Board of Regents (612) 625-6300

**Barbara Muesing, regents' secretary.** The Board of Regents is the university's governing body. Chief responsibilities are electing a university president; enacting rules, regulations, and policies; controlling university expenditures; and approving major personnel changes.

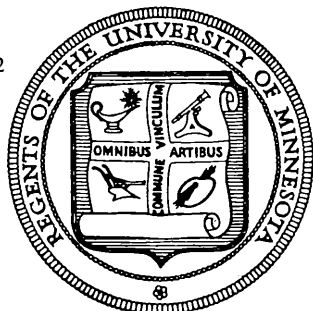
The 12 regents are chosen by the legislature. Eight regents are nominated by a caucus of state legislators and come from each of the eight congressional districts. Four regents are elected at large and are usually nominated by a joint meeting of the Minnesota House and Senate education committees. One of these four at-large regents must be a university student or a recent university graduate, within five years prior to election. Regents serve without pay for six-year terms. Each odd-numbered year four regents' terms expire, and elections are held to fill their chairs. Vacancies occurring when the legislature is not in session are filled by the governor.

The university president is ex-officio president of the Board of Regents. A chair and vice chair are elected from the board; a secretary and a treasurer, who may or may not be members of the board, are also elected. All officers, except the president, serve for two years.

The board meets in regular session the second Friday of each month and business to be considered is first reviewed by one or more of the standing committees the second Thursday of each month. Dates of board meetings are announced in the "Official Daily Bulletin," published in the *Minnesota Daily*, the Twin Cities campus student newspaper. The dates are also announced at the coordinate campuses in their campus calendars or publications and in *Brief*, the weekly newsletter for faculty and staff on all campuses. Materials for consideration by the board from within the university are usually submitted to the secretary through the president's office. Requests for personal appearances before board committees must be approved in advance by the secretary.

### Regents:

**Wendell R. Anderson**, Piper Jaffray Tower, Minneapolis, MN 55402  
**Charles H. Casey**, Box 247, West Concord, MN 55985  
**M. Elizabeth Craig**, 4423 Ellerdale Road, Minnetonka, MN 55345  
**Jack P. Grahek**, 245 E. White St., Ely, MN 55731  
**Wally Hilke**, 1836 Dayton Ave., St. Paul, MN 55104  
**Elton A. Kuderer**, 1845 Knollwood Dr., Fairmont, MN 56031  
**David M. Lebedoff**, 4200 IDS Center, Minneapolis, MN 55402  
**Charles F. McGuiggan**, 104 W. Redwood St., Marshall, MN 56258  
**Wenda W. Moore**, 2727 Dean Parkway, Minneapolis, MN 55416  
**David K. Roe**, 179 Peninsula Road, Minneapolis, MN 55441  
**Stanley D. Sahlstrom**, 106 Golf Terrace, Crookston, MN 56716  
**Mary T. Schertler**, 875 E. Clear Ave., St. Paul, MN 55106



Due to space limitations of the guidebook, descriptions of all of the university's divisions cannot be printed. Following is a brief listing of frequently called numbers and places where more information can be obtained.

## General Services

Alumni Association (612) 624-2323  
 Book Center, Minnesota (612) 625-6000  
 Emergency (Police) (612) 624-3550  
 Lost and Found (612) 625-4177

### *Minnesota Daily*

Ads (612) 625-0168  
 Business Office (612) 627-4140  
 News (612) 625-6666  
 Personnel Department (employment) (612) 624-7360

### Recreational Sports Office

Main Office (612) 625-6800  
 St. Paul Campus (612) 625-8283  
 Sports Club (612) 625-6800

Sports Ticket Office (Intercollegiate Athletics)  
 (612) 624-8080

### Student Unions

Coffman Memorial Union (East Bank) (612) 625-4177  
 West Bank Union (612) 624-5200  
 St. Paul Student Center (612) 625-7200

Telephone Information Services (612) 625-5000

University Art Museum (612) 624-9876

University Relations (612) 624-6868

University Theatre Tickets (612) 625-4001

## Educational Services

Continuing Education and Extension Classes  
 (612) 624-2517

English as a Second Language Program (612)  
 624-1503

Home Economics Education Division (612) 624-3010

Humanities/Social Sciences Libraries (Wilson)  
 (612) 624-5518

Institute of Technology Library (Walter) (612)  
 624-9500

KUOM Radio (612) 625-3500

Labor Education Services (612) 624-5020

Learning Resources Center, Crookston (218)  
 281-6510, ext. 388

Media Resources (612) 625-3001

Minnesota Public Interest Research Group  
 (MPIRG) (612) 627-4035

Minority and Special Student Affairs (612) 625-9556

Summer Session Office (612) 624-3555

## Health and Crises Services

Alcohol and Other Drug Abuse Programming  
 (612) 624-5171

### Drug Information Centers

Twin Cities (612) 624-7695

Duluth (218) 726-8155

Morris (612) 589-2211, ext. 6060

Crookston (218) 281-6510, ext. 345

Waseca (507) 835-1000, ext. 322

### Student Health Service

Minneapolis (612) 625-8400

St. Paul (612) 624-7700

Crisis Counselor (612) 625-8475

University Hospital and Clinic (612) 626-3000

## Student Services

Admissions and Records Office (612) 625-2008  
 Disabilities, Office for Students with (612) 624-4037

Housing Services (612) 624-2994

International Center, Minnesota (612) 625-4421

International Student Adviser (612) 625-7110

Prospective Students Office (612) 624-5555

Student Financial Aid (612) 624-1665

Student Organization Development Center (612)  
 624-5101

### University Counseling Services

Twin Cities (612) 624-3323

Duluth (218) 726-7985

Morris (612) 589-2211, ext. 6060

Crookston (218) 281-6510, ext. 362

Waseca (507) 835-1000, ext. 228

## Colleges of the University of Minnesota, Twin Cities Campus

**College of Agriculture (612) 624-3009.** A bachelor of science degree is offered in a wide range of subjects such as agricultural business administration, agricultural science and industries, communication sciences, food science and nutrition, and resource and community development. Graduate degrees are also offered.

**Institute of Agriculture, Forestry, and Home Economics (612) 624-4777.** Included in the institute are the colleges of agriculture, forestry, and home economics, and the University of Minnesota technical colleges at Crookston and Waseca, the Minnesota extension service, and the agricultural experiment station.

**College of Biological Sciences (612) 624-2244.** Primarily an upper division (junior and senior) unit, the college offers bachelor's degree in biochemistry, biology, botany, genetics and cell biology, and microbiology. Students are prepared for laboratory, office, or field positions with governmental agencies or industry. Undergraduates may also specialize in ecology and behavioral biology under the biology major, or create their own major under the Individually Designed Studies Program. More than half of the college's graduates pur-

sue further training. Master's and doctorate degrees are offered in the disciplines mentioned above (except Individually Designed Studies), plus zoology.

**Carlson School of Management (612) 625-0027.** The school offers basic professional training for positions of responsibility in business. Specialized training at the undergraduate and graduate levels is offered in accounting, business government and society, business law, finance, industrial relations, management, management information systems, marketing, operations management, quantitative analysis, risk management and insurance, and transportation and business logistics. Non-credit programs related to management are offered by the Graduate School through its Executive Development Center. Research and consultation in management fields are carried out through the Accounting Research Center, the Management Information Systems Research Center, Operations Management Center, and the Strategic Management Research Center.

**School of Dentistry, Dental Clinics (612) 625-2495.** Patient services include diagnosis, treatment, and continuing care available to the public. Services are provided by student dentists and hygienists, residents, and faculty. A patient brochure is available by writing 15-226 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

**College of Education (612) 625-6806.** The college offers entry-level professional training and licensure programs for elementary, secondary, physical education, and vocational-technical educators. Graduate level training is also available in child psychology, community education, curriculum and instruction, educational policy and administration, educational psychology, music education, and vocational-technical education. Extensive non-degree programs are available through special services in the vocational and technical education department and in other college departments. Research and consultation in education fields are carried out by the Center for Early Education and Development, Center for Economic Education, Center for Educational Policy Studies, Human Performance Laboratory, Minnesota Research and Development Center, Nursery School, Teacher Center, University Affiliated Program on Developmental Disabilities, and University Child Care Center.

**College of Forestry (612) 624-3400.** Baccalaureate and graduate degree programs are offered. Four-year courses lead to the bachelor of science degree in forest resources, forest products, fisheries and wildlife, recreation resource management, urban forestry, or renewable resource science. The college also offers, through the Graduate School, master of science and doctoral programs in forestry, fisheries and wildlife, and a master of forestry program.

**General College (612) 625-3339.** Students, following entrance assessment and in consultation with advisers, plan a course of study which prepares them for an associate in arts degree and baccalaureate education at the University of Minnesota. Two-year degrees will not be offered in the college after 1991. Students are provided with a range of supportive services, and within 90 credits, they prepare to meet entrance standards of the college from which they are seeking baccalaureate education, develop their academic skills, and build a foundation of general and liberal education.

**Graduate School (612) 625-3014.** Students with bachelor's degrees or their equivalent may undertake work for the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education, and doctor of musical arts. Specialist certificates in a number of fields are also offered.

**College of Home Economics (612) 624-1717.** Students may concentrate in consumer food science, costume design, family relationships, food science and technology, applied arts (including commercial art and graphics, textile designs and jewelry), general home economics, housing, interior design, nutrition and dietetics, retail merchandising, and textiles and clothing. A joint degree with the college of education is offered in home economics education.

**Law School (612) 625-1000.** A three-year program leads to the professional juris doctor

degree, which qualifies graduates for bar examinations and admission to practice.

**College of Liberal Arts, (612) 624-2535.** The university's largest division, the college provides the traditional liberal arts opportunities in the social sciences, natural sciences, humanities, and fine arts, for general education and for professional and vocational work. The college's more than 60 majors allow students to earn bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science, and bachelor of individualized studies degrees and prepare them for entry into graduate and professional programs.

**Medical School (612) 626-4949.** The school's four-year course leads to the doctor of medicine degree and provides basic preparation for specialization or other advanced postgraduate training. The school also offers programs in medical technology, physical therapy, occupational therapy, certified nurse anesthesiology, and radiologic technology. Departments sponsor numerous, extensive graduate training programs and research training for physicians in specialized disciplines of clinical medical sciences and for advanced degree candidates in the basic health sciences. Physicians on the Medical School faculty serve as the medical staff for patients in the University of Minnesota Hospital and Clinic.

**School of Nursing (612) 624-9600.** The undergraduate nursing program prepares students for practicing professional nursing in entry-level positions and leads to a bachelor of science degree. A master of science program prepares advanced clinicians, managers and educators. A doctor of philosophy in nursing is offered with preparation as a nurse scientist.

**College of Pharmacy (612) 624-1900.** A three-year program leading to a bachelor of science degree is required for eligibility to take the licensure examination to practice pharmacy. The doctor of pharmacy professional degree trains clinical therapeutics specialists interested in dealing directly with patients.

**School of Public Health (612) 624-6669.** Advanced courses for specialists in a number of public health fields lead to master's or doctorate degrees. Fields covered by the school are biometry, environmental health, epidemiology, health education, health services administration, hospital and health care administration, maternal and child health, public health administration, public health nursing, public health nutrition, and veterinary public health. Independent study programs offering a credential are available in public health nutrition and hospital and health care administration. Special summer institutes offering graduate credit or continuing education are also offered in occupational health and safety and epidemiology.

**Institute of Technology (612) 624-5091.** The institute offers professional training in engineering and architecture as well as basic education in the physical sciences and mathematics. Making up the institute are the schools of architecture and landscape architecture, earth sciences, mathematics, and physics and astronomy, and the departments of aerospace engineering, agriculture engineering, chemical engineering and materials science, chemistry, civil and mineral engineering, computer science, electrical engineering, and mechanical engineering.

**University College (612) 624-2022.** The college offers students on all university campuses the opportunity to design an individualized baccalaureate degree program with courses, faculty, and other learning resources from across the university. Students pursuing one of the two University College programs, the Inter-College Program or the Program for Individualized Learning, are assisted by academic advisers and faculty advisers in developing an academic program tailored to meet their educational goals.

**College of Veterinary Medicine (612) 624-4747.** The doctor of veterinary medicine degree prepares students for private practice, animal disease control, laboratory animal medicine, public health research, teaching, zoo animal medicine, and other fields.

## **Coordinate Campuses of the University**

**University of Minnesota Technical College, Crookston (UMC) (218) 281-6510.** A coordinate campus since 1966, UMC provides two-year educational programs leading to an

associate in applied science degree or an associate in science degree in agriculture, business, and hospitality and home economics. Each student's program includes a unit of internship training.

**University of Minnesota, Duluth (UMD) (218) 726-8000.** UMD became part of the university in 1947. Academic programs include a three-year program in dental hygiene. Bachelor's degrees are offered in science, arts, applied arts, and applied science (related to the college of education), fine arts, music, business administration, accounting, engineering, and social work. Master of arts degrees are offered in art, education, educational psychology, English, history, communicative disorders, and educational administration. Master of science degrees are available in biology, chemistry, geology, physics, and in business administration, social work, industrial safety, and education (MED). A specialist certificate for the first two years of basic science study in medicine is also offered.

**University of Minnesota, Morris (UMM) (612) 589-2211.** A four-year liberal arts college established in 1960, UMM offers programs in the humanities and social and natural sciences. The college also offers basic preparation for many professions, for students intending to enter business, teaching, creative arts, or any of several specialized occupational areas. A two-option program allows students to follow either a relatively traditional curriculum or an individualized curriculum.

**University of Minnesota Technical College, Waseca (UMW) (507) 835-1000.** A coordinate campus since 1971, UMW prepares students for semi-professional or mid-management level positions in the broad fields related to agriculture, as well as services to rural homes and communities. The associate degree in applied science is offered in business production, agricultural industries and services, agricultural business, animal health technology, home and family services, food industry and technology, and horticultural technology. Facilities are available for meetings year-round. For information, contact University Relations, ext. 264.

## University Clinics, Programs, Services

### Agricultural Experiment Station (612) 625-4211

**Richard Sauer, director.** The system offers research information to the public about agriculture, forestry, fisheries, wildlife, natural resources, rural home and community life, home economics, human nutrition, and rural development. Information about processing, preserving, distributing, marketing, and selling foods and fibers is also available. Major research in agriculture includes production of field crops, vegetables, fruits, ornamental plants, flowers, livestock, including poultry and turkeys, soils, plant and animal disease control, insect control and weeds, irrigation, farm machinery and equipment, farm structures, tillage, soil and water conservation, farm management, and marketing.

For research results and related technical information, contact the Minnesota Extension Service, 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108. Localized information is available at the following addresses:

### Area Agricultural Experiment Stations:

**Crookston—Northwest Station,** MN 56716 (218) 281-6510, ext. 223

**Grand Rapids—North Central Station,** MN 55744 (218) 327-4490

**Lamberton—Southwest Station,** MN 56152 (507) 752-7372

**Morris—West Central Station,** MN 56267 (612) 589-1711

**Rosemount Station,** 1605 160th St. W, MN 55068 (612) 423-1491, 423-2455

**St. Paul Station,** 220 Coffey Hall, 1420 Eckles Ave., MN 55108 (612) 625-4211

**Waseca—Southern Station,** MN 56093 (507) 835-3620



**All-University Council on Aging (612) 625-9099**

**Bart Galle, chair; Monica Colberg, program coordinator.** Monthly seminars on aging are open to the public and a quarterly newsletter is mailed to all interested persons. An informal speakers bureau is maintained. For information, contact 330 Humphrey Center, 301 19th Ave. S., Minneapolis, MN 55455.

**Archives, University (612) 624-0562**

**Penelope Krosch, archivist.** University Archives serves as a research information center for questions about the university, its faculty, staff, students, and publications, past and present. The archives contain over 60,000 volumes of printed material and 11,000 linear feet of manuscripts, as well as 30,000 pictures and a large audiovisual collection. Indexes to major university publications are available. Hours are 8 a.m.-4:30 p.m. Monday through Friday. There are no fees. For information, contact 10 Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455.

**Art Museum, University (612) 624-9876**

**Lyndel King, director.** The museum exhibits art materials from its permanent collection of over 15,000 paintings, prints, sculptures, ceramics, and decorative arts. Five gallery rooms also show traveling exhibitions. The museum functions as a center for interdisciplinary study of the humanities on campus and throughout the Midwest and organizes major loan exhibitions that travel to other museums.

The gallery, on the third and fourth floors of Northrop Auditorium, is open to the public from 11 a.m.-5 p.m. Monday, Tuesday, Wednesday, and Friday; 11 a.m.-8 p.m. Thursday; and 2-5 p.m. Sunday. Admission is free. Free guided group tours are available, but reservations are necessary. For information, contact 110 Northrop Auditorium, 84 Church St. S.E., Minneapolis, MN 55455.

Permission to study the permanent collection or to examine individual works of art can be arranged by contacting the director. The museum operates a statewide program of touring exhibitions and live interpretive programs available to any community institution or organization that can provide space and adequate security. Fees for touring exhibitions vary but are kept as low as possible. Tour sites are scheduled several months in advance, and exhibitions usually last four weeks. To arrange for a touring exhibition call (612) 624-9560.

**Athletics, Men's Intercollegiate (612) 624-8080**

**Paul Giel, director.** Varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming, indoor and outdoor track, baseball, golf, and tennis. Ticket information for sports where admission is charged is available at Bierman Field Athletic Bldg., 516 15th Ave. S.E., Minneapolis, MN 55455, or by calling (612) 624-8080. Schedules and any sports information may be obtained by calling (612) 625-4090. Public tours of athletic facilities may be arranged by calling (612) 624-2868.

**Athletics, Women's Intercollegiate (612) 624-8000**

**Merrily Dean Baker, director.** Ticket and upcoming events information for the varsity sports of basketball, cross-country, golf, gymnastics, softball, swimming and diving, tennis, track and field, and volleyball are available. Department publications, schedules, newsletters, and individual sport brochures are also available. For information, contact Bierman Field Athletic Bldg., 516 15th Ave. S.E., Minneapolis, MN 55455.

**Back-to-School Programs (612) 624-3300**

Each year the department of extension classes offers free back-to-school workshops evenings and on Saturday. The workshops help adults returning to college classes and those who have never attended college. In addition, a free two-night course on how to use university libraries is offered each quarter. Campus and university libraries tours are sched-

uled. For information, call or write Extension Classes, 180 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

### **Beef Cattle Evaluation Program, Minnesota (612) 624-0766**

**Charles J. Christians, coordinator.** The animal science department, in conjunction with the Minnesota Beef Cattle Improvement Association, offers a beef cattle performance testing service. A program is offered for an on-farm records system. A complete computerized herd analysis is available to cow herd owners. Central testing laboratories are available to measure growth performance on weaning bulls. A beef carcass evaluation program coordinated with USDA meat grading services evaluates market beef for carcass quality and cutability traits. A user fee is charged. For information, contact 101 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108.

### **Bell Museum of Natural History (612) 624-4112**

**Donald E. Gilbertson, director.** The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jacques Gallery of natural history art. It also houses extensive research collections of birds, mammals, reptiles, amphibians, and fish, as well as the university's natural history library. Museum hours are 9 a.m.-5 p.m. Tuesday through Saturday and 1-5 p.m. Sunday. Groups of 10 or more should make reservations. Guided tours are available to groups upon advance request. The Blue Heron Bookshop offers field guides and other natural history books for adults and children, as well as records of bird and animal calls. Natural history lectures are given at scheduled times during the year. Admission for members is free; adult non-members, \$2; ages 3-16, students and senior citizens, \$1; children under age 3, university students, free. There is no admission charge Thursdays. For information and tour reservations, contact 10 Church St. S.E., Minneapolis, MN 55455.

### **Biomedical Graphic Communications (612) 626-3939**

**Martin Finch, director.** This department provides professional art, photography, and television services for communicating scientific information.

Typical types of artwork include anatomical, schematic, and mechanical drawings, charts, graphs, and exhibit and brochure design. Photographic projects include small-object (macro) and photomicrography, specimen and instrument photography, surgical and patient photography, and X-ray enhancement. Studio and remote 1/4-inch videotape production and editing services and 16mm motion picture production are also available.

A price list and project estimates are available at no charge. The department can't accept cash payments: payment by check upon completion and approval of work is preferred. Receipts and invoices can be provided. Routine service takes one week for photographic requests and two weeks for artwork. Projects requiring faster service can be negotiated on an individual basis. In some instances, rush charges will be added when agreed to in advance. To request services, contact B-192 Phillips-Wangensteen Bldg., 516 Delaware St. S.E., Minneapolis, MN 55455.

### **Biomedical Information Service, Biomedical Library (612) 626-3730**

**Jacqueline Wulff, head.** The service is a fee-based, information-providing unit of the Biomedical Library offering the following services:

- **Subject search**—comprised of lists of computer-generated references on any health science related topic. The service has access to over 300 computer databases.
- **Reference search**—on topics that don't lend themselves to computer-assisted research.
- **Photocopies**—of articles from medical journals and books. Articles copied from journals owned by the Biomedical Library will be photocopied and ready for pickup or mailing within 24 hours. A rush service is available for an additional fee. Using RUSH, one article can be ready within 15 minutes.
- **Pull service**—any journal or book owned by the Biomedical Library can be pulled and

be ready and waiting to be used in the library or checked out. RUSH pull service can provide the needed volumes within 15 minutes.

For prices or more detailed information on these services, write to 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455, or call (612) 626-3730.

### **Biomedical Library (612) 626-3260**

The library has about 300,000 volumes and 4,000 current journal subscriptions of health science materials that can be used by the public. Copying facilities, a photocopy delivery service via U.S. mail and a computer based bibliographic search service are available. Hours are 8 a.m.-11 p.m. Monday through Thursday; 8 a.m.-5 p.m. Friday and Saturday; and 1 p.m.-10 p.m. Sunday. For information, contact 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455.

### **Business and Economic Research Bureau, Duluth (218) 726-7298**

This bureau supports faculty research within the School of Business and Economics with special emphasis on applied research related to business, industry, and economic analysis in northeastern Minnesota. The bureau publishes the monthly *Duluth Business Indicators*, the *Duluth Tourist Index*, and an annual *Selected Economic Data for Duluth and Northeastern Minnesota* in cooperation with the Minnesota Department of Economic Security. It also publishes many monthly reports. For information or to order publications, contact the bureau at 150 School of Business and Economics, University of Minnesota, Duluth, Duluth, MN 55812.

### **Career Education Center, Crookston (218) 281-6510, ext. 363**

**Linda Jaakola, director.** The center's services are available to anyone seeking career-related information, assistance with preparing resumes and job application forms, interest inventories (preference tests), and tips of proper job interviewing techniques. The program has been designed for students of all ages, unemployed persons, persons considering a mid-career change, retired people wishing to begin a new career, and women who want to enter the job market for the first time. Center services are free to eligible participants. The computerized CEC facility is open from 8 a.m.-4:30 p.m. five days a week by appointment. To arrange to use the center and its equipment or to obtain information, contact the center in Bede Hall, University of Minnesota Technical College, Crookston, Crookston, MN 56716.

### **Cartography Laboratory (612) 625-0892, 625-6080**

**Gregory Chu, senior cartographer.** The laboratory provides extended services in map planning, compilation, design, and production. Modern mapping equipment allow laboratory experts to make monochromatic and multi-color maps up to a 30" by 40" format. Production of other scientific graphs, diagrams, illustrations, and the special handling of aerial photographs and satellite images are also part of the services. Users are charged for services. For information and estimates contact the laboratory at the department of geography, 414 Social Sciences Bldg., 267 19th Ave. S., Minneapolis, MN 55455.

### **Cartography Laboratory, Duluth (218) 726-7551**

**Matti Kaups, interim director.** The laboratory provides complete mapping services including production of black and white and color maps and map reduction and reproduction. The computer applications section has one of the largest collections of mapping software in the state. The mapping software is maintained by the laboratory for general use on the Duluth campus computer. For more information, contact the director at 328 Cina Hall, University of Minnesota, Duluth, Duluth, MN 55812.

### **Cedar Creek Natural History Area (612) 434-5131**

**John R. Tester, director.** The Cedar Creek Natural History Area includes a half-mile nature trail for public use. A trail guide provides information on geology, vegetation, and

wildlife. Guided tours are not available. The public may use the nature trail throughout the day, seven days a week. Overnight camping is not permitted. There are no fees. The area is located at 2660 Fawn Lake Drive N.E., Bethel, MN 55005.

### **Child Care Center, University (612) 627-4014**

**Patty Finstad, director.** The center is a full-day, year-round, comprehensive, child care program for children ages three months to 5 years. It serves children of university students, faculty, and staff. Costs are based on a sliding fee scale dependent on family size and income: fees for full-time, five-days-a-week care range from \$46 to \$115 per week. Fees are increased annually. The center presently has a lengthy waiting list. The center is now accredited by the National Academy of Early Childhood Programs and is considered an observation facility for students and community. Applications and information can be obtained from the center at 1818 Fourth St. S., Minneapolis, MN 55454.

### **Children's Center, Crookston (218) 281-4217 or 6510, ext. 340**

**Marilyn Grave-Shubert, director.** The UMC Children's Center is a child development laboratory serving the university and community as a comprehensive early childhood education program. It provides services for infants, toddlers, preschoolers, and school-age children. Educational, nutritional, and parent-involvement services are provided. Referrals from social service agencies in northwestern counties are accepted on a space-available basis. Parents and guardians are invited to visit the center to register children for the program and to have a personal conference with the director. Center hours are 7:40 a.m.-5:20 p.m. Monday through Friday. Services are maintained throughout most holiday periods, but not on nationally recognized legal holidays.

For information or admission forms, contact the center at Robertson Hall, University of Minnesota Technical College, Crookston, Crookston, MN 56716.

### **CHIP (Council for Health Interdisciplinary Participation) (612) 625-7100**

**Jenny Meslow, coordinator.** CHIP is the official student organization of the University's health-sciences schools and programs, which includes dentistry, medicine, nursing, pharmacy, public health, allied health sciences, and veterinary medicine. CHIP students volunteer in many capacities throughout the Twin Cities, including presenting educational programs on and off campus, discussing health professions with high school students, and providing screening programs for high blood pressure or other health-related problems. Contact the office at 1-425 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455. A 24-hour answering service takes all calls.

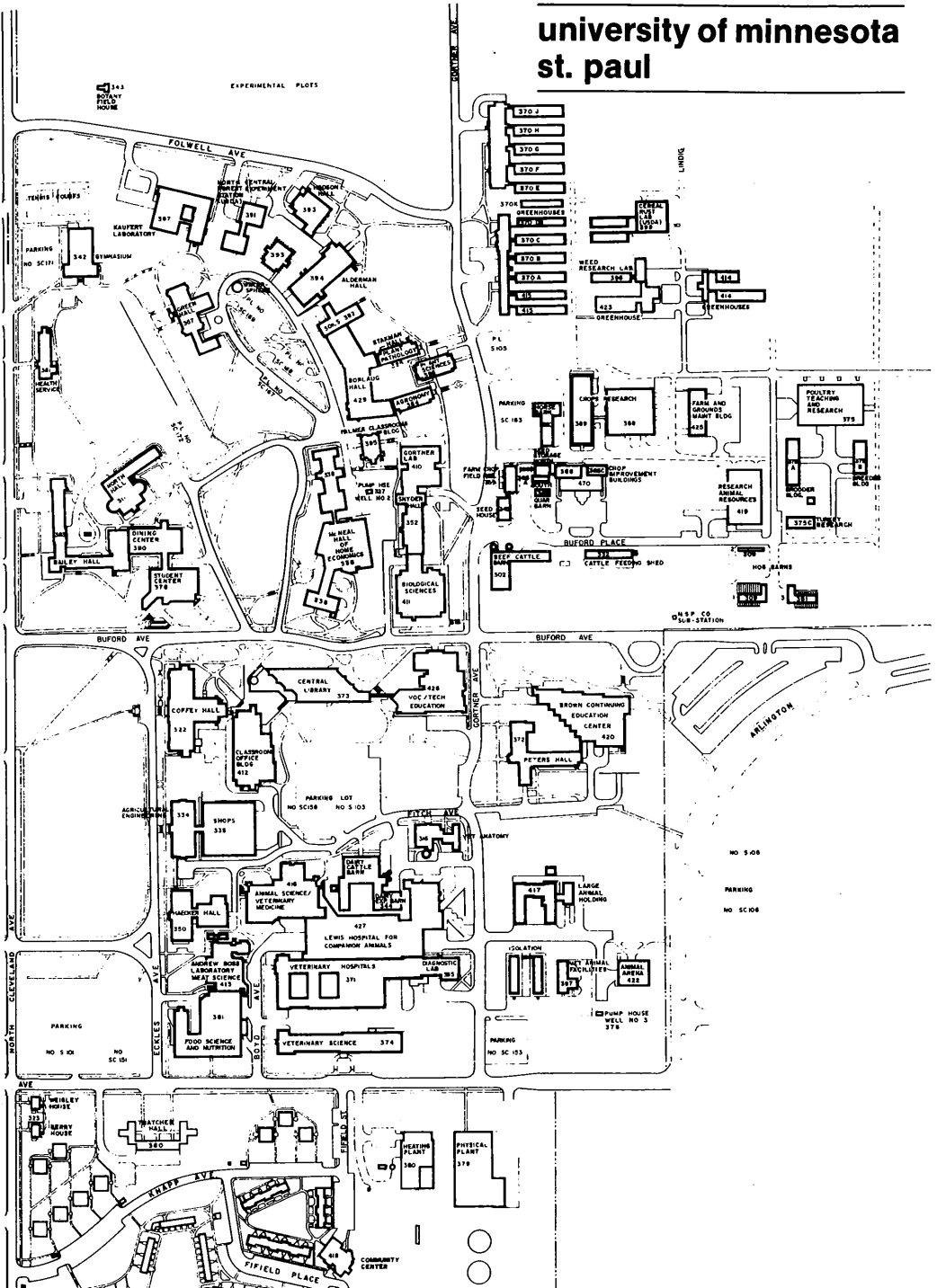
### **Cleft Palate Maxillofacial Clinic/Craniofacial Clinic (612) 625-5945**

**Karlind T. Moller, director.** The clinics provide interdisciplinary diagnostic and treatment planning services for persons with cleft lips or palates and other craniofacial anomalies. Direct surgical, dental, speech, and hearing treatment is coordinated and facilitated through resources available in the patient's local community or the various university health sciences clinics. A fee is charged for this service, but no one is denied services because of inability to pay. For information, contact 6-296 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

### **Community Development Regional Research Center, Morris (612) 589-2211, ext. 6206**

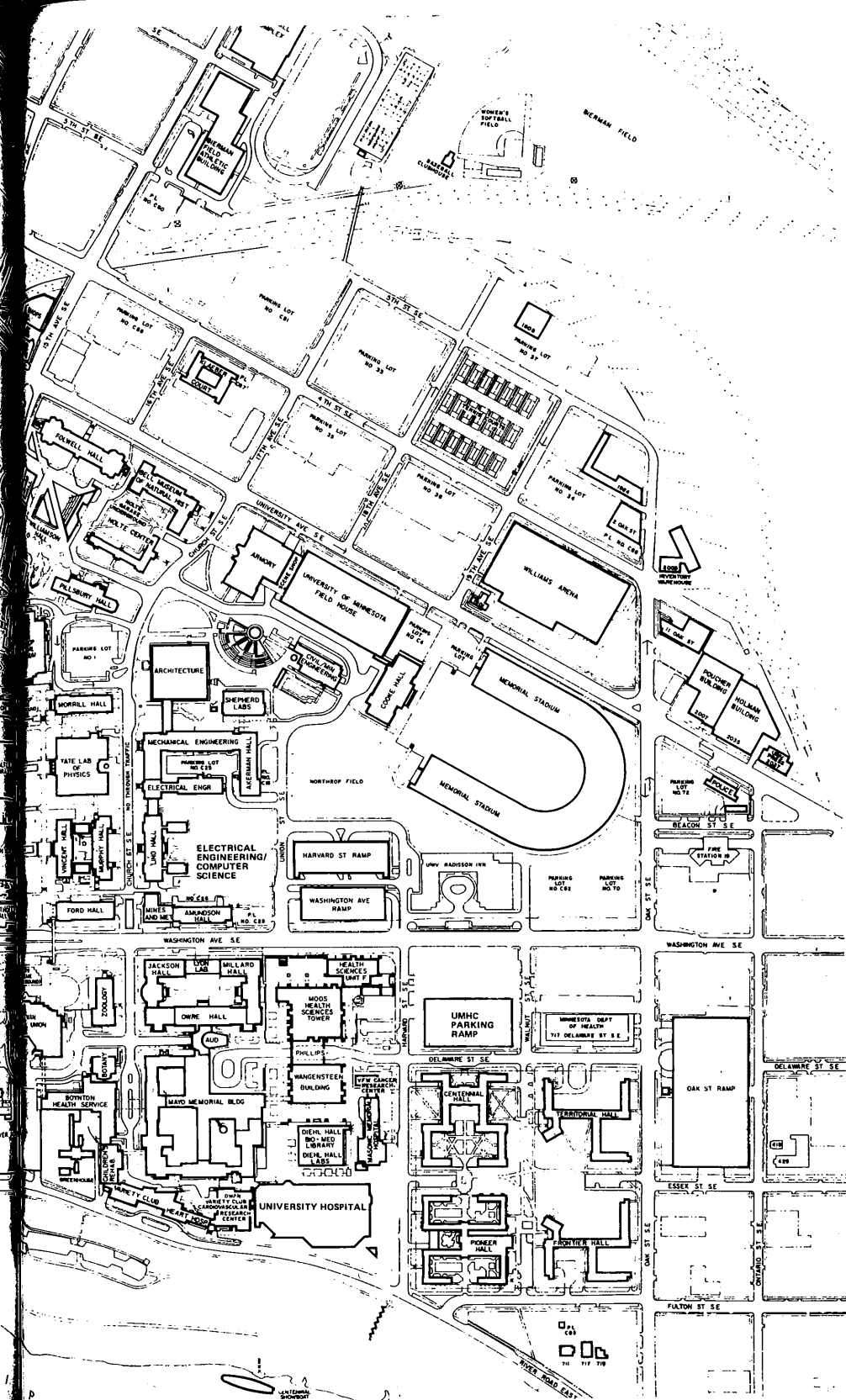
**Sun M. Kahng, director.** The center provides professional faculty expertise and information on matters related to the economic development of the area. For information, contact the center at the Social Science Bldg., University of Minnesota, Morris, Morris, MN 56267.

**university of minnesota**  
**st. paul**



# university of minnesota minneapolis





### **Community Studies, Center for (612) 625-0270**

**Peggy Sand, administrator.** The center links communities seeking assistance in the areas of community resource analysis, physical planning and design with interested university faculty and students. Work can be done for towns, neighborhoods, and public service groups. Students do requested projects under faculty guidance and receive academic credit. The community receives the result of the work. Sponsoring organizations are expected to provide broad-based community support and to pay for project expenses such as materials and mileage.

Departments involved include landscape architecture, architecture, recreation, housing, forest resources, geography, and soils.

For information and an application form, contact 201 North Hall, University of Minnesota, St. Paul, MN 55108.

### **Community-University Health Care Center (612) 627-4774**

**Dr. Amos Deinard, project director.** The center provides comprehensive health care to families living in south Minneapolis. Medical, nursing, dental, nutrition, community outreach, social, and psychological services are provided for children and adults. Families interested in the program should contact the intake worker to make an appointment. Most people with acute problems can be seen the same day; scheduled appointments are usually available within a few days. Application for services must be made in person. For information, contact 2016 16th Ave. S., Minneapolis, MN 55404.

### **Comprehensive Epilepsy Program (612) 627-4477 or 624-0499**

**Florence Gray, associate director.** This is a multidisciplinary program of medical care, research, and education specializing in services for patients and their families. Information and programs for health care and other human service professionals and the general public are also offered. Information about educational programs and materials (print and audiovisual) and patient care services can be obtained by calling the education staff or writing to the program at 2701 University Ave. S.E., Suite 201, Minneapolis, MN 55414.

The program also sponsors a summer camp for children with epilepsy for one week in the month of June. For information about the camp, call Deborah McNally at (612) 627-4477 or write to Camp Oz, 2701 University Ave. S.E., Minneapolis, MN 55414.

### **Computer Services, Morris (612) 589-2234**

**Andy Lopez, director.** The center provides computer services for nonprofit organizations in west central Minnesota. A schedule of fees will be provided upon request. For information, contact 10 Behmler Hall, University of Minnesota, Morris, Morris, MN 56267.

### **Concerts and Lectures (612) 625-6600**

**Dale Schatzlein, director.** The department presents the Northrop Dance Series each school year. The program usually consists of nine professional companies from throughout the world, with emphasis on classical ballet and contemporary dance companies. Students and senior citizen discounts are available for both season tickets and individual performances.

During the academic year free convocations, which are open to the public, are sponsored by the Campus Committee on Convocations and the Arts. Events include lectures, musical programs, theatrical productions, and films. Special lectures and scientific conferences for more selected audiences are also offered. Summer Session and the department sponsor films, music, and dance programs during the summer. For information, contact the Northrop Ticket Office, 105 Northrop Auditorium, 84 Church St. S.E., Minneapolis, MN 55455.

### **Continuing Education and Extension (612) 624-2517**

**Harold A. Miller, dean.** Continuing Education and Extension is the principal vehicle for delivering university services to the public in all areas other than agriculture, forestry, and



home economics. Technology, nursing, public health, pharmacy, medicine, social work, education, business, the social and physical sciences, humanities, and arts services are offered to meet the needs of people and communities of the state. Although services may often be designed for specific groups and target audiences, they are available to all state residents. Credit and non-credit instruction is also offered in classroom, conference, correspondence, tutorial, and independent study formats leading to university degree and certificates. Tuition or other fees are usually charged.

For general information, contact the dean's office at 150 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455. For specific information, call any of these units:

### **Community Services**

- Community Corrections Research (612) 624-0080
- Community Development (612) 625-5042
- Elderhostel Program (State) (612) 625-7004
- Peer Counseling Training Project (612) 624-9030
- Prison Consortium Project (612) 624-0080
- Continuing Medical Education (612) 626-5525**
- Continuing Education in Pharmacy (612) 624-2442**
- Counseling (612) 625-2500**
  - Advanced High School Student Services (612) 626-1666

### **Duluth Continuing Education Center (218) 726-8113**

- Center for Professional Development (218) 726-6142

### **Extension Classes (612) 625-3333**

- Continuing Education in the Arts (612) 624-9800
- Continuing Education for Women (612) 624-5267
- Early Childhood Studies (612) 625-1088
- Elderhostel (Twin Cities) (612) 625-3475
- Informal Courses (612) 624-5536
- Neighborhood Programs (612) 625-0174
- Real Estate Education (612) 624-5844
- Research Expeditions (612) 626-0214
- Split Rock Arts Program (612) 624-6800
- Study Abroad (612) 625-3379
- Study and Travel Adventures (612) 624-5031

### **Independent Study**

- Correspondence Study (612) 624-0000
- Media-Assisted Courses (612) 624-9008
- MacPhail Center for the Arts (612) 627-4020**
- Morris Continuing Education Center (612) 589-2211**

- Project INFORM (612) 589-2211

### **Professional Development and Conference Services (612) 625-6616**

- Business, industry, management (612) 625-3465
- Government and public affairs (612) 625-4331
- Program in Continuing Nursing Education (612) 625-3020
- Program in Continuing Education in Social Work (612) 625-3020
- Humanities, social sciences, education, arts (612) 625-0096
- Science, technology, engineering (612) 625-5886

### **Rochester Continuing Education Center (612) 224-2263**

### **State Organization Service (612) 624-6507**

### **Summer Session (612) 624-3555**

### **University Film and Video (612) 627-4270**

### **University Media Resources (612) 625-3001**

- KUMD Radio (Duluth) (218) 726-7181
- KUOM Radio (612) 625-3500

### **Dental Hygiene Clinic, Duluth (218) 726-8555**

**Eugene S. Ley, director.** The clinic is open to community residents. Dental hygiene students provide a broad range of preventive dental services, including dental X-rays, dental prophylaxes, topical fluoride treatments, nutrition counseling, and oral hygiene instruction. A modest fee is charged for these services; a maximum of \$5 is charged to senior citizens regardless of services rendered. For information, contact 73 Alworth Hall, University of Minnesota, Duluth, Duluth, MN 55812.

### **Dight Laboratories for Human Genetics (612) 626-2996**

**John Sheppard, director.** The laboratories focus on human behavioral genetic diseases. Investigations emphasize human inherited developmental disabilities such as Down Syndrome and some forms of epilepsy. Lectures and workshops are open to outside organizations without charge. Information about lectures, workshops, or counseling may be obtained from the Dight Laboratories at 400 Church St. S.E., Minneapolis, MN 55455.

**Drug Information Services (612) 624-7695 for the public; (612) 624-9140 for health professionals**

**Martha E. Joy, director.** This resource center is designed to answer questions about drugs, drug therapy, and alcohol and substance abuse from health professionals and the general public. The service is staffed by pharmacists and a medical librarian. Telephone requests are taken from 10 a.m.-4 p.m. Monday through Friday. Library hours are from 8:30 a.m.-4:30 p.m. Monday through Friday. For library information, call (612) 624-6492. The center is in 3-160 Health Sciences Unit F, 308 Harvard St. S.E., Minneapolis, MN 55455.

**East Asian Studies Department (612) 624-0007**

**Edward Farmer, chair.** Questions pertaining to Chinese and Japanese languages will be referred to appropriate faculty members. A list of Chinese and Japanese tutors and translators in the metropolitan area is available by telephone. For further information, contact 113 Folwell Hall, 9 Pleasant St. S.E., Minneapolis, MN 55455.

**Economic Education Center, Duluth (218) 726-7219**

**Richard W. Lichty, director.** The center offers programs designed to improve the general level of economic knowledge and understanding in northeastern Minnesota. The center is sponsored by the economics department, the School of Business and Economics, and the Minnesota State Council for Economic Education. The center offers a number of in-service training programs for elementary and secondary teachers. For information, contact 150 School of Business and Economics Bldg., University of Minnesota, Duluth, Duluth, MN 55812.

**Elderhostel, Minnesota State Office (612) 624-7004**

**Carol Daly, director.** Registration and information for the 25 colleges and universities that provide Elderhostel classes in the state of Minnesota are available. Elderhostel is an on-campus living and learning program for people over age 60. For information, contact 201 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

**Electrical Engineering Department (612) 625-3300**

**R. J. Collins, head.** The department can provide a variety of technical services in its shops and laboratories. Faculty offer consulting services and technical advice in the broad field of electrical engineering. For information, contact 139 Electrical Engineering, 123 Church St. S.E., Minneapolis, MN 55455.

The **Microelectronics Laboratory** offers custom service in microfabrication technology, including graduated reticles, and photographic-plate processing and has produced custom monolithic integrated circuits. For information, contact the department or call (612) 625-1554.

The **Digital Systems Group** provides consultation services in the area of digital systems by offering a microprocessor short course. The four-day course can be given in-plant or taken through the University's Department of Conferences. The group can also handle special development projects in the area of digital electronics (microprocessor applications). For information, contact the department or call (612) 625-0787.

**Electron Microscopy Center (612) 624-6590**

**John Humenansky, manager.** The center provides facilities for scanning and transmission electron microscopy of a wide variety of samples including frozen liquids and gases in addition to solid samples. The center has two scanning electron microscopes (SEM) and a scanning transmission electron microscope (STEM). Each instrument is equipped with an energy dispersive x-ray analyzer system (EDS). Computer-aided particle characterization and image-processing and qualitative and quantitative chemical analysis can be performed to enhance standard electron microscopic investigations. Equipment for sample preparation is also available. Hourly rates are established for instrument use and for oper-

ator assistance. Short courses are offered throughout the year to teach students how to use the electron microscopes available at the center. Further information can be obtained from the center at 449 Shepherd Labs, 100 Union St. S.E., Minneapolis, MN 55455.

### **Electron Microscopy Laboratory, St. Paul (612) 624-3454**

**Rod Kuehn, operator.** The center is a service laboratory that is open to the public and specializes in biological samples. Other interests can usually be accommodated. The center has a transmission electron microscope (TEM), a scanning electron microscope (SEM), a free fracture device, and associated minor equipment. Informal instruction is available on scopes, freeze fracture, and associated techniques. A fee is charged for machine use and for operator assistance. For information, contact 35 Snyder Hall, 1445 Gortner Ave., St. Paul, MN 55108.

### **Employer Education Service (612) 624-5525**

**Thomas Donaldson, director.** The service is a University of Minnesota community outreach program of the Industrial Relations Center. It provides a variety of educational technical training services that include professional development educational opportunities in Minnesota and the Upper Midwest through local, national and regional policy conferences, forums, lecture series, seminars, and tailored/custom (in-house contracts) programs to private, public, nonprofit organizations, and associations.

EES provides professional education and resource center opportunities to employers, focusing on personnel administration, industrial relations, human resource management, and supervision topics at both the line and staff level.

Programs are from one to four days in length, and are available for public registration and contracts. Fees range from \$165 to \$425. In-house fees are negotiated separately. For information, contact 430 Management and Economics Building, 271 19th Ave. S., Minneapolis, MN 55455.

### **English Center, Minnesota (612) 625-9477**

**Florence Funk, special programs director.** The center provides non-credit courses in English as a second language on the university's quarterly schedule. A high school diploma or its equivalent is required. Courses are designed as preparation for academic programs but are flexible enough for people who want to improve their language skills for business or personal needs. Fees of \$500-\$1,100 are based on number of class hours. Contact the director of special programs, 717 East River Road, Minneapolis, MN 55455.

### **Executive Development Center (612) 624-2545**

**William Scheurer, director.** The center provides management education services to profit and nonprofit organizations. It operates a six-week, top-management program on corporate strategy, a four-week program for mid-level management on operating plans, and an eight-day program for front-line managers on managing people. The center also provides in-house educational programs for management on a contract basis. For information or program brochures, contact 295 Humphrey Center, 271 19th Ave. S., Minneapolis, MN 55455.

### **Extension Service, Minnesota (612) 625-1915**

**Patrick Borich, director.** The Minnesota Extension Service is the outreach arm of the university, offering research-based education to people of all ages throughout the state, in cooperation with county, state, federal, and private partners. Major agricultural areas include livestock, poultry, dairy, field crops, home and commercial horticulture, landscaping, plant and animal disease control, weed and insect control, soils and irrigation, soil and water conservation, farm structures and machinery, farm management, marketing, and agricultural policy. Home economics topics include nutrition and health, family-based business, housing, home furnishings and equipment, family economics and home management, family and child development and relationships, and consumer information. Youth

programs include leadership, careers, self and community development, bicycle safety, environmental education, adolescent health, teen stress and suicide prevention, and international programs. Community development areas include small business and tourism development and management, community economic development, and public policy. The tourism center, located within extension, also conducts special research and tourism development projects. Natural resources programs involve multiple use management of forest resources, including timber production, wildlife and fisheries, soil and water conservation, and specialty products like maple syrup, Christmas trees, etc. Wood products applications, marketing, natural resources policy analysis, and computer applications contribute to educational programs in economic development.

People trained to answer questions about gardening, plant problems, and insects, indoors or out, are available weekdays from 9 a.m.-5 p.m. April 1 through Sept. 31, and 9 a.m.-2 p.m. Oct. 1 through March 31. A \$2 service charge will be billed automatically to the phone from which the call is placed.

General information can be obtained by contacting the Minnesota Extension Service at 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108, or the extension office in each county, usually listed in the telephone book under "County Offices". Specific information about programs and topics is available from any county extension office or by calling the following offices:

Agricultural and applied economics, farm management and marketing (612) 625-1226; Distribution Center (educational materials) (612) 625-8173; Forest Resources (612) 624-7222. For information on gardening, lawn, and landscape, insects and plant disease DIAL-U 1-976-0200.

### **Film and Video, University (612) 627-4270**

**Judy A. Gaston, director.** The library is a media rental resource serving schools, industries, and the general public. The library collection consists of over 10,000 titles in all subject areas. Rental fees vary. Copies of the 1987-89 Media Catalog and supplements have been deposited in every school and public library in the state. Media titles are available in a variety of formats, including 16mm film, videotape (½-inch and ¾-inch) and slide/tape. To place a rental order or obtain information, contact the service at 1313 Fifth St. S.E., Suite 108, Minneapolis, MN 55414.

### **Food Sensory Testing Service (612) 624-2257**

**Zata Vickers, coordinator.** Staff members of the food science and nutrition department provide a wide variety of sensory testing services, including test design, obtaining judges, conducting tests and analyses and interpreting results. A fee is charged. For information, contact the coordinator at 140 Food Science and Nutrition Bldg., 1334 Eckles Ave., St. Paul, MN 55108.

### **Forest Products Extension Programs, Minnesota (612) 624-7712**

**Harland Petersen, extension specialist.** Information about building products, wood finishing, lumber drying, marketing of wood products, heating with wood, wood product manufacturing or other wood topics. Courses, publications and advice are provided by extension specialists. No fees, except for special courses or programs. For more information, contact 203 Kaufert Lab, 2004 Folwell Ave., St. Paul, MN 55108.

### **Geological Survey, Minnesota (612) 627-4780**

**Priscilla C. Grew, director.** The survey investigates the geology of Minnesota and publishes reports and maps of its findings. Staff members can be consulted on water and mineral resource discovery, development and management, environmental issues, waste disposal, and construction materials. Survey publications, open-file geologic maps, U.S. Geological Survey topographic maps, and hydrologic atlases for Minnesota are available from the office. Information from computerized data banks of water well drillers logs, containing information about the state's subsurface geology mineral resources, may also

be used by the public. For general information and consultations, contact 2642 University Ave., St. Paul, MN 55114-1057. For information and prices on survey publications, maps, and atlases, contact the office or call (612) 627-4782. For information or to request data from the data banks, contact the office or call (612) 627-4784.

### **Geology Department, Duluth (218) 726-7238**

**David Darby, head.** The department will answer questions about rocks, minerals, fossils, maps, and other problems related to geology. In many cases, staff members can provide answers to problems in identifying earth materials and can refer the public to other appropriate information sources. No fees are charged for most services, but the department can't undertake major research projects for the public without special funding and arrangements. Time required for identifications may vary from a few minutes to several weeks. Individuals requesting identification of material should bring or mail a sample to 229 Mathematics-Geology Bldg., University of Minnesota, Duluth, Duluth, MN 55812.

### **Glen-sheen Historic Site and Tour Facility, Duluth (218) 724-8864**

**Michael Lane, director.** An outstanding example of Neo-Jacobean architecture. Glen-sheen, home of the late Chester A. Congdon, is open to the public for tours of the ground, main, and second floors of the main house, which contain the original furnishings and feature stained glass, decorative art objects, and beautifully carved oak woodwork. The grounds, including the formal gardens overlooking lake Superior and the Carriage House which still houses carriages, cutters, and sleighs, are also open for tours. An admission fee is charged. Group tours of 20 or more must be scheduled at least two weeks in advance. A limited number of telephone reservations are accepted daily between 8:30 a.m.-4:30 p.m. on a first-call first-booked basis. No written requests for reservations are accepted. Glen-sheen can be reserved for meetings for a charge. For more information, contact the museum office at 3300 London Road, Duluth, MN 55804.

### **Goldstein Gallery (612) 624-7434 or 624-9700**

The gallery houses a collection of historical and contemporary costumes, textiles, and decorative arts. The backbone of the collection is more than 5,000 historic costumes, some dating back to 1760, including wedding gowns, evening attire, lingerie, military uniforms, and accessories. A collection of 700 designer garments from local donors is also housed in the gallery. The gallery is used as a showcase for exhibits from the permanent collections, invited shows, and student and faculty works. Hours are 8:30 a.m.-4:30 p.m. Monday through Friday; 8:30 a.m.-8:30 p.m. Thursday; and 1:30-4:30 p.m. Saturday and Sunday. For exhibit information, call (612) 624-7434 or write the gallery at 241 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

### **Gray Freshwater Biological Institute (612) 471-8407**

Located at the junction of County Roads 15 and 19 in Navarre, the institute is a facility where faculty and staff members, postdoctoral fellows, and graduate students from several disciplines conduct basic research dealing with problems of fresh water. Group tours are available to the general public and may be arranged by calling the Freshwater Biological Research Foundation (612) 471-8407.

### **Herbarium, Botany Department (612) 625-1234**

**Thomas Soulen, head.** Herbarium staff will identify flowering plants, trees, ferns, or lichens that grow wild in Minnesota. This service is not available to businesses or other profit-making enterprises except by special arrangement. Plant samples, including flowers and fruits or thallus with fruiting bodies, can be mailed or hand delivered. Plants to be mailed should be pressed flat between several layers of newspaper with cardboard, then packed in a rigid box or envelope to prevent crushing. Fresh plants can be mailed if they are enclosed in a plastic bag with some moistened newspaper, and packed in a rigid box or envelope. Hand delivered plants should be transported in a plastic bag that has been mois-

tened inside and sealed at the top. Demands on this service should be reasonable with 1 to 10 identifications at a time. Identifications will usually be made within two days and at no charge. Whenever possible, hand-delivered plants will be processed immediately. Contact the herbarium, 842 Biological Sciences Center, 1445 Gortner Ave., St. Paul, MN 55108.

### **Historical Center, Northeast Minnesota (218) 726-8526**

The center collects and makes available to the public archival and library materials relating to the area of Carlton, Cook, Lake, and St. Louis counties. The center is jointly maintained by the University of Minnesota, Duluth, College of Liberal Arts and the St. Louis County Historical Society. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, thousands of photographs, and some maps and blueprints. These materials include the archives and library of the St. Louis County Historical Society. All items must be used within the center. Hours are 8 a.m.-4:30 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information, contact 375 Library, University of Minnesota, Duluth, Duluth, MN 55812.

### **Hospital and Clinic, University of Minnesota (612) 626-3000**

**Robert Dickler, hospital director.** University Hospital and Clinic operates a comprehensive referral center for the state and region. For general information, write the Referral Center, University Hospital and Clinic, Box 88 UMHC, Harvard at East River Road, Minneapolis, MN 55455. The Twin Cities telephone number for the center is 626-6000; the outstate Minnesota number is 1-800-328-5517, and the out-of-state number is 1-800-462-5301. The hearing impaired TDD Referral Center number is 626-0990. Patient transport can be arranged by calling the appropriate toll-free referral information number and asking for the emergency department. In addition to patient services, the hospital provides diverse educational programs and an environment supportive of research.

- **Anesthesiology (612) 624-9990, Box 294 UMHC; Dr. Joseph T. Buckley, head.** Critical care for patients requiring continuous ventilatory support or intensive pulmonary care. Telephone consultations about clinical anesthesia problems or reactions are welcome.
- **Dentistry (612) 624-5426; Mark T. Jasper, interim head.** Box 150 UMHC. **Paul O. Walker, clinical director,** 624-4000 or 626-5708, Box 150 UMHC. Emergency, preventive, and comprehensive care and treatment for teeth, gums, and jaw-facial skeletal disease, and deformities. Special services include restorative dentistry, root canal therapy, dentures, oral surgery, and pediatrics dentistry.
- **Dermatology (612) 625-8625; Dr. Peter J. Lynch, head.** Box 98 UMHC. **Dr. William C. Gentry Jr., clinic director.** (612) 625-6666, Box 88 UMHC. Wide range of diagnostic and therapeutic services. Balneotherapy, phototherapy, carbon dioxide and argon laser therapy and microscopically controlled excision of skin cancer are available.
- **Eye Center (612) 625-4400; Dr. Donald J. Doughman, head,** (612) 625-4654, Box 493 UMHC. Eye examinations, laser treatment, and evaluation and treatment of glaucoma, cataract, and cornea disorders, retinal diseases and pediatric diseases.
- **Family Practice (612) 624-2622; Dr. Edward W. Ciriacy, head.** Box 381 UMHC. **Michael Daly, clinic director** (612) 624-9499, Box 718 UMHC. Comprehensive care for the entire family.
- **Heart and Lung Institute (612) 625-6999 or 1-800-US-HEART; Dr. Stuart W. Jamieson, director.** Box 207 UMHC. Cardiothoracic surgery with an emphasis on heart and lung transplantations.
- **Medicine (612) 625-2695; Dr. Thomas F. Ferris, Box 294 UMHC. Dr. Robert B. House, clinic director.** (612) 625-5100, Box 88 UMHC. Adult problems affecting the internal organs, as well as arthritis, diabetes, genetic disorders, high blood pressure and general medical problems. **Dr. B.J. Kennedy, Masonic oncology clinic director,** (612) 625-5411 Box 286 UMHC. Cancer diagnosis and treatment including bone marrow transplant.

- **Neurology (612) 625-9900; Dr. Arthur C. Klassen, interim head, Box 295 UMHC; Dr. Myoung C. Lee, adult neurology clinic director, (612) 626-3004, Box 88 UMHC. Dr. Lawrence A. Lickman, pediatric neurology clinic director, (612) 625-7466 Box 486 UMHC.** Diagnostic evaluation and medical management of all neurologic disorders as well as subspecialty clinics for neuromuscular diseases, multiple sclerosis, senility, movement disorders and seizures and comprehensive epilepsy treatment.
- **Neurosurgery (612) 624-6666; Dr. Shelley N. Chou, head, Box 96 UMHC. Dr. Donald Erickson, clinic director, (612) 626-6688, Box 88 UMHC.** Evaluation as well as surgical and non-surgical management of patients with nervous system disorders and diseases.
- **Obstetrics and Gynecology (612) 626-5867; Dr. Bruce A. Work, head, Box 395 UMHC. Dr. Julius Butler, clinic director, (612) 626-3444, Box 88 UMHC.** Pregnancy, labor and childbirth with special interest in high-risk cases, family planning, and education. Disorders of the female genital and reproductive system with emphasis on infertility, oncology, and chemotherapy.
- **Orthopaedic Surgery (612) 625-1177; Dr. Roby C. Thompson, Box 189 UMHC. Dr. James House, clinic director, (612) 626-6688, Box 88 UMHC.** Bone and muscle injuries and disorders.
- **Otolaryngology (612) 625-3200; Dr. Arndt J. Duvall III, Box 396 UMHC. Dr. Norman T. Berlinger, clinic director, (612) 625-7400, Box 88 UMHC.** Ear, head, and neck diseases and surgery.
- **Pediatrics (612) 624-4477; Dr. Alfred Michael, head, Box 391 UMHC. Dr. Robert O. Fisch, clinic director, (612) 626-6777, Box 88 UMHC.** Subspecialty clinics, include those for birth defects, gastrointestinal, neurologic, rheumatic, immunologic, cardiac and infectious diseases; genetics; allergies; developmental disabilities; hematology; psychology; high blood pressure; and kidney disease.
- **Physical Medicine and Rehabilitation (612) 625-1177; Dr. Roby C. Thompson, interim head, Box 297 UMHC. Dr. Karen Benninghoff, adult clinic director, (612) 626-3696, Box 297 UMHC. Dr. Mark Monet, children's clinic director, (612) 626-5589, Box 297 UMHC.** Basic rehabilitation care as well as specialty care for spinal cord injuries, developmental problems, pain, amputation, and muscular dystrophy.
- **Psychiatry (612) 626-3853; Dr. Paula Clayton, head, Box 393 UMHC. Dr. Richard Pyle, adult clinic director (612) 626-6188, Box 393 UMHC.** Evaluation, consultation, and treatment of adults. Special programs are offered for chemical dependency, eating disorders, depression and other problems. Child and adolescent clinic (612) 626-6464, Box 95 UMHC. Full range of services in treating learning disabilities, autism, attention deficit disorders, unsocialized behavior, mental retardation and trauma and abuse. Psychology clinic (612) 624-9646, Box 731 UMHC. Offers evaluation and behavioral management of stress-related physical disorders, health risk factors reduction, and compliance with medical regimens.
- **Surgery (612) 625-8444; Dr. John S. Najarian, head, Box 195 UMHC. Dr. Theodor Grage, adult clinic director, (612) 626-6666, Box 88 UMHC.** Pre-surgical evaluation and follow-up care for general, plastic, heart and lung, cancer and transplant surgery, nonhealing wounds and breast examinations. Pediatric clinic (612) 626-6777, Box 88 UMHC. Surgical care for children, cleft lip/palate and plastic clinic for congenital problems and an endoscopic clinic. Ambulatory surgery (612) 626-3131, Box 88 UMHC. Minor surgical procedures.
- **Therapeutic Radiology (612) 626-6605; Dr. Seymour H. Levitt, head, Box 494 UMHC.** Patient assessments and all types of cancer problems requiring radiation therapy.
- **Urology (612) 625-9933; Dr. Elwin E. Fraley, head, Box 394 UMHC. Clinic (612) 625-2486, Box 394 UMHC. Kidney Stone Center, Dr. Paul H. Lange and John Hulbert, co-directors (612) 331-2261.** Urinary tract disorders, genital organ disorders, male impotence, infertility in men, kidney stone removal without surgery, cancer, and pediatric urology problems.

## **Hubert H. Humphrey Institute of Public Affairs (612) 625-9505**

**John Brandl, acting dean.** The Institute sponsors the Carlson Lecture series which features national and international leaders speaking on issues of public concern. The lectures are free and open to the public. This series is part of an extensive outreach program offering citizen education; technical assistance; continuing education in leadership; public policy analysis and planning; conference planning and a variety of public forums offered throughout the year. For information, call or write the Public Education Office, Humphrey Institute of Public Affairs, University of Minnesota, 234 Humphrey Center, 301-19th Avenue South, Minneapolis, MN 55455, (612) 625-7514 or 6621.

The Institute co-sponsors with the Department of Media Resources "Minnesota Issues," a half-hour program aired weekly on public television. Audio tapes of individual programs may be purchased for \$5.00 a copy by contacting "Minnesota Issues," 510 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455, (612) 625-0351.

### **The Graduate Programs**

The master of arts (M.A.) in public affairs and master of planning (M.P.) in public affairs programs span a wide variety of disciplines, ranging from ethics to quantitative methods. Students gain an integrative understanding of how different skills and knowledge contribute to the resolution of public problems.

There is a common integrative core of courses required of all graduate students, but the programs permit a range of specializations both for development of professional competence in management, planning, and policy analysis, and for concentrated study of areas such as social policy; economic and community development; technology, energy and the environment; land use and human settlements; and foreign policy.

Students participate in policy research and action-oriented service projects through seminars, workshops, and assistantships.

The institute's faculty includes scholars and practitioners who bring theory, current research, and real-world expertise into the classroom.

For information on the Institute's academic program which offers masters degrees in public affairs in planning, call (612) 625-0701.

For information on the Institute's mid-career Reflective Leadership Program, call (612) 625-4840.

The institute and Media Resources also co-sponsor "*Minnesota Governors*," a series of half-hour documentaries for public TV. Each program takes an in-depth look at the life of one of Minnesota's nine living former governors. Information on purchasing tapes is available at 510 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455, (612) 625-0351. For information on tape rental, contact any Minnesota public or regional library or Judy Gaston, University Film & Video, 1313 5th St. S.E., Minneapolis, MN 55414.

## **Humanities Fine Arts Center Gallery, Morris (612) 589-2211, ext. 6230**

**Frederick W. Peterson, coordinator.** The two-level gallery at Morris regularly features exhibits by leading artists. There is no admission charge. Information on gallery hours and scheduled exhibits is available at 104 Humanities Bldg., University of Minnesota, Morris, Morris, MN 56267 or from the University Relations office, 306 Behmler Hall, (612) 589-2211, ext. 6050.

## **Immigration History Research Center (612) 627-4208**

**Rudolph J. Vecoli, director.** This is a research center specializing in the histories of 24 immigrant groups from eastern, central and southern Europe, and the Middle East in North America. The center tries to create better understanding and appreciation of the role ethnicity and immigration played in shaping this country's culture. The center maintains a library and archives containing 35,000 volumes of published material, 2,600 linear feet of manuscript materials, and some 4,500 reels of microfilm and sponsors conferences, conducts archival surveys, and publishes bibliographies, conference proceedings, and guides to its research collections. *SPECTRUM*, the center's newsletter published three times yearly,



reports on special research projects, new acquisitions, and activities. The collection is open to anyone with a serious research purpose. Hours are 8:30 a.m.-4:30 p.m. Monday through Friday, and 9 a.m.-1 p.m. on Saturday. There are no forms or fees. For information, contact 826 Berry St., St. Paul, MN 55114.

### **Individualized Learning, Program for (612) 624-4020**

**Linda Ellinger, director.** This individualized baccalaureate degree program provides information, referral, and advice for students seeking programs in non-traditional education. The program helps adult students who need special assistance in using university resources; helps local and national students find appropriate external degree programs; and guides students in developing skills for independent and individualized learning. For information, contact the program at 201 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

### **Industrial Relations Reference Room (612) 624-7011**

**Georgianna E. Herman, supervisor.** The reference room maintains an extensive collection of materials in industrial relations which includes collective bargaining, personnel/human resource management, organization theory, industrial psychology, industrial sociology, and labor history. Reference assistance is available in 365 Blegen Hall, 269 19th Ave. S., Minneapolis, MN 55455.

### **Industrial Safety Resource Center, Duluth (218) 726-8250, 726-8117**

**Robert V. Krejcie, coordinator.** The center maintains safety information related to business, industry, and governmental agencies. Materials include American National Standards, construction standards, Federal Registers, Maritime Standards and Interpretation, National Fire Protection Association, Occupational Safety and Health Reporter, and a variety of other safety periodicals. It also has sound and ventilation monitors. All materials may be used at the center; some publications may be mailed out depending on the number of copies requested. For information or to request material, monitoring service, or inspection service, contact the center.

### **Insect and Plant Information 1-976-0200**

**Mark E. Ascerno, DIAL U coordinator.** Telephone lines are staffed by persons trained to answer questions about gardening, plant problems, and insects, indoors or out. Hours are weekdays 9 a.m.-5 p.m. April 1 through Sept. 31, and 9 a.m.-2 p.m. Oct. 1 through March 31. The service is available from most residential telephones in the Twin Cities calling area. A \$2 service fee will be billed automatically to the phone from which the call is placed. Mail may be addressed to the DIAL-U Clinic, 145 Alderman Hall, 1970 Folwell Ave., University of Minnesota, St. Paul, MN 55108.

### **International Center, Minnesota (612) 625-4421**

**Frances Paulu, executive director.** The center is a nonprofit community volunteer organization. It offers opportunities for one-to-one interaction with international students and visitors, provides information and referral services regarding international matters, maintains a Language Bank and an International Student Speakers Bureau, acts as a clearinghouse and resource center for individuals and groups wishing to plan educational programs about U.S. foreign policy and world affairs, and schedules public programs on international issues including a regular luncheon series. Further information is available at the center, 711 East River Road, Minneapolis, MN 55455. Its world affairs branch is at 306 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455, (612) 625-2859.

### **International Education Office (612) 625-7110**

**Josef Mestenhauser, director.** The office is the university's central coordinating unit for international activities and affairs. The office publishes a free guide to the university's international departments and offices. An electronic bulletin board about international ac-

tivities and a guide to international courses offered at the university are in progress. The office is at 717 East River Road, Minneapolis, MN 55455. For general information and data, contact the office at (612) 624-5580 or write 201 Nolte Center, Minneapolis, MN 55455.

### **Landscape Arboretum (612) 443-2460**

**Peter Olin, director.** The grounds of the 905-acre Minnesota Landscape Arboretum feature landscape gardens, generic plant collections of trees, shrubs, vines, perennials, and annuals, and natural stands of woodland, marsh, and restored prairie. Hiking trails and picnic facilities are available.

The main building houses a giftshop, a tea room, meeting rooms and classrooms. There is also an extensive library containing books and periodicals on botany, horticulture, and gardening. The arboretum researches and develops cold-hardy plant materials, provides educational information about plants to children and adults, and serves as a place of enjoyment and inspiration.

The grounds are open 8 a.m.-5:30 p.m. from November through March; 8 a.m.-dusk from April through October. Building, tea room, and gift shop hours vary during the year. Call for current hours.

Guided walking and tram tours are available from May through October.

Arboretum admission is \$2 for adults, \$1 for children 12 and under or free when they are accompanied by a parent. There is no charge for members. For membership information, call (612) 443-2478. For general information, contact staff members at 3675 Arboretum Drive, Box 39, Chanhassen, MN 55317. (612) 443-2460.

### **Learning Center, Morris 1-800-842-0030 or (612) 589-2211 ext. 6456 from out of state**

The center is a regional adult advising service which serves as a starting point for adult students seeking more information about their educational opportunities. Free counseling by advisers experienced in the area of adult education and sensitive to the needs of adult learners is available to help individuals explore their educational interests and learning options. For information, contact Morris Learning Center, Continuing Education and Extension, University of Minnesota, Morris, Morris, MN 56267.

### **Libraries (612) 624-4520**

The University of Minnesota-Twin Cities libraries contain more than 4 million catalogued volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, phonograph records, audiovisual tapes, and other materials. Minnesota residents not formally associated with the university have access to the libraries collection either through interlibrary loan from their local libraries or in-house library use. Hours of operation vary according to academic sessions. A tape recorded message giving hours for the main libraries can be heard by dialing (612) 624-4552.

- **Humanities and social science collections:** The main humanities and social sciences collections are in Wilson Library on the west bank of the Minneapolis campus and include American studies, anthropology, art, business, film, geography, history, language, literature, philosophy, political science, religion, sociology, and women's studies. Collections for education, library science, and psychology are found in Walter Library on the east bank of the Minneapolis campus. Walter Library also includes a broad general undergraduate collection. The collections in design, vocational education, family social science, rural sociology, and textiles are in the St. Paul Central Library on the St. Paul campus. Related humanities and social science subject collections include Ames Library of South Asia, East Asian Library, Government Publications Library, Journalism Library, Map Library, Middle East Library, and Public Affairs Library.
- **Science Collections:** The main science and technology collection, including chemistry,

engineering, geology, and physics, is housed in the Science and Engineering Library in Walter Library on the east bank of the Minneapolis campus. The health science collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health are in the Biomedical Library in Diehl Hall, also on the east bank of the Minneapolis campus. The agricultural and biological sciences collections are found in the St. Paul Central Library on the St. Paul campus. Related science subject collections include Architecture Library, Biochemistry Library, Entomology, Fisheries, and Wildlife Library, Forestry Library, Mathematics Library, Natural History Library, Plant Pathology Library, and Veterinary Medical Library.

- **Archives and Special Collections:** A variety of archives and special collections are part of the university libraries. They include University Archives, Social Welfare History Archives, Manuscript Division, Charles Babbage Institute Collections, the Special Collections and Rare Books Division, James Ford Bell Library, Children's Literature Research Collection, and the Wangenstein Historical Collection.

### Coordinate Campus Libraries

- **Kiehle Library, Crookston (218) 281-6510, ext. 398**, has about 20,000 volumes and about 560 periodicals specializing in agriculture, business, hospitality, and home economics. The library is open to residents of the Crookston area and materials may be checked out. Interlibrary loans can be arranged. Copy machines are available and the library subscribes to the OCLC data base. Hours are 8 a.m.-9 p.m. Monday through Thursday; 8 a.m.-4:30 p.m. Friday; closed Saturday; 6 p.m.-9 p.m. Sunday. The library is on the first floor of the Media Resources Center, University of Minnesota Technical College, Crookston, Crookston, MN 56716.

- **Library and Learning Resources Service, Duluth (218) 726-8102**, has over 250,000 books and more than 2,700 periodicals that support the curriculum offered at the university. The library includes a health science library and houses the Northeastern Minnesota Historical Center, a voyageurs collection, the UMD archives, a Black and Indian Culture Center, and a Women's Resource Center. Limited reference service is available to the public who may use materials in the library and may apply for a courtesy card to check out materials. Copy machines are available. The library subscribes to the OCLC data base and offers computer searching for the public on a fee basis. Library hours are 7:45 a.m.-11 p.m. Monday through Thursday; 7:45 a.m.-5 p.m. Friday; 1 p.m.-5 p.m. Saturday; 1 p.m.-11 p.m. Sunday. For information, contact the library at the University of Minnesota, Duluth, Duluth, MN 55812.

- **Rodney A. Briggs Library, Morris (612) 589-2211, ext. 6180**, has 140,000 volumes and 750 periodicals with a general liberal arts emphasis and subscribes to the OCLC data base. Morris area residents can use the library if other available library services are insufficient. Limited assistance and reference services are provided for individuals for secondary or postsecondary school study, and interlibrary loans can be arranged. Materials may be used in the building or checked out by showing identification. Hours are 8 a.m.-11 p.m. Monday through Thursday; 8 a.m.-5 p.m. Friday, 11 a.m.-5 p.m. Saturday; and 2 p.m.-11 p.m. Sunday. For information contact the library at the University of Minnesota, Morris, Morris, MN 56267.

- **Learning Resources Center, Waseca (507) 835-1000, ext. 304**, houses the UMW Library, which has about 44,000 volumes and 780 periodicals and newsletters specializing in agricultural industries and services, agribusiness, agricultural production, home and family services, food industries and technology, animal health technology, and horticultural technology. The library also has about 3,400 titles of audiovisual materials and participates in the interlibrary loan system SMILE (South Central Minnesota Interlibrary Exchange). Data base searches are provided through DIALOG and OCLC. The library is open to the public and materials may be checked out with a local library card. Hours are 7:30 a.m.-10 p.m. Monday through Thursday; 7:30 a.m.-5 p.m. Friday; closed Saturday;

5 p.m.-10 p.m. Sunday (spring and summer) and 1 p.m.-10 p.m. Sunday (fall and winter). For information, contact the UMW library at the University of Minnesota Technical College, Waseca, Waseca, MN 56093.

### **MacPhail Center for the Arts (612) 627-4020**

The center is part of Continuing Education and Extension at the university. It is one of the nation's largest continuing education facilities in music. Over 100 faculty and staff serve a student body of over 3,000, ranging in age from 2 years to well over 70 years, offering courses in music, dance, and photography. For information on a course bulletin, call or write the center at 1128 LaSalle Ave., Minneapolis, MN 55403.

### **MBA Field Project (612) 624-0006**

**Norman L. Chervany, director, MBA Program.** The MBA Program requires students to work as teams on a consulting project for organizations. The projects deal with a wide variety of programs, market research studies, systems design projects, employee attitude studies, financial analysis studies, etc. They also come from a wide variety of industries and company sizes. For information on the course, contact the MBA Office, 295 Humphrey Center, 271 19th Ave. S., Minneapolis, MN 55455.

### **Media Resources, University (612) 625-3001**

**Sheldon Goldstein, director.** University Media Resources is a large, comprehensive, audiovisual services department that produces radio, film, television, and slide programs. It also has a large film processing lab, produces educational graphics, and rents audiovisual equipment to university departments. For photo lab information, call (612) 624-6773; equipment rental (612) 625-7557; or contact the department at 540 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

### **Mineral Resources Research Center (612) 625-3344**

**Ken Reid, director.** MRRC has a broad research mission in the development of minerals resources, including mineral processing, process technology, particularly plasma processing of minerals, mineralogical analysis, environmental engineering, processing of wastes and process modeling.

The center has a major pilot plant facility, laboratories and facilities for computer analysis, simulation, control of mining, mineral and metallurgical operations, and rock stress measurements. The center also has a plasma technology laboratory.

Fees for contract research are determined on an individual basis.

MRRC also publishes the *Minnesota Mining Directory* and the *Minnesota Industrial Minerals Directory* annually. The mining directory provides statistical information and data on Minnesota's iron ore and nonferrous mineral industries. The directory includes maps listing reserve properties and iron mining districts and interests. A variety of iron ore statistics are also included.

The industrial minerals directory provides a complete listing of names, addresses, and telephone numbers of Minnesota producers of natural abrasives, clays and shale, peat, construction sand and gravel, industrial sand, crushed and broken stone, and dimension stone. Both directories are available for purchase and more information is available from the Mineral Resources Research Center, 56 East River Road, Minneapolis, MN 55455.

### **Minority Counseling and Special Services Bureau, Crookston (218) 281-6510, ext. 360**

**Juan Moreno, director.** This office is an information and counseling bureau for all minority students and a resource center for minority persons in the area. Tutoring is available in English as a second language, and staff will translate from Spanish to English. There is no fee for most services, but a minimum fee may be assessed for translation when the material is lengthy or complex. The public may use the academic and vocational guidance services of the bureau at no cost. For information, contact the office in Bede Hall, Univer-

sity of Minnesota Technical College, Crookston, Crookston, MN 56716.

### **Music Department, Duluth (218) 726-8208**

The music department presents faculty, student, and guest concerts and recitals throughout the school year. All events are open to the public, and most are free. For information or to be placed on a mailing list for scheduled events, contact 231 Humanities Bldg., University of Minnesota, Duluth, Duluth, MN 55812.

### **Music School (612) 624-5093**

**Karen L. Wolff, director.** The school sponsors a variety of student, faculty, and guest recitals as well as master classes, lectures, and demonstrations throughout the year. These events, along with performances by the University's Symphony Orchestra, Chamber Orchestra, choruses, bands, Contemporary Music Ensemble, brass choirs, and Collegium Musicum, are open to the public and usually free. The University Opera Theatre presents two or three annual performances of contemporary and traditional operas.

School of Music faculty members and ensembles are available for performances on campus. Fees or expenses may be required. A quarterly calendar of events can be obtained from the school by calling (612) 624-1069. For information, contact 100 Ferguson Hall, 2106 4th St. S., Minneapolis, MN 55455.

### **Nature Center, William R. Bagley, Duluth (218) 726-7264**

**Paul Monson, Olga Lakela Herbarium curator.** This natural forest supporting native vegetation and small animals is located on the northwest corner of the Duluth campus and covers 24 acres. Wood chip trails, stairways and bridges permit public exploration of the area, which provides an excellent view of Duluth harbor and the western shore of Lake Superior. Public access is available anytime.

### **Nursery School (612) 624-5593 or 624-7009**

**Margaret B. Roth, administrative assistant.** The school is a half-day program for children ages two to five years. The school's primary functions are to demonstrate good preschool practice, to train teachers of young children, and to serve as an active center of child study and research. One of the primary educational goals is to convey to the children the value, challenge, and excitement of learning. Applications and information may be obtained by contacting 140 Child Development, 51 East River Road, Minneapolis, MN 55455. Applications must be returned by April 1 to be considered for the following school year. Applications are also accepted for children wishing to attend the summer session only. The preschool children are selected from all the applicants. The cost ranges from \$142 for each of three quarters (two half-days a week) to \$340 for each of three quarters (five half-days a week). University quarters are 10 weeks each. Summer session cost is \$180 (five half-days a week for five weeks).

### **Planetarium, Marshall W. Alworth, Duluth (218) 726-7129**

**Glenn Langhorst, director.** The planetarium offers free, public programs Wednesdays at 7 p.m. during the academic year. Special showings may be arranged by contacting the planetarium director at Lawn Drive off College Street, University of Minnesota, Duluth, Duluth, MN 55812.

### **Plant Pathology (612) 625-8200**

**P. O. Larsen, head.** The department performs plant parasitic nematode soil or tissue analysis, Phytophthora Race Identification, ELISA testing for viruses and routine disease diagnoses. The fee is \$15 per sample for nematode analyses and routine diagnoses; \$50 per sample for Phytophthora Race Identification; and \$20 per sample for ELISA testing. For information or instructions about collecting and submitting samples suitable for analysis, contact your county extension director or the Plant Disease Clinic at (612) 625-1275. The clinic is located at 105 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108, or write to

Department of Plant Pathology, 495 Borlaug Hall, 1991 Buford Circle, St. Paul, MN 55108.

### **Poison Center, Hennepin Region (612) 347-3144**

**Michael Wieland, director.** The center is a specialized library and 24-hour telephone consultative service for use by the general public and professionals when a person has been poisoned or has taken an overdose. The center is a department of the Hennepin County Medical Center and is staffed by College of Pharmacy faculty. For information contact the center at Hennepin County Medical Center, 701 Park Ave. S., Minneapolis, MN 55415.

### **Poisonous Plant and Mushroom Identification Service (612) 625-8200**

The service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers, veterinarians, police, or others. There are no forms or fees. Identification of poisonous yard and house plants can be made during the week or on weekends. Due to the seriousness of the problem, individuals wishing assistance in identification of poisonous plants should contact Thor Kommedahl, 210 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108, (612) 625-3164.

Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact Elwin Stewart, 204 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108, (612) 625-9207; Neil A. Anderson, 314 Stakman Hall, (612) 625-1764; or D. W. French, 306 Stakman Hall, (612) 625-8194.

### **Police Department (612) 624-2575**

**Gary R. Wilson, chief.** The department is the full service law enforcement agency for the university, enforcing state laws, local ordinances, and Board of Regents regulations 24 hours every day. Priorities include crime prevention and interception, order maintenance and crisis intervention, investigation, and public assistance, including ready referrals to emergency and other public services on campus. Professional officers certified by the state as peace officers provide both mobile and foot patrol, urgent responses including protective and medical aid services (911), event planning assistance, traffic control, and security consultation. Public programming on a wide range of subjects is offered to all, to aid crime control through citizen involvement, and internships as well as volunteer experiences are encouraged. Student monitors are employed for security tasks associated with buildings and activity centers, evening escorts for sexual assault prevention (624-WALK), bicycle and other rule enforcement, and for other public services.

Police-Fire-Medical Emergency (only):—911; Escort—624-WALK; Dispatcher—624-7828; Administration—624-2575; Other—624-3550.

### **Professional Development and Conference Services (612) 625-6616**

**Steve Weiland, director.** This unit, within Continuing Education and Extension, sponsors conferences, symposia and seminars serving a wide range of individuals in professional, business, and career fields. Programs are organized in five categories: business, industry, and management; health and human services; humanities, social sciences, education, and the arts; government and public affairs; science, technology, and engineering. In addition to programs offered in the Twin Cities and other Minnesota locations, the service conducts programs for regional, national, and international audiences. Program fees vary. For information, contact 215 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Project INFORM, Morris (612) 589-2211, ext. 6460**

**Tom Mahoney, coordinator.** This project responds to the continuing education needs of professional and occupational groups in west central and southwestern Minnesota. Project INFORM (Identifying Needs for Occupational Re-certification in Minnesota) gathers and disseminates information on educational requirements for certification or re-certification and professional advancement in a wide variety of areas, including trades, teaching, management, administration, and medical pharmaceutical. For information, contact Project INFORM, Community Services Bldg., University of Minnesota, Morris, Morris, MN 56267.

## Radio Stations

- **KUOM (770 kHz), University public radio at 770 AM** is the direct media source for news and information about the university. KUOM broadcasts the latest news from the campus, the classroom, the research lab, the hospital and clinic, theater, concert halls and art studios, the students, faculty, staff and administration and the surrounding community on TALKING SENSE, five hours of call-in discussion programs from 10:30 a.m.-3:30 p.m. KUOM Concert Hall brings classical music from 3:30 p.m. to local sundown. KUOM is a National Public Radio member station broadcasting at 5,000 watts. Main offices are at 550 Rarig Center. Call (612) 625-3500 for a free program guide.
- **WMMR (730 kHz, 96.3 mHz FM cable)**, founded in 1947, is a student-operated station broadcasting from Coffman Union to Twin Cities campus dormitories and the metropolitan area on FM cable. During the school year the station operates daily from 7 a.m.-2 a.m. Programs include progressive rock music, news and sports, including live play-by-play coverage of Gopher home games. It is a volunteer organization open to any student. Main offices are located at 328 Coffman Memorial Union, (612) 625-5926.
- **KUMD, Duluth (103.3 mHz)**, is a 100,000-watt FM station operated by Continuing Education and Extension and UMD students under the Department of Communications, (218) 726-7181, 130 Humanities Bldg. Programming includes news, public affairs, and music.
- **KUMM-FM** serves the Morris campus community. This student-operated station provides educational and entertainment programs, (612) 589-2211, ext. 6075.
- **KUMW**, a student-operated station in Waseca, broadcasts on an FM frequency on cable TV with recorded music and live programming. Studios are in the Learning Resources Center, (507) 835-1000.

## Raptor Research and Rehabilitation Program (612) 624-4745

**Pat Redig, director.** This center provides medical care and rehabilitation for all injured or ill birds of prey, for example, eagles, owls, and hawks. Repaired birds are released into their native habitats and non-repairable birds are used in breeding programs, zoos, nature centers, and for education programs to schools and the general public. Research is conducted on the health of birds and their ability to withstand various pollutants, including lead poisoning. An internship program is available to veterinarians, biologists, and environmental education students. For more information, contact Redig at (612) 624-4469, Thomas Walkington at (612) 624-4745, or Barb Walder at (612) 624-1203. Offices are at 295 Animal Science/Veterinary Medicine Bldg., 1988 Fitch Ave., St. Paul, MN 55108.

## Reading Clinics (612) 625-0169

**Barbara Taylor, coordinator.** The clinics are operated in cooperation with area schools. While the service is primarily directed to students in the cooperating schools, a limited number of school-age children from outside the school can be accommodated. Services include a diagnostic survey of the child's reading skills and approximately 20 hours of remediation. Clinics are held from mid-June to mid-July each summer. At present there is no charge. For information, contact 330 Peik Hall, 159 Pillsbury Drive S.E., Minneapolis, MN 55455.

## Red River Valley Natural History Area, Crookston (218) 281-6510, ext. 310

The 85-acre site is located in the flat lake bed of glacial lake Agassiz west of the Crookston campus. It was established in 1971 by UMC and the Northwest Agricultural Experiment Station as a living museum and teaching laboratory for students. Group tours are given periodically to the public. The area includes nature trails and an interpretive center.

### **Rehabilitation Center (612) 626-5284**

**Essam Awad, director.** The center provides both inpatient and outpatient services for children and adults with neuromusculoskeletal problems. Services are comprehensive and are coordinated under medical direction to assist patients in every way possible to achieve maximum self-sufficiency and to participate again in the affairs of their home and community. Charges are made for the services provided, which include physical therapy, occupational therapy, speech therapy, rehabilitation psychology, urodynamics, work evaluation, and vocational counseling. Appointments can be made by writing to Box 297, Mayo Memorial Bldg., 420 Delaware St. S.E., Minneapolis, MN 55455, or by calling (612) 626-5284 for adults or (612) 626-5589 for children.

### **Retired Senior Volunteer Program, Crookston (218) 281-6510, ext. 339**

**Harl Gamber, director.** The program serves Polk, Norman, Red Lake, Pennington, and Marshall counties by providing volunteer opportunities for retired persons, and at the same time providing workers for community organizations and agencies in need of help. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience, and skills. Volunteers may be assigned to positions with publicly owned and operated facilities or to local programs sponsored by private, non-profit organizations other than political parties.

Any retired person 60 years of age or older may become a member of the program. There are no income, educational, or experience requirements. Volunteers may choose to belong to the program for a short time or for an indefinite period. Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, religious institutions, and programs for shut-ins may request services. Members of the program can't displace employed workers. Benefits include accident insurance, out-of-pocket expenses, and transportation. To volunteer or for more information, contact program headquarters, FS 107, University of Minnesota Technical College, Crookston, Crookston, MN 56716.

### **Rural Family Life Project, Morris (612) 589-1313**

Developed to preserve the integrity of rural family life, the project provides affordable counseling services to rural families experiencing added pressures because of current economic conditions in rural communities. It serves families in Grant, Pope, Stevens, Swift and Traverse counties, offering on site counseling often at reduced rates. Educational services, including stress management seminars and educational programming, as well as community networking and referrals, are offered for families experiencing emotional and financial difficulties. For information, contact Life Center, Stevens Community Memorial Hospital, Morris, MN 56267.

### **Sea Grant Extension Program, Minnesota (218) 726-8106**

**Dale R. Baker, director.** This program is a cooperative service of the university and the federal government. It offers programs to the public in coastal engineering, fisheries, marine education, and recreation and tourism. For more information, contact 208 Washburn Hall, University of Minnesota, Duluth, Duluth, MN 55812.

### **Silha Center for the Study of Media Ethics and Law (612) 625-3421**

**Donald M. Gillmor, director.** The center is dedicated to the study of media ethics and law in an effort to appreciate their reciprocal influences as well as their fundamental distinctions. The center studies media accountability, with emphasis on the role of news councils, ombudsmen, and other attempts to promote public discussion of media competence and performance; First Amendment interpretations as expressions of political philosophy; and privacy rights of the individual and their real and perceived conflict with the goals and ideals of a free press.

The center sponsors or supports a variety of activities: occasional conferences and symposia, its annual Silha Lecture, and its research fellowships available to graduate students



enrolled in the Ph.D. program in the School of Journalism and Mass Communication.

The center publishes its *Lecture Series*; its *Bibliography Series* (an extensive media law bibliography and compilation of books and articles on communications ethics; and its *Report Series*.

### **Small Business Development Center, Duluth (218) 726-8761**

**Robert Heller, director.** The program provides direct consulting services to small businesses and local governmental agencies in northeast Minnesota. The program is jointly sponsored by the School of Business and Economics and the Small Business Administration. The program provides teams of students, working under a faculty adviser, to analyze and help solve accounting and managerial problems facing small business firms and small units of local government. For information, contact 150 School of Business and Economics, University of Minnesota, Duluth, Duluth, MN 55812.

### **Social Welfare History Archives (612) 624-6394**

**David Klaassen, archivist.** The archives collects unpublished source materials documenting the history of social services and social reform in 20th-century America. Its holdings include the records of national voluntary sector welfare associations and Twin Cities social work agencies as well as personal papers of individual leaders in the social service field. Among the social services and concerns represented are recreation, settlement houses, child welfare, aging, race relations, community planning, services to migrants and immigrants, public health, vocational rehabilitation, and voluntarism. The archives also houses an extensive collection of pamphlets, reports, and newsletters in the welfare field. Although the archives primarily serves historians and other academic researchers, it welcomes inquiries from anyone with a serious interest in the history of social policies and programs. The collections must be used on the premises, but photoduplicating services are available, and staff will respond to telephone and correspondence inquiries. Hours are 8:30 a.m.-4:30 p.m. Monday through Friday. For information, contact 101 Walter Library, University of Minnesota, Minneapolis, MN 55455.

### **Soil Characterization Laboratory (612) 625-8101**

**Richard H. Rust, supervisor.** This is the designated laboratory for the Minnesota Cooperative Soil Survey. A wide variety of physical, chemical, and mineralogical analyses are performed on soil materials. A fee is charged to users. For information, contact 506 Soil Science Bldg., 1991 Upper Buford Circle, St. Paul, MN 55108.

### **Soil Survey Library (612) 625-6725**

**Richard H. Rust, librarian.** The library maintains soil survey maps and reports as published for counties in Minnesota. Many reports of counties from other states are on file. Official descriptions of many soils of the United States are also on file. For information, contact the Department of Soil Science, 1991 Upper Buford Circle, St. Paul, MN 55108.

### **Soil Testing Laboratory (612) 625-7701**

**Robert C. Munter, supervisor.** The laboratory offers soil fertility testing and recommendations for farms, lawns, gardens, nurseries, and florists. A fee is charged for these services. Sample information forms and sample containers are provided free upon request. For information, contact the Soil Testing Laboratory, University of Minnesota, 1903 Hendon Avenue, St. Paul, MN 55108.

### **South and Southwest Asian Studies (612) 624-7030**

**William W. Malandra, director.** The center houses a library of films on South Asia that can be rented for a nominal fee. The center is located at 192 Klæber Court, 320 16th Ave. S.E., Minneapolis, MN 55455.

### **Speakers Bureau (612) 624-6868**

**Lenora Taylor, public relations representative.** The speakers bureau provides names of persons from the university who are available to speak to groups. A speakers guide listing names of speakers and topics is available free of charge. Speakers fees vary. Requests for speakers should be made at least two weeks in advance. To request a guide or obtain additional information contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455. For speakers from the Crookston, Duluth, Morris, and Waseca campuses, contact the University Relations department on the specific campus.

### **Special Programs, Office of (612) 625-2722**

The office is a unit within the Minnesota Extension Service of the Institute of Agriculture, Forestry, and Home Economics. It designs, develops, presents, and evaluates over 150 short-term continuing education programs annually in the subject areas of agriculture, forestry, home economics, and community and natural resource development for local, national and international audiences. Program participants are charged a fee to cover costs. The office also sponsors a 12 to 21 month study and practical training program for young agriculturalists from Europe, Australia, and New Zealand. For information, call the office or write 405 Coffey Hall, 1420 Eckles Ave., University of Minnesota, St. Paul, MN 55108.

### **Speech and Hearing Clinic (612) 624-3322**

This clinic provides services in the areas of articulation, stuttering, voice, laryngectomy, delayed speech and language development, and hearing. The clinic serves primarily as a means of providing clinical education for graduate students in speech and language pathology and in audiology. For information or to receive services, contact 115 Shevlin Hall, 164 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Speech, Language, and Hearing Clinic, Duluth (218) 726-7974**

**Ash M. Hawk, director.** The clinic is open to the public by appointment on a space-available basis during regular working hours. It provides diagnostic, rehabilitative, and educational services to people with speech, language, or hearing problems. Fees vary, but costs can be estimated at the time of appointment. Appointments may be made by contacting the clinic at 5 Montague Hall, University of Minnesota, Duluth, Duluth, MN 55812, or by calling (218) 726-7974 for audiology or (218) 726-7992 for speech or language services.

### **"Starwatch" Line, Astronomy Department (612) 624-2001**

**Kris Davidson, associate professor, astronomy.** The "Minnesota Starwatch" information line offers three- to five-minute recordings describing astronomical phenomena. Updated once a month, the tapes give details on subjects of current interest and occasionally describe unusual sky phenomena such as black holes, pulsars, and meteor showers.

### **Statistical Center (612) 625-7030**

**Sanford Weisberg, director.** The Statistical Center provides consulting on experimental design, sample survey design, data analysis, and interpretation of analyses results. The center is open to the public as university workload allows, generally on a fee-for-service basis. For information, contact 352 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

### **Supercomputer Institute, Minnesota (612) 625-1818**

The institute provides Minnesota researchers access to three supercomputers (Cray 2 one-processor, Cray 2 four-processor, Cyber 205) and seven IRIS graphics workstations through a grant program. Interested persons can contact Donald G. Truhlar, 2041 Supercomputer Center, 1200 Washington Ave. S., Minneapolis, MN 55415.

### **Surface Analysis Center (612) 625-8066**

**Robert M. Hexter, Lanny D. Schmidt, co-directors.** This instrumentation facility has a broad spectrum of techniques for analysis of solid surfaces. The center is available for all surface scientists, occasional users of surface science equipment, and those who need analytical services. There are several staff scientists in residence. For information, contact 4th floor, Shepherd Laboratories, 100 Union St. S.E., Minneapolis, MN 55455.

### **Swine Evaluation Program, Minnesota (612) 624-0766**

**Charles J. Christians, coordinator.** The animal science department, in conjunction with the Minnesota Pork Producers Association, offers swine performance testing services. A program is offered for on-farm records systems and on-farm supervision of herd replacement selection. A central testing laboratory located at New Ulm is available for live animal and carcass evaluation. A fee is charged for on-farm and central test laboratory services. For information, contact 101 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108.

### **Telecommunication Services (612) 625-5000**

**Carol Ostrow, administrator.** University information has regularly updated telephone numbers and addresses for all university employees and students in the Twin Cities and on the coordinate campuses. Similar information is also available about departmental offices, bookstores, libraries, extension services, cafeterias, art galleries, auditorium and sport facilities, clinics, labs, etc. Callers may use this service Monday through Friday from 7:30 a.m.-5:30 p.m. for information or referral to information sources about all aspects of the university.

### **Television (612) 625-4315**

Several university television programs are broadcast weekly over KTCA-TV, Channel 2 and KTCI, Channel 17, the Twin Cities area public television stations. The programs, most of which are produced by Media Resources of Continuing Education and Extension, range from general information to university credit courses offered by extension independent study. Program schedules can be found in newspaper television listings, or obtained from the coordinator of broadcast television at (612) 625-4315.

### **Test Scoring Service (612) 626-0006**

**Charles B. Johansson, director.** Machine scoring of examinations is provided for Minnesota educational institutions and government agencies. Standard answer sheets, basic scoring, individual reports, statistical summaries, and item analysis are available. Special processing, including custom-designed answer sheets for tests, questionnaires, and other data collection tasks, can be arranged. Fees are charged for services. For information, contact University Counseling Services, Technical Division, Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

### **Testing Program, Minnesota Statewide (612) 626-0006**

**E. Gary Joselyn, school testing consultant.** The program is operated as a service to Minnesota schools by University Counseling Services. The program furnishes educational test materials, provides scoring services, reports test results, develops Minnesota norms for the tests used, assists with research studies, and provides consultation services to the schools. Fees are charged for testing services on the basis of the number of students tested and the type of test. There's no charge for consulting services. For information, contact the program at Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

**Theatre Department and Marshall Performing Arts Center, Duluth, (218) 726-8561 or (218) 726-8562**

**Mark Harvey, acting head.** The department and center offer student, community, and touring group productions in theater and dance throughout the year. All productions are open to the public. Tickets for departmental productions usually range from \$2.50 to \$5.50. For information, or to be placed on a mailing list to receive notices of performances, contact the department at 141 Marshall Performing Arts Center, University of Minnesota, Duluth, Duluth, MN 55812.

**Theatre, University (612) 625-4001**

**Kent Neely, managing director.** The University Theatre offers the university and community at large theatrical entertainment throughout the year. During the academic months, a variety of plays are presented in Rarig Center, a four-theater complex. Season tickets are offered at a reduced rate for the main stage season, and individual tickets are priced from \$5 to \$6.

Summer is the time for the annual production on board the Minnesota Centennial Showboat. The University Theatre presents comedy or melodrama aboard this real stern-wheel riverboat from mid-June to mid-August. Tickets range from \$5 to \$7. For information on all productions, contact University Theatre, 120 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

**Tours of the Twin Cities Campus (612) 624-6868**

**Lenora Taylor, public relations representative.** Tours of the Minneapolis and St. Paul campuses may be scheduled for prospective students and their families through University Relations. Tours are scheduled Monday through Friday. There is no charge for this service. To schedule a tour or obtain additional information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

Tours of specific facilities, such as Glensheen, intercollegiate athletic facilities, and Landscape Arboretum should be arranged directly with those offices. See their entries in this section.

**Travel Immunization Center (612) 625-8416**

**Paul Rupprecht, director.** The university's Boynton Health Service is an officially designated travel immunization center, authorized to administer vaccines (including yellow fever) for travel and validation of international certificates of vaccination for travel. The center is open to the public for travel immunizations on a fee-for-service basis. For information, contact Boynton Health Service, 410 Church St. S.E., Minneapolis, MN 55455.

**Tweed Museum of Art, Duluth (218) 726-8222**

**Steven Klindt, director.** The museum is located in Ordean Court in the center of the Duluth campus. It offers a wide variety of exhibitions drawn from its extensive permanent collections, faculty, and student work, and traveling shows. There is a gift shop. Museum hours are 9 a.m.-4:30 p.m. Tuesday through Friday, and 1-5 p.m. Saturday and Sunday. It is closed Mondays and major holidays. Admission is free and the museum is fully accessible to the handicapped. For information, contact the museum, University of Minnesota, Duluth, Duluth, MN 55812.

**Underground Space Center (612) 624-1064**

**Raymond L. Sterling, director.** The center conducts research and offers information on the wise use of underground space, earth-sheltered housing, commercial, industrial, and storage below-grade, and heat transfer. The center has available for purchase at \$17.50 a book titled *Earth Sheltered Housing Design*, Second Edition. The 350-page book contains broad-based and comprehensive information on the history of earth-sheltered design, energy use and costs, structural design, waterproofing and insulation, public policy issues,

and 18 case studies. A journal titled *Tunnelling and Underground Space Technology*, which goes to members of the American Underground-Space Association, is also available. Membership fees are: individual, \$60/year; corporate/institutional, \$250/year; sustaining, \$600/year; sustaining guarantor, \$600/year and \$1,000 dedicated grant; junior member, \$40/year (for students and others beginning their careers who are under the age 27, completing their educational program or beginning a career in a related field). A poster is available for \$10. For information, contact the center at 790 Civil and Mineral Engineering Bldg., 500 Pillsbury Drive S.E., Minneapolis, MN 55455.

#### **University of Minnesota Press (612) 624-0005**

**John Ervin, Jr., director.** The University of Minnesota Press publishes books on Minnesota and the Upper Midwest, Scandinavia, and Scandinavian America, and many scholarly topics. Books may be ordered directly from the Order Services Division, University of Minnesota Press, 2037 University Ave. S.E., Minneapolis, MN 55414. A catalog is available.

#### **University Relations (612) 624-6868**

**George M. Robb, associate vice president, institutional relations.** University Relations serves the public by providing visitor information, tours, publications, speakers, and general information about the university. No fees are charged for any of these services. For information, contact the department at 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

#### **University Relations, Duluth (218) 726-7110 or 726-7111**

The office provides speakers to local and area organizations and publishes a list of faculty and staff members who are willing to speak in their areas of expertise. The office also offers information to public and news media about the university. To arrange for speakers or to obtain a list of speakers, contact the department at 315 Darland Administration Building, University of Minnesota, Duluth, Duluth, MN 55812. To arrange for a guided tour of the campus, contact the Admissions Office 184 Darland Administration Building, University of Minnesota, Duluth, Duluth, MN 55812.

#### **Urban and Regional Affairs, Center for (612) 625-1551**

**Thomas M. Scott, director.** CURA encourages university faculty and students to work with public and private community groups and local and state agencies to solve problems. CURA projects may be proposed by persons inside or outside the university or the community. Projects reflect major community concerns: aging, community and urban development, income and employment, housing, human and social service, minority groups, neighborhoods, environment and energy, and planning and land use. The center publishes reports and a quarterly newsletter, the *CURA Reporter*. Proposals or requests for publications should be directed to the center at 330 Humphrey Center, 301 19th Ave. S., Minneapolis, MN 55455.

#### **Veterinary Diagnostic Laboratories (612) 625-8787**

**Martin E. Bergeland, director.** The laboratory is the office lab of the Minnesota Board of Animal Health. Staff members provide a wide variety of diagnostic services to livestock and poultry producers, veterinarians, and owners of companion animals. A fee is charged to users. For information, contact the laboratory at E-220 Veterinary Diagnostic Lab, 1943 Carter Ave., St. Paul, MN 55108. For after-hours information, call (612) 625-9711.

#### **Veterinary Extension and Continuing Education Office (612) 624-3434**

**James O. Hanson, project leader.** The office offers information on animal health problems and veterinary continuing education. For general information, contact the office at 440 Veterinary Teaching Hospitals, 1365 Gortner Ave., St. Paul, MN 55108. For specific information, contact the following people at the above address or the indicated numbers:

- **Animal Reproduction:** Norman B. Williamson (612) 625-9778
- **Avian Health (poultry):** Dave Halvorson (612) 625-5292
- **Beef Health:** Dale Haggard (612) 625-4273
- **Companion Animals (dogs, cats):** Mike Pullen (612) 624-1749
- **Extension Meat Hygiene:** Mike Pullen (612) 624-1749
- **Mastitis Control in Dairy Cattle:** Ralph Farnsworth (612) 625-3130
- **Swine Health:** Al Leman (612) 625-1730
- **Veterinary Continuing Education:** James Hanson (612) 624-1711

### **Veterinary Teaching Hospitals (612) 625-9268**

**Carl R. Jessen, associate dean, director of hospitals.** Services include complete 24-hour inpatient as well as outpatient veterinary care. Our staff further provides on-site veterinary care to beef, dairy, equine, and swine herds. The hospitals further serve as the training ground for veterinary students and as a referral center for private practitioners. All veterinary services are provided according to the best professional judgments of faculty and staff. Regular fees are assigned depending upon the degree of service provided.

Regular office hours are 8 a.m.-5 p.m. Monday through Friday. Large Animal Hospital (farm animals) (612) 625-6700; Small Animal Hospital (dogs, cats etc.) (612) 625-1919; after hours call (612) 625-9711. For more information, contact the hospitals at 1365 Gortner Ave., St. Paul, MN 55108.

### **Vocational Assessment Clinic (612) 625-9501**

The clinic provides professional services to individuals, clients of public and private community agencies, and employees of business and industrial organizations. Vocational assessment provides information that may be used in career planning, evaluating present careers, and considering career changes.

Individual counseling includes four hours of psychological testing, four one-hour interviews with a counselor, and a written summary of assessment results. The fee is \$200. The small group counseling service includes four hours of psychological testing, an orientation session, and four group planning and assessment sessions led by a counselor. Group size is limited to four to ten persons. The fee is \$120. The complete assessment process typically is scheduled over six weeks from the first interview or orientation session to the final counseling session. To arrange an initial interview or obtain information, contact the clinic at N-555 Elliott Hall, 75 E. River Road, Minneapolis, MN 55455.

### **Water Resources Research Center (612) 624-9282**

**Patrick L. Brezonik, director.** The center funds research and investigation and provides training to scientists who study water and resources that affect water. The center plans and arranges for university faculty and persons from private colleges to conduct research. It publishes reports of research projects, a quarterly newsletter, and provides public information bulletins at no charge. Periodic seminars and conferences on topics of current interest are also offered; fees for seminars vary. For information or to request publications, contact the center at 866 Biological Sciences Center, 1445 Gortner Ave., St. Paul, MN 55108.

### **West Central Minnesota Historical Research Center, Morris (612) 589-2211, ext. 6170**

**Wilbert H. Ahern, director.** The center operates under the auspices of the University of Minnesota, Morris. Its objectives are the location and preservation of historic and contemporary records and the stimulation of interest in local and regional history. Among the center's holdings are a number of valuable manuscript and oral history collections, including papers of and taped interviews with state legislators, business persons, farmers, attorneys, and others whose lives have shaped or are shaping the region's history. For informa-

tion, contact the center at the Rodney A. Briggs Library, University of Minnesota, Morris, Morris, MN 56267.

**West Central Minnesota Institute for Creative Study, Morris (612) 589-2211, ext. 6417**

**Arnold E. Henjum, director.** The annual Institute for Creative Study at Morris seeks to identify and develop the intellectual and creative potential of youth. It provides superior secondary school students with a challenging summer program that encourages thought, inquiry, and creativity. Courses range from modern dance to computer science in this two-week program. All students currently enrolled in grades 7-12 in west central Minnesota schools are eligible to apply. The program is funded through participating schools. Information is available at 200 Education Bldg., University of Minnesota, Morris, Morris, MN 56267.

**West Central Minnesota Small Business Cooperation Office, Morris (612) 589-1254**

A central coordinating site and information clearinghouse for existing and prospective rural businesses. It is an outreach activity of University of Minnesota, Morris, Continuing Education and Extension, funded in part by a grant from the Governor's Rural Development Council and partially by local contributions. The staff acts as catalyst to bring together the divergent community and university resources in a concerted effort to confront the economic problems of this area. Services address the needs of existing and emerging small businesses, including ways to identify capital for business start up and expansion, and educational programs, professional development, and one-to-one counseling for technical assistance. The major focus is on small businesses interested in growing and creating quality jobs for the community. For information, write to West Central Minnesota Small Business Cooperation Office, 8 E. 6th St., Morris, MN 56267.

**Women's Center, Minnesota (612) 625-2874**

**Anne Truax, director.** The center was established to meet the continuing education needs of mature women: it now works to promote full opportunity for all women, students and non-students. The major functions of the office are counseling, advising, referral, and providing information. Personal and educational counseling are available to university students individually and in groups. The center organizes support groups, provides speaker referrals, and consults on conference and seminar planning. All services are open to any state resident, regardless of sex.

Staff members will provide information to anyone with questions about child care, discrimination, divorce, abortion, and almost anything else having to do with the changes that relate to women's issues. For information, contact the center at 5 Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis, MN 55455.

**Youth Development and Research Center (612) 624-3700**

**Jerome Beker, director.** The center brings together knowledge and skills from various disciplines, professions, and experiences to enable those in youth development to better understand and work with youth. The center sponsors public forums on practice and research with youth, issues publications, and offers continuing education and staff development for personnel in youth-serving agencies and institutions. It conducts research and evaluation studies on youth programs and services, and consults with agencies and citizen groups on youth policies, youth work, program development, and evaluation. It also maintains a resource collection of materials relating to youth and compiles specialized bibliographies for interested persons. With the exception of some of the center's publications, most resources are provided free of charge. For information, contact the center at 386 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

## Minnesota State University System

Suite 230 Park Office Building, 555 Park Street, St. Paul, MN 55103

Dr. Robert L. Carothers, chancellor (612) 296-3717

Minnesota Statutes, chapters 16 and 136; Minnesota Rules 8500-8599

The Minnesota State University System is comprised of seven regionally located institutions, providing citizens with access to undergraduate and graduate education as well as opportunities for cultural and personal growth.

Five of the universities evolved from two-year Normal Schools whose single purpose was teacher education. Winona was established in 1860, Mankato in 1868, St. Cloud in 1869, Moorhead in 1888 and Bemidji in 1919.

With the change in elementary and secondary education in the 1920's the role of the Normal Schools was modified. In 1921, the legislature expanded the two-year Normal School curriculum to that of four-year Teachers Colleges which offered the Bachelor of Education degree. By the mid-fifties, the colleges had broadened their curriculum to include nonteaching baccalaureate degree programs in the liberal arts and sciences and graduate programs in education. As a result, the legislature, in 1957, changed their designation from Teachers Colleges to State Colleges.

Southwest State in Marshall was authorized in 1963 to serve southwestern Minnesota, and began offering classes in 1967. Also in 1963, master's degree programs in fields other than education were authorized. In 1971, the legislature authorized Metropolitan State as an upper division institution, primarily serving nontraditional adult students in the seven-county metro area of Minneapolis-St. Paul.

Having evolved into comprehensive, multi-purpose institutions, the State Colleges were designated as State Universities in 1975.

Today the state universities are building on their tradition as teaching institutions and are becoming major providers of accessible, undergraduate, liberal arts and preprofessional programs in Minnesota. The state universities will continue to offer selected graduate programs and applied research targeted to special, demonstrated needs of Minnesota's citizens and regions.

State universities also provide many foreign travel opportunities, individualized learning programs which students may design with the help of faculty, and special programs to help minorities, women, veterans, working people, the disadvantaged and the physically handicapped realize their educational goals.

### State University Board (612) 296-3717

The State University System is governed by a nine-member State University Board which is responsible for the educational management of the universities, including academic programs, fiscal management, personnel, admissions requirements, and rules and regulations. The board meets at least five times per year. The meetings are open to the public.

The members of the board are appointed by the governor subject to confirmation by the state senate. Eight of the members serve four-year terms and the student or recent graduate member serves a two-year term. Members represent Minnesota's congressional districts, and at least two members, in addition to the student member, must be graduates of state universities.

The board appoints the chancellor who serves as chief executive officer of the system and who is accountable to the board for the administration of the system. The chancellor's office is located in St. Paul and will provide the public with general information about the state universities, program offerings, and cost of attendance.

### Tuition

**(Rates are subject to change without further notice.)**

Tuition is the same at all universities except Metropolitan State University. Non-resident students are those not residing in the state who pay non-resident tuition rates unless eligi-



ble for reciprocity rates as determined by the agreements with Wisconsin and North and South Dakota. Minnesota residents are also eligible for reciprocity rates at state colleges and universities in Wisconsin and North and South Dakota under these established agreements.

Minnesota residents age 62 or older are entitled, without payment of tuition or activity fees, to attend courses for credit or audit on a space available basis. When a course is taken for credit, a \$6 per credit hour administration fee is charged at the six traditional state universities and \$22 at Metropolitan State University.

Tuition Per Credit Hour	Rates for the Following Academic Years	
	1987-88	1988-89
Undergraduate Resident	\$31.05	\$32.00
Undergraduate Non-resident	\$50.00	\$51.50
Graduate Resident	\$41.70	\$42.95
Graduate Non-resident	\$60.20	\$62.00

Metropolitan State University charges tuition by a different method due to the nature of the institution. Its tuition charges are:

Tuition per Learning Activities	Basic Rates for the Following Academic Years	
	1987-88	1988-89
Undergraduate Resident	\$116.45	\$120.00
Undergraduate Non-resident	\$188.75	\$193.25
Graduate Resident	\$166.75	\$170.10
Graduate Non-resident	\$239.75	\$246.95

### Reciprocity Rates 1987-88

(Rates are subject to change without further notice.)

Tuition rates chargeable to nonresident students are as listed below as a result of reciprocity agreements with the following states: North Dakota undergraduate: \$28.00, graduate: \$41.70; South Dakota undergraduate: \$26.45, graduate: \$41.70; Wisconsin undergraduate: \$29.00, graduate: \$49.00.

### Fees 1987-88

(Rates are subject to change without further notice.)

- **Application Fee**—Each application for admission to a state university shall be accompanied by a nonrefundable application fee which is determined by each university. A student registering for a short course, workshop, institute, or a course designed solely for adult education shall be exempt from this fee, provided that if the student subsequently registers as a regular student, he/she will be required to pay the application fee.
- **Student Activity Fee**—Each university annually determines the amount of the activity fee to be charged; however, in the 1987-88 year, no student may be assessed an amount in excess of \$85 per quarter or \$42.50 per summer session. This fee is used to support student activities, student union debt service, student union program/operations, and the student health service.
- **Transcript Fee**—Each university may charge a nonrefundable fee of up to \$2 per transcript requested by the student.

### Room and Board 1987-88

(Rates are subject to change without further notice.)

Room and board facilities are available at all universities except Metropolitan State University. The following rates are in effect for the 1987-88 academic year.

Regular Year—Room and Board Rates				
ROOM PLAN	MEAL PLANS			
	BASIC	ALTERNATIVE		
	20/21 Meal Plan Only	20/21 Meals	14 Meals	10 Meals
Double Occupancy	\$1,895	\$1,930	\$1,880	\$1,840
Single Occupancy	2,105	2,140	2,090	2,050
Double Used as Single	2,135	2,170	2,120	2,080
Multiple Occupancy	1,820	1,855	1,805	1,765
Multiple Used as Double	2,135	2,170	2,120	2,080
Triple	1,730	1,765	1,715	1,675

Under the 20/21 and 14 meal options, service is provided on a seven-day a week basis. On the 15 and 10 meal plans, service is available only on Monday through Friday.

Additional fees are charged for rooms and other housing units which have private bath facilities and for cable television, telephones and refrigerators in the rooms. Universities are authorized to charge an additional fee for vacation housing sufficient to cover additional operating costs.

#### Regular Year—Room Only Rates 1987-88

To insure maximum utilization of existing facilities, the universities may offer a limited number of rooms on a "room only" basis provided approval is obtained from the Chancellor or his or her designee. When such approval is granted, the following rates shall apply: Double Occupancy \$1,125; Single Occupancy \$1,435; Double Used as Single \$1,465; Multiple Occupancy \$1,150; Multiple Used as a Double \$1,465; Triple \$1,060.

#### Regular Year—Board Only Rate 1987-88

To allow students living off-campus and university employees to participate in the food service program, "board only" contracts may be provided at the rate of 20/21 meal plan only for \$900 per year.

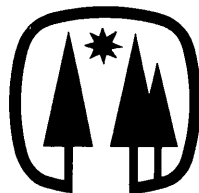
Students who have purchased "room only" contracts may purchase "board only" contracts at a rate where the resulting combined room and board charge shall correspond to the schedules above for "Regular Year—Room and Board Rates."

#### Bemidji State University (218) 755-2011

**Dr. Lowell Gillett, president.** Bemidji State University is the cultural and intellectual center of Minnesota's North Country. The university's 89 acre, tree covered campus on the shoreline of Lake Bemidji provides a unique educational setting for 4,000 undergraduate and graduate students. Nineteen of the thirty buildings on the campus have been constructed during the past three decades, symbolizing the university's evolution from a school for teacher education to a multipurpose institution dedicated to meeting the challenges of an increasingly complex society through quality educational programs.

A full range of liberal arts courses, in more than 50 areas of study, provide students with various educational choices. Professional programs are available in wide ranging fields including social work, industrial design, and business as well as a teacher training program in almost every speciality. Pre-professional offerings in 16 areas span the sciences, medicine, law, and engineering fields.

Unique educational programs include Indian studies, environmental studies, aquatic biology, industrial model building, and many more. A new upper division nursing program has been initiated to provide baccalaureate preparation for graduates of associate degree and diploma nursing programs. The Center for Environmental Studies focuses upon re-



search and courses of study which reflect current environmental concerns. On campus, the Aquatics Laboratory is one of the finest fresh water laboratories in Minnesota.

The University maintains a guest conference and housing facility with many programs planned for large as well as small groups. Public meeting facilities are available on campus. The summer workshop and short course program includes offerings in most disciplines, from computer science to music. In addition, the University's Outdoor Program Center maintains an outfitting and equipment rental service that is open year-round to the general public as well as BSU students.

Campus tours are available Mondays through Fridays at 10 a.m., noon, and 1 p.m. or at other times with prior arrangement. More information on the University, activities or events, and special programs can be obtained by calling 218-755-2040 or toll free at 1-800-652-9747 (ask for Bemidji), or by writing: Admissions Office, 1500 Birchmont Drive N.E., Bemidji State University, Bemidji, MN 56601-2699.

## **Mankato State University (507) 389-1111**

**Dr. Margaret R. Preska, president.** Mankato State University, opened in 1868, is situated on a hilltop overlooking the city of Mankato, which is located in the forested hills and valleys along the scenic Minnesota River in southwestern Minnesota. The university's president, Dr. Margaret Preska, became the 13th president of the institution in October 1979.



Charged with a statewide responsibility for developing and maintaining the articulation of and access to professional programs not available at other colleges and the regional universities, Mankato State University has a major obligation to provide leadership in applied research important to the economy and quality of life in the state.

The student body of more than 14,000 represents a cross section not only from Minnesota and surrounding states, but includes more than 500 international students representing nearly 60 countries. They share their heritages with others on the campus and in surrounding communities. Other opportunities for cultural interchange include annual study-travel tours to Mexico and Europe conducted by various academic departments.

At the undergraduate level, students may select from over 100 majors and 50 minors offered by the six colleges that comprise the university. Preprofessional education is available in thirteen areas, including medicine, law, dental, engineering, pharmacy, theology and veterinarian medicine.

In response to the demands of high technology society, Mankato State graduated its first students with bachelor's degrees in engineering in 1986—the same year programs in biotechnology and mechanical engineering were added. Mankato State is a frontrunner in computer technology, and its Memorial Library initiated the statewide on-line networking system.

At the graduate level, more than 60 programs lead to advanced degrees, including the master of arts, master of science, fifth- and sixth-year teaching certificates, specialist degrees, and a master of fine arts in theatre. Through the Extended Campus and Continuing Education programs, more than 2,500 students each quarter are able to take classes conveniently offered in 40 communities throughout southern Minnesota.

Admission to Mankato State University is open to anyone prepared to continue educational growth. Generally, the minimal admission requirements for new freshmen are ranking in the upper half of the high school graduating class and placing on such nationally administered tests as ACT, SAT or PSAT. Similar qualifications are used for non-Minnesota residents.

For catalogs, brochures and more information, call the Admissions Office at (507) 389-1822 or toll free at 1-800-722-0544, or write to Office of Admissions, Mankato State Uni-

versity, Mankato, MN 56001. Public meeting facilities are available on campus. Call (507) 389-2222 for information and reservations.

### **Metropolitan State University (612) 296-4465**

**Reatha Clark King, president.** Metropolitan State University aims to meet the higher educational needs of a diverse population and to develop human resources for economic growth. It serves the Minneapolis-St. Paul metropolitan area. As an upper-division university (junior and senior years), the institution offers competence-based education in a highly flexible format, which makes it possible for students to meld study towards a degree with employment and family responsibilities. Metro State grants the Bachelor of Arts degree in a variety of fields, a Bachelor of Arts in Nursing and a Master of Management and Administration.



Through a strong, active advising program, students design their own degree programs and are encouraged to make full and appropriate use of community resources. Learning is accomplished through coursework, internships, independent study, tutorials, and on-the-job training, all with the active cooperation and participation of university faculty.

The majority of Metro State's teaching faculty is made up of successful professionals who are employed full time in their respective fields and who teach part time. Faculty members are carefully recruited and trained to work with experienced adult students.

The university issues a narrative transcript, focusing on the outcomes of education rather than credits and grades. Recognition of credit is awarded for learning which has resulted from various life experiences, learning which may be the result of work, independent study, travel, hobbies and volunteer activities.

In place of a traditional campus, Metro State uses the entire Twin Cities metropolitan area as a campus, using community facilities for its needs. Contact the Admissions Office at (612) 296-4465, Suite 121, Metro Square, 121 Seventh Place E., St. Paul, MN 55101-2189.

### **Moorhead State University (218) 236-2243**

**Dr. Roland Dille, president.** In 1885 the legislature approved Moorhead as a site for a normal school. With land donated, the first appropriation occurred in 1887 and, by 1888, Moorhead State Normal School began, the fourth of the normal schools in Minnesota. Throughout the 100 years Moorhead State's mission has been teaching above all else. Research is encouraged and the university serves the community and region through a number of programs and facilities.



In a community of three colleges, Moorhead State participates in the Tri-College University—an arrangement among Concordia College in Moorhead, North Dakota State University in Fargo, and Moorhead State University. Students are permitted to take courses, work on degree programs, and use the libraries of each institution.

Through the National Student Exchange program, students may spend either their sophomore or junior year at one of 80 universities throughout the country while paying resident tuition. The university's boundaries also extend to Africa, Asia, Europe, South America, and Australia through the Student Teaching Abroad Program where students can teach at participating schools in over 30 countries. These programs are in addition to over 90 traditional majors and programs offered on the campus.

Most of the 8,200 students are drawn from Minnesota and North Dakota, one of the states with whom Minnesota has tuition reciprocity.

The campus encompasses 104 acres, and the 28 buildings that constitute MSU are modern with excellent facilities. Most of them have been built since 1958 and include eleven residence halls, the library, student union, Center for the Arts, four classroom buildings and the complex for physical education, health and athletics.

Catalogs and other program brochures are available from the Admissions Office (218) 236-2161, Moorhead State University, Moorhead, MN 56560.

## St. Cloud State University (612) 255-2122

**Dr. Brendan J. McDonald, president.** The best of both worlds exists at St. Cloud State University. You'll find a comprehensive undergraduate and graduate university offering more than 130 programs of study in five colleges and the School of Graduate and Continuing Studies. At the same time, the university (established in 1869), which overlooks the Mississippi River about 70 miles northwest of the Twin Cities, provides a personalized setting and educational experience.

In addition to its on-campus programs, St. Cloud State also brings students unique opportunities for international education, offering residential undergraduate study programs in Denmark, England, France, West Germany, Japan, Costa Rica, and now the People's Republic of China.

Among some of the unique fields of study that St. Cloud State offers its 14,000 students are programs in mass communications; computer science; programs in teacher preparation such as teacher development; electrical engineering; bio-medical science; medical technology; photographic engineering technology; and various programs within the College of Business, which celebrated its 50th anniversary in 1987. St. Cloud State also offers a special Honors Program for highly motivated students with demonstrated academic strengths.

Applied research and consultation services also are available in the College of Science and Technology and the Small Business Development Center in the College of Business.

Included in the more than 30 buildings on campus are radio and television studios, three theaters, two museums, a concert hall, an art gallery, a computer center, a planetarium, and a recreation and fitness center. More than 1.5 million items of information are accessible at the Centennial Hall Learning Resources Center.

Atwood Memorial Center provides facilities for public conferences and workshops (for information, call: 612-255-3822). The Learning Resources Center in Centennial Hall also is available for use by non-students (for information call: 612-255-2084).

For information on admissions requirements, financial aid opportunities, catalogs and program brochures, call or write to: Admissions Office, St. Cloud State University, St. Cloud, MN 56301 (612-255-2243 or 1-800-626-0001, ext. 6045).



## Southwest State University (507) 537-6272

**Dr. Douglas M. Treadway, president.** Southwest State University opened its doors in the fall of 1967 and graduated its first four-year class in 1971. The university's mission is to provide opportunities in higher education for residents of the region and state and to serve as an educational, cultural and economic development resource in the region. Southwest State offers diverse, practical academic programs in both the liberal arts and in technical fields, as well as varied social, cultural and recreational opportunities.

Nearly 2,500 students attend Southwest State University, and its faculty-to-student ratio is 1-to-18. Students have a choice of 45 baccalaureate majors, seven associate degree majors, 25 minors and 15 preprofessional programs. Southwest State's 14 academic departments provide in-depth, career-targeted programs, while addressing the broader issues inherent in a quality liberal arts education. In addition, outstanding athletic and recreational



facilities and over 50 student clubs and organizations keep student life at Southwest exciting. SSU's spacious 216-acre campus boasts 23 modern buildings connected by enclosed skyways and hallways, providing easy access and year-round comfort. The campus is virtually barrier free with excellent accommodations for our physically-disabled students. The university's residence halls promote an integrated approach to living and learning. Sophisticated support services and state-of-the-art equipment enhance your educational experience at Southwest State.

Marshall, with a population of over 11,000, is a progressive community situated in southwestern Minnesota. Marshall is an example of the "all-American" town: friendly people, parks, clean air, a good business climate, community spirit, a high quality of life. The Marshall community offers music, exhibits by amateur and professional artists, entertaining theatre, concerts in the park, restaurants, shopping, movies, dancing, golf, tennis, spectator sports and more.

For further information, or to make an appointment to visit Southwest State University, write the Office of Admissions or: call toll free in Minnesota: 1-800-642-0684; in Iowa, S.D., N.D., Wis., Neb., and Ill: 1-800-533-8605; all other states: call collect (507) 537-6286. Public meeting facilities are available on campus.

### **Winona State University (507) 457-5003**

**Dr. Thomas F. Stark, president.** Winona State University is located in southeastern Minnesota in the beautiful Hiawatha Valley of the Mississippi River.

Degrees are offered in areas of business and industry, natural and applied sciences, education, arts and humanities, and social sciences. Among over 80 majors in five colleges, the university has programs in paralegal studies, health science, mass communications, recreation, aviation, physical therapy, social work, criminal justice, and the pre-professional sequences. Winona State also has an accredited nursing program. At the graduate level, programs lead to advanced degrees, including the master of arts, master in nursing, master of science, fifth and sixth year teaching certificates.

With a student population of approximately 7,000, Winona State cooperates academically, socially, and culturally with the two private colleges in Winona—the College of Saint Teresa and Saint Mary's College—as well as the local vocational technical institute. This cooperation provides expanded resources to students on all four campuses.

Additionally, through its center in Rochester, Winona State offers 15 degree programs in undergraduate and graduate levels. Under a "Two-Plus-Two" agreement with Rochester Community College, students who have completed two years at Rochester Community College can move on to Winona State University's upper division courses for the final two years.

Contact the Admissions Office at (507) 457-5100, Winona State University, Winona, MN 55987. Public meeting facilities are available on campus. Call (507) 457-5052 for information and reservations.



## **Minnesota Public Utilities Commission**

**780 American Center Bldg., 150 East Kellogg Blvd., St. Paul, MN 55101**

**Mary Ellen Hennen, executive secretary (612) 296-7124**

**Minnesota Statutes, chapters 116J, 216A, 216B and 237; Minnesota Rules 7810-7845**

The Public Utilities Commission is an independent quasi-judicial, regulatory agency established to regulate telephone and gas and electric utilities rates, authorities and services.

The commission conducts investigations, holds hearings, prescribes rules and issues orders governing the conduct of these regulated industries. The commission supervises the management and customer service of these industries, determines proper tariffs, charges

and rates, prescribes uniform accounting systems, and authorizes the issuing of franchises, permits or certificates of public convenience and necessity.

The public may file with the executive secretary of the commission a complaint against any utility or telephone company, a request for a license, permit or other authority sought, or a request for exemption from any public service law. Final authority rests with the commission which acts on each petition as it is received.

The commission serves all orders relating to gas, electric and telephone utilities. In addition, its staff analyzes positions of parties' positions on issues, and assists in drafting orders at the direction of the commission.

The executive secretary is responsible for maintaining a schedule of all evidentiary hearings, oral arguments, and meetings of the commission. The commission publishes a weekly calendar of hearings and decisions of the commission, keeps a copy of the docket file and hearing transcripts for review by the public, and provides information to the public on the specific documents needed to file a petition with the secretary of the commission.

For information on the commission's schedule, filing specific documents, subscription to the calendar, or to inspect a docket file, contact the commission. There are no forms for these services. Many questions can be handled immediately over the phone. The subscription fee for the weekly calendar is \$39.00 per year. The year begins July 1 and ends June 30. All subscriptions starting after July 1 are pro-rated on a monthly basis. The docket files are available for public inspection between 8:00 a.m. and 4:30 p.m. weekdays.

The commission staff will provide information to the public on commission policy and case precedents. A case precedent is a previous case ruled upon which may aid the presentation of a similar case. All requests are handled immediately and without charge, unless photocopies of commission files are requested. All photocopies are 25¢ a page.

### **Certificate of Need (612) 297-4562**

**David Jacobson.** The Certificate of Need program analyzes applications for certificates of need for large energy facilities such as power plants, high voltage transmission lines, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities, and nuclear waste storage or disposal facilities.

The commission holds public hearings on applications for large energy facilities. Based on the hearing records, the commission makes the final decision on the application. Application procedures and contents are specified by *Minnesota Rules*, chapters 4220, 4230, 4250 and 4270. These rules are available from the Department of Administration's Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

### **Consumer Affairs Office (612) 296-7126**

**Betty Ware, supervisor.** The commission's Consumer Affairs Office assists with resolving disputes between public utilities and their customers. The office investigates unresolved disputes on utility rates, billing and service matters, enforcing customer service rules for gas, electric and telephone utilities. The office also responds to inquiries regarding utility service areas, rate case issues, tariff matters and state regulatory policies.

There are no forms or fees. Complaints and disputes take a varying amount of time to resolve, depending on the complexity, but the office attempts to investigate and respond to complaints within a week. An escrow procedure is available while disputes are under investigation.

Letters of complaint or inquiry should be directed to this section at 780 American Center Building, 150 East Kellogg Boulevard, St. Paul, MN 55101. Telephone inquiries are received at (612) 296-7126.

## Department of Veterans Affairs

2nd Floor, Veterans Service Building, 20 West 12th Street, St. Paul, MN 55155-2079

William J. Gregg, commissioner (612) 296-2562

Jeffrey L. Olson, deputy commissioner

Minnesota Statutes, chapters 196, 197, 198

The Department of Veterans Affairs assists Minnesota's 500,000 veterans and their dependents to obtain the benefits and services provided by the U.S. Veterans Administration and the state of Minnesota.

**PLEASE NOTE:** No fee is charged for any service provided by the Department of Veterans Affairs, except guardianship services. Please note also that the primary contact(s) for these benefits and services is the County Veterans Service Officer, located in the County seat of every Minnesota county. These County Veterans Service Officers are county employees under the technical supervision of the commissioner of Veterans Affairs.

### Veterans Benefits Division (612) 296-1032

**Bennie R. Thompson, supervisor.** The division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

To request information, begin application procedures or receive a detailed explanation of eligibility requirements, contact the County Veterans Service Officer, usually located in the courthouse of each Minnesota county or this division. No fees are charged for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available (i.e. medical proof of a disability). The assistance is sent to the applicant upon approval.

- **The War Orphans Education Program** serves all children of Minnesota veterans who died in service or from injuries or disease incurred in military service. These children are eligible for "tuition free status" at any state college institution except the University of Minnesota. An additional \$350 per year is available for school related expenses. Eligibility requirements stipulate that the deceased veteran must have been a Minnesota resident upon entry into the service, and the dependent must have been a Minnesota resident for two years. To request information or application forms contact the division at (612) 296-2562. No fees are charged for this service. A minimum of seven days is required for processing a new application if all necessary documents are available.
- **The Veterans Educational Assistance Program** is a one-time tuition grant of \$350 which is available to Minnesota veterans who were Minnesota residents upon entry into the service.

Veterans must have exhausted their federal educational benefits prior to the 10 year limitation before they are eligible to apply for state veterans educational assistance. To request information or application forms contact the County Veterans Service Officer or this division. The forms needed for this service are an application form, proof of an honorable discharge from military service, and a statement from the U.S. Veterans Administration that federal educational benefits have been exhausted. There is no charge for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available. Educational assistance will be provided by mail upon approval of the application.

- **Information-Referral and Bonus Records.** is a service that helps veterans or their dependents to apply for state or federal veterans benefits. The service offers general information about available benefits and directs applicants to the proper state or federal



agency. Bonus records (after each war, the State of Minnesota has paid bonuses to eligible veterans) from each war are also available from this service. Application forms should be requested in person so that supporting information or documentation required for approval of the benefit can be provided to the appropriate agency. To request information, contact a County Veterans Service Officer or this division. The length of time necessary for the applicant to receive the benefit will depend upon the federal or state agency provided the veteran benefits.

### **Claims Division (612) 726-9229**

**Clark Dyrud, supervisor.** The claims division represents veterans and their dependents who claim benefits from the U.S. Veterans Administration. The division assists with claims involving compensation, pensions, insurance or educational benefits and other veterans benefits. The claims division also provides information and referral services for those veterans or family members concerned with the Agent Orange issue. This division also handles questions and claims arising out of the veterans preference in employment statutes. Any veteran who feels his or her employment rights may have been violated should contact this division.

### **Minnesota Veterans Home—Minneapolis Campus (612) 721-0600**

**James Ertz, administrator.** This home provides health care for Minnesota veterans of all wars. Domiciliary or boarding care services are provided to 198 ambulatory residents. The Minnesota campus also provides 346 beds of skilled nursing care services. To request information, application forms or a detailed explanation of eligibility requirements, contact the Admission Section at (612) 721-0603. Admission to the veterans home is made on a space available basis and a determination on the level of health care needed. The cost of care charged is in proportion to the income available to the individual, to a maximum of the full cost of providing care.

### **Minnesota Veterans Home—Hastings Campus (612) 437-3111**

**Dennis Forsberg, administrator.** This home provides a structured living environment for 200 Minnesota veterans who require domiciliary (boarding care) health care. To request information, application forms or a detailed explanation of eligibility, contact the Admission Section at (612) 437-3111. Admission to the veterans home is made on a space available basis and a determination on the level of health care needed. The cost of care charged is in proportion to the income available to the individual, to a maximum of the full cost of providing care.

### **Financial Management Division (612) 297-2210**

**Thomas P. Barrett, administrative management director.** The division is responsible for the financial management, personnel and information systems of the department. The financial management division coordinates the annual and biennial budgets, monitors monthly expenditures and purchases, and coordinates inventory control. The personnel unit is responsible for the recruitment, hiring and staff development. Information systems coordinates the computer operations as well as word processing.

### **Guardianship Services Section (612) 721-0604**

**Ivan Berg, guardianship officer.** The commissioner of veterans affairs is appointed as fiscal guardian of the estates of incompetent veterans by various probate courts in Minnesota, as well as by the U.S. Veterans Administration. The Guardianship Section makes application for all benefits on behalf of the incompetent veteran and manages the veteran's estate to ensure that funds are utilized to provide food, shelter, medical treatments and other requirements. Probate laws and procedures are followed in the administration of each guardianship case including an annual accounting to the probate court of all funds received and all expenditures made on behalf of each case.

A fee of up to five percent of the monthly balance in a guardianship account may be

charged for these services. Charges are levied only on those accounts with sufficient resources that ensure the payment does not work a financial hardship.

As a division of the claims office, the guardianship division assists its veteran clients with applications for all benefits.

#### **Additional Sources of Information**

- **Veterans Administration Regional Office and Insurance Center**, Federal Building, Fort Snelling, St. Paul, MN 55111, (612) 725-4115, Morris Nooner, Jr., director.
- **Veterans Administration Medical Center**, 54th Street & 48th Avenue South, Minneapolis, MN 55417, (612) 725-6767, Thomas P. Mullon, director.
- **V.A. Hospital Outpatient Service**, Building 18, Fort Snelling, St. Paul, MN 55111, (612) 725-6767, Wm. R. Jahnke, M.D., chief.
- **Vet Center**, 2480 University Avenue S.E., Minneapolis, MN 55414, (612) 644-4022, Mark Mulvihill, team leader.
- **Fort Snelling National Cemetery**, 7601 - 34th Avenue South, Minneapolis, MN 55450, (612) 726-1127, William D. Napton, director.

#### **Educational Services & Special Assistance**

- **Crookston Campus**, Veterans Service Office, Crookston, MN 56716, (218) 281-6510.
- **Duluth Campus**, Office of the Registrar, Duluth, MN 55812, (218) 726-8000, Al Hanson, director.
- **Minneapolis Campus**, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, (612) 625-4012.

#### **Regional Veterans Service Centers**

- **V.A. Medical Center—Fargo, ND**, Elm & 21st Avenue North, Fargo, ND 58102, (701) 232-3241, Dave Engstrom, M.D., center director.
- **V.A. Regional Office—Fargo, ND**, 655 - 1st Avenue North, Fargo, ND 58102, (701) 237-5771, Marlin Thorsgaard, veterans services officer.
- **V.A. Medical Center—St. Cloud**, North on 33rd Ave. to 8th St. N., turn west on 8th, St. Cloud, MN 56301, (612) 252-1670, Ralph Knoebel, medical center director.
- **Johnson Veterans Memorial Hospital & V.A. Regional Office—Sioux Falls, SD**, P.O. Box 5046, 2501 W. 22nd Street, Sioux Falls, SD 57101, (605) 336-2980, Dexter D. Dix, director.
- **Duluth Branch Office—Department of Veterans Affairs**, c/o Duluth Vets Center, 405 East Superior Street, Duluth, MN 55802, (218) 723-4668, Dan Smestad, manager.
- **Fargo Branch Office—Department of Veterans Affairs**, c/o V.A. Regional Office, Fargo, ND 58102, (701) 237-5771 ext. 366, Roger Bengtson, manager.

## **Board of Veterinary Medicine**

2700 University Ave., W., Suite #105, St. Paul, MN 55114

Glen H. Nelson, DVM, Executive Director (612) 642-0597

Minnesota Statutes, chapter 156; Minnesota Rules 9100-9199

The board licenses veterinarians, examines candidates for licensure, renews licenses, records and annually renews professional corporations and investigates consumer complaints.

Examinations are given every six months, presently in May and December. The board may establish continuing education requirements for license renewal. The board informs drug regulating agencies, upon request, and the Board of Animal Health of the location and status of licensees.

The board, with the assistant attorney general assigned to the board, investigates all complaints. They may suspend or revoke a license. Complaints are preferred in writing. To file a complaint, contact the board. Complaints are handled as they are received. The time to resolve a complaint varies with the complexity of the complaint.

There is an application form available from the board. An applicant must be at least 18

years old, of good moral character, and have a doctor of veterinary medicine degree from an approved school.

Fees may be set annually by the board. Renewal fees must be received by March 1, or there is a \$20.00 late fee. If the renewal fee is not received by May 1, then the board suspends the license. Presently, fees are: Examination and first license fee—\$185.00; Renewal fee—\$30.00; Professional corporation fee—\$100; Corporation renewal fee—\$25; Late license fee—\$20.

## State Council on Vocational Technical Education

407 Gallery Building, 17 West Exchange Street, St. Paul, Minnesota 55102

John W. Mercer, executive director (612) 296-4202

Minnesota Statutes, chapter 136C.50

See page 361 for entry on Minnesota's Technical Institutes.

Established in 1969 and designated by the legislature as a state agency in 1985, the council is comprised of 13 members appointed by the governor, seven of whom represent the private sector interests of agriculture, business, industry, and labor. Six of the members represent vocational technical education institutions, career guidance and counseling organizations, special education, and targeted populations.

The council advises the governor, the State Board of Vocational Technical Education, the State Board of Education, the Governor's Job Training Council, the business community, the general public, and the U.S. Secretaries of Education and Labor. The council advises on development of the annual state program plan; provides consultation on the establishment of program evaluation criteria and state technical committees; analyzes the spending distribution and the availability of vocational programs; reports on the extent to which equity and access is provided to quality programs for targeted populations; recommends procedures to enhance public participation in vocational technical education; recommends improvements that emphasize business and labor concerns; evaluates the delivery systems assisted under the Carl D. Perkins Vocational Education Act and the Job Training Partnership Act (JTPA), and advises on policies that the state should pursue to strengthen vocational technical education, as well as initiatives that the private sector could undertake to enhance program modernization.

Major council reports and recommendations during the 1985-1987 biennium focused on the governance in Minnesota's technical institutes; the purpose and strengthening of programs in the high schools and cooperative secondary centers; the operation of program advisory committees and state technical committees; the program evaluation process in the technical institutes; the coordination of the delivery systems assisted under the Perkins Act and JTPA; the effectiveness of public-private partnerships in program delivery; the extent to which equity and access is provided targeted populations, including the handicapped, the disadvantaged, displaced workers, single parents, females and incarcerated criminal offenders; and the role of vocational technical education in economic development, particularly the role of entrepreneurial education.

To enhance effectiveness in gathering information, the council holds at least one town meeting each year outside the Twin Cities metropolitan area at which the public is encouraged to express its concern about vocational technical education in Minnesota. To enhance its effectiveness in providing information, the council publishes a quarterly newsletter, *Communique*, an annual directory, and a biennial report. These publications as well as project and activity reports are available to the public.

The council meets on the first Tuesday following the second Monday of each even numbered month. Information on the date, time and location of meetings and other activities is available by calling the council offices at (612) 296-4202.

## Minnesota Office on Volunteer Services



500 Rice Street, St. Paul, MN 55155  
Laura Lee M. Geraghty, director (612) 296-4731  
Statewide toll-free: 1-800-652-9747  
Minnesota Statutes, section 4.31

The Minnesota Office on Volunteer Services (M.O.V.S.) is the statewide leader and a primary service provider to the volunteer community. The mission of M.O.V.S. is to encourage and sustain volunteer programs, citizen participation efforts and public/private partnerships that contribute to the quality of life for Minnesota citizens.

A division of the Department of Administration, M.O.V.S. fulfills this mission to both public and private organizations by advocating for volunteer issues, communicating with volunteer and community leaders, increasing the visibility and status of volunteers, responding to requests for technical assistance, training in volunteer-related issues, trends, and techniques, and promoting the values of volunteerism.

Governor Rudy Perpich proclaimed 1987 as "The Year of the Volunteer" in Minnesota. In conjunction with that, M.O.V.S. initiated a number of special projects and other efforts.

In January 1987, the office issued the first-ever report on the state of volunteerism in Minnesota. This report examined the history, current status, and future needs of the volunteer community. Future reports are expected to focus on specific topics that will help to strengthen and expand volunteerism in Minnesota.

As part of that report, M.O.V.S. also established a goal of increasing the level of volunteerism in Minnesota by 50% by 1990. This would be done by raising the number of volunteers from 1.6 million to 2 million, and by increasing the average number of hours served per week per volunteer from 3.5 to 4.4. In order to reach this goal, M.O.V.S. initiated an educational and media campaign to increase public awareness of the need for more volunteers.

Other special projects planned by the office during fiscal year 1987 and following years include:

- A study on the hiring practices of Minnesota employers to measure the extent to which they consider volunteer experience, a follow-up to a similar study conducted by M.O.V.S. in 1976. The goal is to measure whether employment credit for volunteer experience is more prevalent today and to encourage employers to give credit for relevant volunteer experience.
- Exploring alternatives for diversifying revenue sources for M.O.V.S.
- Investigating and, if feasible, establishing a training academy for volunteer leaders.
- Expansion of the computerization of information on volunteer leaders and resources in Minnesota.

M.O.V.S. staff members provide technical assistance and consultations to individuals, volunteer programs, community coalitions, and state agencies in such areas as volunteer program development, insurance, liability concerns, coalition building, and development of boards and committees.

The office provides training to volunteer leaders at regional workshops it organizes, and at conferences and workshops sponsored by other organizations. Examples of training topics include "The Policymaker's Role in Volunteer Programs: Why You Need to Get Involved," "Volunteer Program Management," "Solving Community Problems by Building Community Partnerships," "Recruitment and Retention of Volunteers," "Working with Boards and Advisory Committees," "Documenting Volunteer Experience for Academic and Employment Credit," "Assuring Equal Access to Volunteer Participation," and "Training for Trainers."

M.O.V.S. maintains a lending resource library on volunteerism which contains approximately 2,000 books, manuals, and periodicals. The topics range from basic volunteer program management to advanced information on such topics as evaluation of programs, strategic planning for organizations, or marketing for nonprofits. The library is open to the public and can be accessed through the mail. Materials can be checked out by Minneso-

tans for a three week period. A limited number of audiovisual materials are also available on loan.

The office promotes, encourages and participates in volunteer recognition events in order to increase the visibility and status of volunteers and their accomplishments, and to encourage greater citizen participation in volunteerism. This has included developing recognition materials, arranging for an annual Volunteer Recognition Week, and issuing news releases and public service announcements. It serves as the lead organization for the Minnesota Volunteerism Network, a coalition of resource and umbrella organizations with the goal of acting as a catalyst for coordinating public relations and communicating about local recognition events during Volunteer Recognition Week.

M.O.V.S. communicates with community leaders and policymakers regarding issues and concerns that impact voluntary action and citizen participation, and recommends ways that they can strengthen volunteerism.

The office publishes a bimonthly newsletter containing information related to the field of volunteerism, such as program profiles, current issues and trends, technical "how-to" articles, resources, and a calendar of training events.

A project of M.O.V.S., **VOLUNTEER FOR MINNESOTA: A Project for Developing Public/Private Partnerships in Communities**, received the 1984 President's Voluntary Action Award. Many of the materials developed in that project are available for purchase from the Minnesota Documents Division, and the project's goals have been incorporated into the on-going functions of the office.

A 21-member advisory committee is appointed by the commissioner of administration through the open appointments process. It advises and makes recommendations on program directions and policy issues relating to the office, and interprets the office's goals and objectives to the volunteer community. In addition to the appointed membership, representatives from state departments and agencies serve on the committee in an ex-officio capacity.

M.O.V.S. is assisted in the delivery of its services on a daily basis by volunteers who serve on task forces and planning committees, as trainers and speakers, and as professional and clerical "in-office" volunteers.

Currently, there are no membership requirements or fees, except to cover expenses for workshops, conferences, and speakers. Contact the office for more information or assistance.

## Citizens' Council on Voyageurs National Park

207 Third Street, International Falls, MN 56649

Irv Anderson, Chairman, (218) 283-3507

Minnesota Statutes, chapter 84B

Voyageurs National Park, established by congress in 1975, is one of America's newest national parks, and is the only national park in the state of Minnesota. The park encompasses 220,000 acres of land and water along the Canadian border and is located immediately adjacent to the Boundary Waters Canoe Area Wilderness.

The Citizens' Council on Voyageurs National Park was established in 1975 by the Minnesota state legislature. The 17 member advisory council is composed of 13 governor-appointed members and four members appointed by the legislature. The committee conducts research and meetings on all matters related to the establishment and operation of Voyageurs National Park, and makes recommendations to the National Park Service and other appropriate federal and state agencies.

The council is organized into various subcommittees which address specific subject areas including park management and operations, transportation, adjacent land use, fish and wildlife, economic development, and concessions management.

Policies and programs of the National Park Service and other federal and state agencies are discussed publicly at regularly scheduled meetings held at various locations through-

out the state. Full committee meetings are held quarterly, and subcommittee meetings are scheduled as necessary. The public is welcome to attend all meetings.

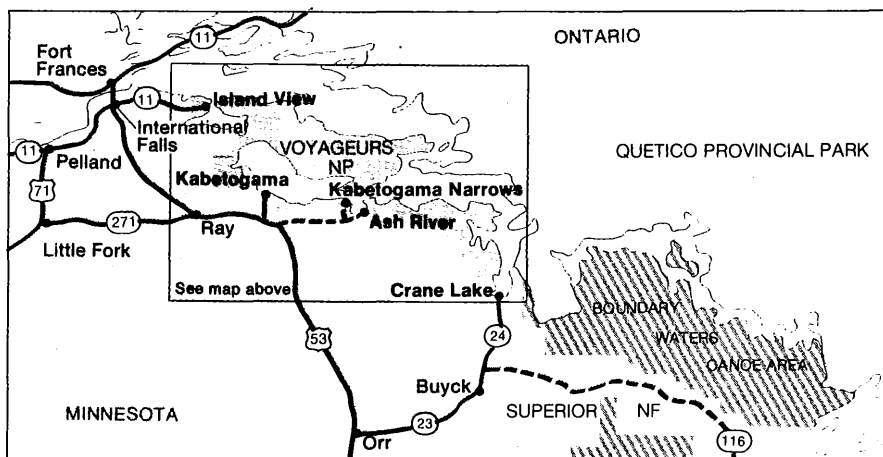
A broad range of issues will be addressed by the council over the next two years. Major issues include: funding for construction and restoration of park facilities, wilderness designation, park regulations, land acquisition and protection, fisheries programs, transportation, tourism development, water quality, wildlife management, and Minnesota-Ontario border problems.

The park preserves the natural environment experienced by the voyageurs; French-Canadian canoemen who moved pelts and trade goods between Montreal and the Canadian Northwest. The route of these adventuresome men became so established that the 1873 treaty ending the American Revolution specified that the international boundary should follow the voyageurs "customary waterway" between Lake Superior and Lake of the Woods. Voyageurs National Park adjoins a 90-kilometer (56-mile) stretch of that voyageurs highway. Visitors arriving at one of the park's four entry points can set out by water much as the voyageurs traveled in the heyday of the fur trade in the late 18th and early 19th centuries.

In summer, watercraft must be used for travel in the park. Boats, canoes, and guide services are available at resorts outside the park. Arrangements can be made with private resort owners for private boat tours. In winter, ice roads provide greater access into the park by car. Locally hired floatplanes are another way into the park.

The park is currently open to every type of recreational use including boating, camping, hiking, sea planing, ski-touring and snowmobiling. Campsites and developed trails for hiking and cross-country skiing are available. Accommodations are also available on the edge of the park through private resorts located at Crane Lake, Ash River, Kabetogama, and Island View.

Information regarding facilities and programs offered in Voyageurs National Park can be obtained by writing to Superintendent, Voyageurs National Park, P.O. Box 50, International Falls, MN 56649, or calling (218) 283-9821. For a list of books and maps available by mail or at park visitor centers, write, Lake States Interpretive Association, Box 672, International Falls, MN 56649.



## Waste Management Board

1350 Energy Lane, St. Paul, MN 55108  
Joseph Pavelich, chairman (612) 649-5750  
Statewide toll-free 1-800-652-9747

Minnesota Statutes, chapter 115A; Minnesota Rules 9200-9299

The Waste Management Board (WMB) was created by the Minnesota Legislature through the **Waste Management Act of 1980**. The WMB's primary responsibility is to facilitate the proper management of solid and hazardous wastes in Minnesota. The WMB has no responsibility in nuclear waste management or radioactive waste management and has no regulatory authority.

The WMB's responsibilities are limited, and under law the WMB will cease activities following completion of its responsibilities; that "sunset" of the WMB is expected by June, 1992.

The WMB is made up of nine permanent members, one representative for each of the state's eight Congressional Districts, and a chairperson, appointed by the governor serves as chief executive.

The WMB oversees the work of staff who are involved in research and planning, technical assistance, facilities development assistance, special projects, and public information.

The Waste Management Act also established two citizens' advisory groups to assist the WMB in formulating waste management policy in Minnesota: the **Hazardous Waste Management Planning Council** and the **Solid Waste Management Advisory Council**.

Each group is made up of 15 members: five representing local government, five representing industry, and five at-large citizen members. The members, who serve two-year terms, are selected from various regions of the state to ensure a diversity of viewpoints on each advisory council.

The WMB emphasizes cooperation among local governments, industry and citizens so that programs and facilities can be developed that are environmentally sound and economically viable.

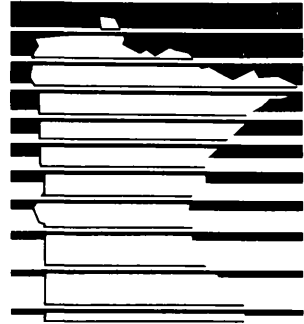
To effectively address issues and opportunities, the board is organized into five major areas: Planning and Research Assistance, Technical Assistance, Facility Development Assistance, Public Information and Education, and Special Projects.

### Planning and Research Assistance

Planning and Research Assistance is responsible for conducting research, collecting data, and developing appropriate plans of action for a number of waste management programs. Recent activities include compilation of statewide hazardous waste generation data, study of treatment methods, collection of non-hazardous industrial waste data, and compilation of the Waste Management Board **Solid Waste Evaluation Report**. These projects guide the board and legislature in developing waste management programs and policy.

### Solid Waste Planning Assistance

The waste board is responsible for the solid waste local planning assistance, plan approval, and certificate of need. The planning assistance program allows the board to work with county governments to develop an integrated solid waste management approach for local solid waste.



**MINNESOTA  
WASTE  
MANAGEMENT  
BOARD**

## Technical Assistance Programs

**Minnesota Technical Assistance Program (MnTAP).** Established in 1984 as an information clearinghouse for small-quantity hazardous waste generators, the Minnesota Technical Assistance Program (MnTAP) has been successful in providing information on hazardous waste reduction solutions and improved waste management practices for an average of 450 Minnesota firms per year. MnTAP helped several of these businesses actually reduce their business costs while managing their waste more efficiently. MnTAP offers the following services:

- Providing non-regulatory, confidential response to individual needs for businesses, industries and municipalities.
- Managing a student intern program which provides companies with free assistance.
- Providing research awards to help finance hazardous waste reduction research by industries, trade associations, colleges, and universities.
- Disseminating information about waste management equipment and technologies, seminars, meetings and regulation updates through newsletters, brochures, fact sheets and conferences.

**Waste Reduction Grants.** Through the Hazardous Waste Reduction Grant Program, more than \$160,000 in grants have been awarded to eight companies to study the feasibility of applying specific methods and technologies to reduce hazardous waste generation.

**Waste Reduction and Separation.** The board administers this program of financial assistance for the "low-tech" programs such as recycling, yard waste composting, and waste reduction.

**Market Development.** This program allows the board to facilitate county efforts in developing recycling programs by increasing demand for recycled products; emphasizing facilities through planning and research on specific industries leading to actual construction for service development.

**Waste Tire Abatement Program.** The board is responsible for waste tire abatement, permitting, and a waste tire recycling grant and loan program.

## Facility Development Assistance

**Capital Assistance Program.** The **Solid Waste Processing Facilities Capital Assistance Program (CAP)** offers financial and technical assistance for solid waste management projects, including waste-to-energy facilities, recycling plants, transfer stations, and special waste stream facilities. The Capital Assistance Program covers 25 percent of eligible costs up to \$2 million for each qualifying project.

**Demonstration Grants and Loans.** The WMB can award up to \$400,000 in grants and loans under the **Solid Waste Processing Facilities Demonstration Grant and Loan Program.** These funds can be used for composting, recycling, or special waste processing facilities.

**Stabilization and Containment Facility Development.** In keeping with its innovative approach to facility development, the WMB continues to administer three financial programs:

- Hazardous Waste Processing Development Grants Program
- Request for Proposals Program
- Hazardous Waste Processing Facilities Loan Program which is administered in cooperation with the Minnesota Department of Energy and Economic Development.

Together, these three programs are aimed at encouraging commercial interest in the development of new hazardous waste processing facilities in Minnesota.

## Program Development

**Solid and Hazardous Waste Education.** This board program contains a mass media campaign on waste issues, school curricula for students and teachers from grades K-12, and a waste education clearinghouse. A waste education coalition composed of state agen-



cies involved in waste, educational institutions, citizens and industries is being created to serve as an advisory body to help coordinate and integrate the program.

**Used Oil Project.** Potential regulatory changes that could affect Minnesota's used oil collection systems prompted the WMB to join in an interagency-industry task force to study short-term and long-term plans for the management of used oil.

**Governor's Award.** Established in 1985, the annual Governor's Awards program acknowledges individuals, groups, companies, or institutions for significant accomplishments in the management of solid and hazardous waste in Minnesota.

### Public Information and Education

The WMB's Information Office provides information about Minnesota waste management issues. The WMB regularly reports its activities to citizens and the media through the distribution of news releases, newsletters and audiovisual materials. The Information Office also acts as a resource and referral clearinghouse for the WMB. A variety of publications are available from the WMB, including the following: *Solid Waste Network newsletter*, *Waste Management Board brochure*, *Solid Waste brochure*, *Facility Development brochure*, *Household Hazardous Waste brochure*, *Minnesota Technical Assistance Program brochure*, *Minnesota Technical Assistance Program Intern brochure*, *Waste Issue fact sheets*, *Waste Management Act of 1980—revised 1986*, *Hazardous Waste Programs Evaluation Report 1986*, *Manifested Shipments of Hazardous Waste by Minnesota Generators 1986*, *Solid Waste Processing Facilities Capital Assistance Program Procedures Manual and Application Forms 1986*, *Solid Waste Processing Facility Demonstration Grants and Loans Program Procedures Manual and Application Forms 1986*, *Solid Waste Capital Assistance Program Evaluation Report 1986*, *Minnesota Waste Education Roundtable Report 1986*, *Waste Management Board Biennial Report 1986*, *Minnesota Technical Assistance Program Annual Report 1986*, *Estimate of Need for Hazardous Waste Disposal 1985*, *Solid Waste Insurance Study 1985*, *Management of Hazardous Wastes Generated by Households: A Report on the Problem and Recommendations for Action 1985*, *Minnesota's Hazardous Wastes 1984*, and other reports on the WMB's activities. Prices vary with publication and are subject to change. Contact the WMB for more information.

## Board of Water and Soil Resources

90 West Plato Blvd., St. Paul, MN 55107

Executive director, (612) 296-3767

Minnesota Statutes, chapters 40, 110B, and 112, and sections 104.42-.50, 105.72-.79, and 473.878; Minnesota Rules, chapters 8400 and 9300

The board was created by the 1987 Legislature to carry out the functions previously assigned to the Soil and Water Conservation Board, Southern Minnesota Rivers Basin Advisory Council, and Water Resources Board.

The board is composed of sixteen permanent members: twelve voting members made up of three county commissioners, three soil and water conservation district supervisors, three watershed district or watershed management organization representatives, and three citizens; and four nonvoting members representing the departments of agriculture, health, natural resources, and the Pollution Control Agency. In addition, through December 31, 1989 the board will have four temporary members who are soil and water conservation district supervisors. All members, except the agency representatives, are appointed by the governor.

The board has policy-setting and decision-making responsibilities under the Soil and Water Conservation Law, Comprehensive Local Water Management Act, Minnesota Watershed Act, and Metropolitan Surface Water Management Act; and provides a forum for

discussion of local water and soil resources management issues and resolution of statutory water policy conflicts. The law establishes a committee of the board composed of the three citizen members and two additional members appointed by the chair to carry out the board's quasi-judicial functions.

- **The Soil and Water Conservation Law** (*Minnesota Statutes*, chapter 40) authorizes the establishment and operation of special purpose units of local government called soil and water conservation districts. Minnesota's 91 soil and water conservation districts encourage land occupiers to conserve soil and water resources through implementation of conservation practices that effectively reduce or prevent soil erosion, sedimentation, and nonpoint pollution in order to preserve natural resources, insure continued soil productivity, control flooding, and secure other benefits of soil and water conservation. Soil and water conservation districts are governed by an elected five-member board of supervisors. The board administers grant programs for districts, approves district plans for using state cost-share funds, provides administrative assistance to districts, carries out a comprehensive public information program on soil and water conservation, and performs other duties related to soil and water conservation.
- **The Comprehensive Local Water Management Act** (*Minnesota Statutes*, chapter 110B) encourages each county outside the Twin Cities metropolitan area to develop and implement a comprehensive water plan. A comprehensive water plan must address both surface and ground water and be consistent with other county water plans affecting the same watershed unit or ground water system. The board coordinates the assistance of state agencies to counties involved in comprehensive water planning, conducts an information and education program about the act, reviews plans for conformance with state law and rule, and resolves interlocal disputes over the interpretation of plans.
- **The Watershed Act** (*Minnesota Statutes*, chapter 112) allows county boards, city councils, or landowners to petition the board for establishment of watershed districts. The board conducts a public hearing before determining whether it would be in the public interest to establish a proposed watershed district. Watershed districts are established to facilitate coordinated water resources management over the drainage basin of a lake or river system. Districts may be established for a number of conservation purposes, including flood control, erosion control, shoreland and floodplain preservation, and water quality protection. A watershed district is governed by a board of managers appointed by the affected counties to three-year terms of office. Watershed districts are authorized to construct projects, assess benefitted properties, levy taxes, acquire property by eminent domain, and regulate activities that affect water resources in order to accomplish district objectives. The board provides watershed districts with general advice and assistance, approves district overall plans, hears appeals to district orders, and approves changes in watershed district boundaries.
- **The Metropolitan Surface Water Management Act.** (*Minnesota Statutes*, sections 473.875-473.883) requires the preparation and implementation of watershed plans within the seven-county metropolitan area. The metro area is divided into forty-six watersheds, each having a separate plan for managing surface waters. Ten of the watersheds are organized watershed districts and thirty-six are joint powers watershed organizations formed by written agreement among the affected cities and townships. The primary purpose of the act is to preserve natural water storage areas as development takes place in order to properly manage surface water and avoid problems such as flooding, erosion, and poor water quality. The board provides watershed organizations with general advice, resolves disputes between counties regarding proposed improvement projects, and reviews watershed plans for conformance with state law.

The board can be petitioned to intervene in conflicts over interpretation of state water policy by the governor, a state or federal agency, or any affected party. District court judges can refer proceedings involving water policy questions to the board. If the board determines that the petition presents an important water policy question, it consents to intervene and conducts a public hearing. Based on the evidence presented at the hearing, the

board is charged with determining controlling state policy and making recommendations to the affected agencies or to the court.

The board's staff is available to assist the public with questions concerning local water and soil management authorities and responsibilities. Copies of laws and rules, sample petitions, informational materials, and general information and assistance are available at no charge.

## World Trade Center Board

**Meritor Tower, 445 Cedar Street, St. Paul, MN 55101 (612) 297-1580**

**New address after February 1988: World Trade Center, 30 E. 7th Street, St. Paul, MN 55101**

### **Minnesota Statutes, chapter 44A**

The board was created to facilitate and support Minnesota world trade center programs and services and promote the growth of international trade in Minnesota. The board has nine voting members and four non-voting legislative members. Members are appointed by the governor with the advice and consent of the senate for a term expiring the first Monday in January, 1987. January 1987 the board's term was extended for one year. The board converted from a state agency to a private organization effective July 1, 1987.

The board coordinates, facilitates and where appropriate provides programs and services to World Trade Center members. These services might include education and training, trade information, telecommunications and outreach to other international organizations. As a coordinator of existing international services, the World Trade Center Board and its staff will work with international associations, academic institutions, cultural institutions and private entities.

### **Foreign Consulates in Minnesota**

**Austria**—Ronald M. Bosrock (612) 647-3614, c/o H.B. Fuller Company, 2400 Kasota Avenue, St. Paul, MN 55108

**Belgium**—John Sandvig (612) 372-8073, 608 Second Avenue S., 13th Floor, Minneapolis, MN 55479

**Canada**—Bernard Gagosz (612) 333-4641, 1200 Chamber of Commerce Bldg., 15 South 5th Street, Minneapolis, MN 55402

**Chile**—Mrs. Russell Polivka (612) 825-0688, 405 W. Minnehaha Parkway, Minneapolis, MN 55419

**Columbia**—Jorge H. Alvarez (612) 647-0201, 310 N. Snelling Avenue, St. Paul, MN 55104 or Dr. Fernando Torres (612) 377-1825, 2218 W. Lake of the Isles Pkwy., Minneapolis, MN 55405

**Costa Rica**—Tony Andersen (612) 645-3401, c/o H.B. Fuller Company, 2400 Kasota Avenue, St. Paul, MN 55108

**Cyprus**—Panos P. Kelalis, M.D. (507) 284-2959, 1336 Camelback Court N.E., Rochester, MN 55904

**Denmark**—Gordon A. Johnson (612) 332-3941, 700 First Bank Place West, Minneapolis, MN 55402

**Finland**—Esko E. Ranta (612) 542-9171, 10501 Wayzata Blvd., Minnetonka, MN 55344; and Donald G. Wirtanen (218) 727-8420, 700 Lonsdale Bldg., Duluth, MN 55802

**France**—Jasmine Z. Keller (612) 374-2626, 2629 E. Lake of the Isles Pkwy., Minneapolis, MN 55408

**Germany, Federal Republic of**—Joseph E. Hamilton (612) 338-6559, 1100 First Bank Place W., 120 South 6th Street, Minneapolis, MN 55402

**Guatemala**—Paul R. Nutt (612) 540-3588, 9200 Wayzata Blvd., Minneapolis, MN 55426

**Iceland**—G. Björn Björnson (612) 729-1097, 3642 47th Avenue S., Minneapolis, MN 55406

**Italy**—Mrs. E. J. Josina Lucia Hammarstrom (612) 545-7939, 10 Winnetka Avenue S., Minneapolis, MN 55426

**Japan**—W. "Bill" Soren Egekvist (612) 922-2243, 5316 Dundee Road, Edina, MN 55436

**Korea, Republic of**—Allison R. Mercer (612) 870-4400, 2222 Park Avenue, Minneapolis, MN 55404

**Malta**—Joseph S. Micallef (612) 228-0935, 2100 First National Bank Bldg., St. Paul, MN 55101

**Mexico**—Diana A. Munoz (612) 228-1114, 386 N. Wabasha, Suite 390, St. Paul, MN 55102

**Netherlands**—Lyle D. Delwiche (612) 540-1210, P.O. Box 1452, 701 N. Lilac Drive, Minneapolis, MN 55440

**Norway**—Harold Lone (612) 332-3338, 229 Foshay Tower, Minneapolis, MN 55402; and Elsie M. Melby (218) 722-4079, 2000 W. Superior St., Room 5, Duluth, MN 55806

**Panama**—Boris Halphen (612) 533-9815, 4213 63rd Avenue N., Brooklyn Center, MN 55429

**Sweden**—S. Pousette (612) 332-6897, P.O. Box 2186, 615 Peavey Bldg., 730 2nd Avenue S., Minneapolis, MN 55402

**Switzerland**—Curt F. Schneider (612) 545-1401, 1100 Xenium Lane N., Minneapolis, MN 55441

## Workers' Compensation Court of Appeals

**MEA Building, 2nd Floor, 55 Sherburne Avenue, St. Paul, MN 55103**

**Paul V. Rieke, chief judge, (612) 296-6526**

**Minnesota Statutes, chapters 175A and 176; Minnesota Rules 9800.0100-9800.1800**

The Workers' Compensation Court of Appeals has been established by the legislature as the exclusive statewide authority to decide all questions of law and fact in workers' compensation appeals within the court's jurisdiction as provided in *Minnesota Statutes* Chapters 175A, 176 and 352E.

Decisions are written to inform the court's clientele of the basis of the decisions and to create a body of law pertaining to these workers' compensation issues.

The Workers' Compensation Court of Appeals consists of 5 judges appointed by the governor and confirmed by the state senate. The court performs an appellate function reviewing decisions of the Workers' Compensation Division of the Department of Labor and Industry, the Office of Administrative Hearings, Medical Services Review Board, and the Rehabilitation Review Panel. The judges review the evidentiary record created by the initial decision-making body; preside over oral arguments; conduct necessary legal research; decide the issues; and issue appropriate written orders, decisions and memoranda. Appeals from decisions of this court are directly appealable to the supreme court.

Primary clients served by the above-stated operational procedures are injured workers, employers, insurance companies, attorneys, and medical and rehabilitation providers.

All questions concerning court matters may be made directly to the court.

## Minnesota Zoological Garden

**12101 Johnny Cake Ridge Road, Apple Valley, MN 55124**

**(612) 432-9000 Information**

**Kathryn Roberts, general director**

**(612) 431-9000 (Business phone)**

**Minnesota Statutes, chapter 85A; Minnesota Rules 9900-9999**

The Minnesota Zoological Garden is governed by a 15-member board appointed by the governor. The Minnesota Zoological Board meets bi-monthly in meetings open to the public. A notice of each meeting, including agenda items, is posted in the zoo admissions area one week prior to the meeting.

The zoo is a 485-acre facility that offers 1,700 animals and 2,000 plant varieties in which animals may be observed performing natural behaviors. A zoogeographic organization of exhibits is employed placing environmentally grouped animals in the same exhibit area. People can visit five different regions of the world any time of the year, protected from Minnesota weather with the majority of the viewing areas under cover: the Tropics, Ocean, Minnesota, Northern and Discovery Trails (see listings further in this en-



try). In addition, the following activities are more of the special features waiting for discovery at the Minnesota Zoo.

- **The Sky Trail** is a monorail train that glides just above the trees over the Northern Trail exhibits and the beauty of the hills and lakelands of Minnesota. The train offers a bird's-eye view of the present and planned animal exhibits and nature narratives provided by a naturalist guide. The 1¼ mile long tour operates year 'round. It is heated in winter and air conditioned in summer.
- **Cross Country Skiing.** The Minnesota Zoo has a variety of cross country ski trails and a ski center where ski rental and ski accessories are available. Trails, of varying length and difficulty, are open from 10 a.m.-3 p.m. There is no extra charge for skiing. Call zoo information, (612) 432-9000, for ski conditions.
- **Bird Show.** See a barn owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheatre, and listen to an engaging parrot named "Alexander". Come meet all the members of the bird show and find out why the Minnesota Zoo is "For the Birds!"
- **Whale and Dolphin Training Shows.** There are daily shows displaying natural behaviors.

### Admission and Hours

The zoo is open 10 a.m. to 6 p.m. during the summer (April through September), and 10 a.m. to 4 p.m. during winter (October through March). Hours and prices are subject to change.

**Admission rates are:** children 5 and under—free; ages 6 through 16—\$1.50; ages 17 and over—\$4.00; and seniors, 62 and over—\$2.00.

**Sky Trail rates** are children 5 and under free, and ages 6 and over—\$2.00.

Ample parking is available with a charge of \$1.00 per family vehicle and \$5.00 per bus.

Block purchases of 25 or more tickets qualify for a 20% group discount. Group reservations are needed at least 14 days in advance. For more information, contact the group sales department, (612) 432-9010.

### Biological Programs Division (612) 431-9267

**Ronald Tilson, assistant director.** The division consists of all animal related activities including veterinary care, animal exhibition, and research, as well as interpretive graphics and educational activities.

**Animal Management and Health** procures and maintains natural social groupings of healthy animals in naturalistic surroundings and insures the general health of all animals with routine care including feeding, sanitation and manipulation of over 1,600 exotic animals, as well as providing veterinary care and regular examinations, testing and treatment of sick or injured animals.

### Tropics Trail (612) 431-9278

**Jimmy Pichner, curator.** The zoo's **Tropics Trail** is a lush, indoor oasis of tropical plants and animals from Asia, housing more than 450 animals and 15,000 plants. Multi-level pathways allow visitors to see animals in the treetops, on the ground and underwater, to observe nocturnal activities in artificial moonlight, and to walk among brightly colored birds in a large, free-flight aviary. The exhibit is housed in an acre and a half building, tall enough for 50-foot trees to grow inside. The climate controlled, sky-lit greenhouse is home to dolphins, bats, gibbons, leopards, tapirs, flamingos, hornbills and other fascinating species.

**Minnesota Trail (612) 431-9260**

**Michael DonCarlos, curator.** The **Minnesota Trail** is an indoor/outdoor exhibit of 88 animal species native to Minnesota. Indoors, visitors can view nocturnal animals under simulated moon-light. Outdoors you will find a weather-protected walkway leading through Minnesota's lake and forest habitats where beavers, pumas, otters, and others can look back at you from their outdoor environments. Windows and television cameras allow people to see into the animals' private dens and lodges.

**Northern Trail (612) 431-9272**

**Nicolas Reindl, curator.** The **Northern Trail** is an outdoor exhibit that offers a pleasant one mile walk to visit animals of the north, including Siberian tigers, Asian lions, coyotes, wolves, caribou, musk oxen, arctic foxes, Bactrian camels, Asiatic wild horses, pronghorn, moose, prairie dogs, elk, bison, and prairie waterfowl. These cold weather animals range in their natural Northern Hemisphere habitats of grassland, northern forest and arctic tundra. The path is cleared all winter for those who enjoy brisk conditions and watching

the animals in the snow. For those less hardy the monorail train is open all year with regularly scheduled tours.

### **Education, Zoo Lab, and Discovery Trail (612) 431-9227**

**Steven Hage, curator.** The **Discovery Trail** introduces visitors to a variety of educational experiences. The various elements of Discovery Trail are: Zoo Theatre, a "hands-on" Zoo Lab with exotic animals, animal demonstrations, a performing "For the Birds" show, the human-like antics of the Japanese snow monkeys, and a nose-to-nose experience with animals in the Children's Zoo, now open year 'round.

**The Education Department** provides interpretation and communication of natural history, behavior and interrelationships of the zoo's animal and plant collection to all visitors through graphics and signage as well as educational programming. Scheduled school group visits are free from September through April and continuing education classes are available to the public for a fee; call the education department at (612) 431-9234 for further information.

### **Operations Division (612) 431-9303**

**Richard Buske, assistant director.** This division consists of all the physical operations of the zoo including finance offices, purchasing/warehouse operations; business operations including admissions, concessions, gift stores and monorail; and maintenance functions for the plants, grounds, buildings and equipment.

### **Physical Plant (612) 431-9238**

**Richard Dahl, director.** This activity is responsible for construction projects, maintenance of buildings, systems, grounds and horticulture.

### **Gift Store (612) 431-9210**

**Joelise Merkle, manager.** The gift store provides a wide variety of animal and plant related merchandise including books, assorted educational materials, posters, cards, apparel, plush animals, wide variety of children's toys, sculpture, jewelry, and collectibles. Gift store hours coincide with zoo hours.

### **Development Division (612) 431-9253**

**Karen Jensen, assistant director.** This division handles the marketing, public relations, group sales, special events, membership, animal sponsorship program, and fund raising for the zoo.

### **Membership (612) 431-9236**

**Jeffrey Krueger, manager.** This annual membership program is an economical way to visit the Minnesota Zoo. Membership categories are **Individual**—unlimited admission of cardholder. **Individual Plus**—unlimited admission of cardholder plus one guest. **Family**—unlimited admission of 2 adults residing at the same address and their children and/or grandchildren under 18 years. **Family Plus**—unlimited admission of family plus one free guest each visit. **Advocate**—unlimited admission of family plus two free guests each visit. In addition to admission benefits, membership packages include merchandise discounts in the Zoo Gift Store, unlimited purchase of guest discount tickets, a bi-monthly zoo magazine, special membership events and lectures, and free admission to 70 zoos across the nation.

### **A.D.O.P.T. Animal Sponsorship Program (612) 431-9216**

**Mary Jo Olson, coordinator.** The A.D.O.P.T. (Animals Depend on People Too) program invites the general public to sponsor a zoo animal by making a donation to the zoo. Donations are tax deductible as provided by law. The choices of animals and price ranges are listed in a brochure which is available at the visitor service desk and at the A.D.O.P.T. display outside of ZooLab. A brochure may also be mailed by contacting the A.D.O.P.T. coordinator. Sponsors receive recognition and an animal information packet.

### **Public Information (612) 431-9217**

**Information officer.** This department handles press and media relations, public relations, audio/visual services, photography, and general communication of information to diverse clientele.

### **Promotions/Special Events (612) 431-9257**

**Sharon Foster, manager.** This activity provides a promotion and event program integrated with public relations, group sales and cooperative community ventures. This activity brings artists, entertainers, theater groups and many others to the zoo for special exhibits and programs throughout the year.

### **Group Sales (612) 431-9215**

**Shirley Allstot, scheduler.** This activity schedules and provides service for groups of 25 or more including discount tickets, picnic reservations, and after-hours facility use.

### **Staff Services (612) 431-9309**

**Mary O'Neill, director.** This area is accountable for all staff support functions including personnel, volunteer services, first aid and telecommunications. The personnel area assists supervisors and managers in securing qualified individuals to fill positions ranging from zookeeping to general maintenance to office work. This area also manages employee personnel records and provides assistance in the areas of labor relations, training, affirmative action and classification.

### **Volunteer Services (612) 431-9202**

**Sheri White, coordinator.** The personal touch at the zoo is made possible through a volunteer corps. The highly trained volunteers give animal demonstrations, interpret with artifacts, act as tour guides and provide the visitor with information about the plant and animal life exhibited at the Minnesota Zoo.

## **Minnesota State Legislature**

The legislature's principal legal task is to make law by which public safety is established. It also proposes amendments to the state constitution for approval by the electorate, elects regents to the University of Minnesota, confirms certain gubernatorial appointments (senate), and performs legislative oversight or review. The legislature also judges the election and qualification of its members, may punish or expel members for contempt or disorderly behavior, and may impeach or remove from office members of the executive and judicial branches.

The Minnesota Legislature is composed of 201 members: 134 representatives and 67 senators. To be elected a member of the Minnesota Senate or House of Representatives a person must be a qualified voter, 21 years old, a resident of Minnesota for one year, and a resident of the legislative district for six months immediately preceding the election. Senators serve four-year terms and representatives serve two-year terms.





The legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The legislature can meet in regular session in both years of the biennium for a total of 120 legislative days, providing that the legislature cannot meet after the first Monday following the third Saturday in May of any year. These two sessions are considered as one session with a temporary adjournment between them. Journal pages of both houses are numbered consecutively through both years and bills are numbered consecutively in order of introduction through both years. Bills which have not become law or been defeated by legislative action or vetoed by the end of the first half of the session are still available for possible action in the second half of the session. This means standing committees may hear such bills in the interim recess and make recommendations on their passage.

The legislature may be called into special session at any time by the governor. Special sessions become necessary when legislative action is needed to meet emergencies or when legislative work is unfinished at the end of a regular session. The governor is the only official empowered to call a special session. The governor does not have the power to limit the length or scope of the special session.

The speaker of the house, who is nominated by the majority caucus, is both a voting member of the house of representatives and the presiding officer. The speaker also presides over joint sessions of the house and senate. The speaker works closely with the house majority and becomes a leading spokesman for caucus policies. The speaker names the committee members and chairs of the house committees.

The senate elects its president from among its ranks. The president presides over the senate and shares with the speaker of the house chairmanship of the Legislative Coordinating Commission. The senate Committee on Committees names the committee members and chairs of the senate committees.

Each house elects staff members. The secretary of the senate and the chief clerk of the house are the highest ranking staff officers in each body.

## Committees

The committee system is a vital component of the legislative machinery. The volume of legislation pending before a single session is too great to permit all legislators to work closely with all proposals. It is at the committee level that the public may testify for or against a bill. Both proponents and opponents of proposed legislation are heard before committees make their recommendation to the full legislature. The fate of any legislative proposal may be decided by a committee. After study, hearings, research and deliberation, a bill may be amended, recommended for passage, re-referred to another committee, or it may be tabled.

The number of committees in each house and the number of members serving on each committee varies from session to session as state concerns and problems dictate. Besides the standing committees which operate during each session, some committees continue to study specific problems during the legislative interim to report findings to the next legislative session. Each legislative body has a rules committee which directs the operating procedures of the legislature.

Committees meet regularly during each session at the State Capitol. Committees may hold meetings in local communities to facilitate citizen participation. Interested citizens may contact the House and Senate Information Offices to determine what committees are meeting on any particular day.

The most favorable action a committee can take on a bill is to send it to the floor of a legislative body with a recommendation that the bill be passed. Other action by the committee will likely mean its future is in doubt. A committee report is subject to approval by the full House or Senate. A report recommending passage of a bill from a committee is normally accepted by the legislative body. Rejecting this report makes it difficult for a bill to be revived.

Each house may resolve itself into a Committee of the Whole to consider bills reported

to the house and senate by standing committees. While sitting as the Committee of the Whole, legislators are given an opportunity to become more familiar with various proposals and to take preliminary action before the measure comes before the body for final passage.

The number of bills introduced each session makes it impossible for committees to consider all proposals. Many subcommittees are established to study controversial or complicated bills and to study a subject on which several bills have been introduced. Subcommittees report their findings to the full committee.

## The Legislative Process

Anyone can propose an idea for a bill: an individual, consumer group, corporation, professional association, governmental unit or the governor. Most frequently ideas come from members of the legislature. The revisor of statutes puts the idea into proper legal form as a bill for introduction into the House of Representatives or the Senate, usually both.

Each bill must have a legislator to sponsor it and introduce the bill in the legislature. That legislator may be the chief author or may find another member to author the bill and make the introduction. The chief author's name appears on the bill with the bill's file number to identify it as it moves through the legislative process. The chief author of a bill, under the legislative rules, may select other authors whose names also appear on the bill. A bill may not have more than a total of five authors in the house and five in the senate.

When introduced in the house, a bill receives a house file number (H.F. 1758, for example); in the senate, a senate file number (S.F. 429, for example). These numbers indicate the bill's chronological order of introduction in each body. All revenue (tax measures) must originate in the house. All other matters may originate in either the house or senate. The bill has its first reading (the Minnesota Constitution requires three readings for all bills, on three separate days), and the presiding officer of the house or senate refers it to the appropriate standing committee. All committee meetings are open to the public. A committee may recommend passage of a bill in its original form, recommend passage after amendment by the committee, make no recommendation or refer a bill to another committee (a bill requiring funding to the appropriation or finance committee, for example). After acting on a bill, the committee sends a report to the house or senate stating its action and recommendations.

After adoption of the committee report in the senate or house, the bill has its second reading and goes onto General Orders of the Day. In Committee of the Whole, legislators discuss bills on general orders. They may debate the issues, adopt amendments, present arguments on the bills, and vote to recommend that a bill pass, not pass, be postponed or have further committee action.

The calendar is a list of bills the Committee of the Whole recommend to pass. At this point a bill has its third reading, amendments to the bill must have the unanimous consent of the entire body, and legislators vote on it for the final time. By committee recommendation, bills of a non-controversial nature can by-pass general orders and go directly onto a "consent calendar," usually passing without debate. Every bill requires a majority vote of the full membership of the house and senate to pass. Voice votes may be used in house and senate votes until the bill is being voted on in final passage. That final vote is a roll call or recorded vote.

When the house and the senate both pass the same version of a bill, that bill goes to the governor for approval or disapproval. If the house and senate do not agree, a conference committee, made up of three or five senators and an equal number of representatives, meets to reach an agreement. If both bodies then pass the bill in compromise form it goes to the governor.

When a bill arrives, the governor may sign it and the bill becomes law; veto it (return it with a "veto message" stating objections to the body where it originated); pocket veto the bill (after final adjournment of the legislature); or exercise the right to line veto portions of appropriations bills. If the governor does not sign or veto a bill within three days after

receiving it, while the legislature is in session, the bill becomes a law.

For more information on the legislature and the legislative process call the House or Senate Information Offices.

### Capitol Tours (612) 296-2881

**Catherine Welsh, tour director.** The Minnesota Historical Society's Capitol Historic Site Program offers free tours of the Capitol Monday through Sunday on the hour. The Capitol is open: Monday through Friday, 8:30 a.m. to 5 p.m.; Saturday, 10 a.m. to 4 p.m.; and Sunday, 1 p.m. to 4 p.m. To make reservations or for more information call the number above.

### House and Senate Galleries

Galleries for listening and viewing the legislature in action are open to the public and are on the third floor of the Capitol. The house generally meets at the beginning of the session on Mondays and Thursdays in the afternoon about 2 p.m. in the north wing. Its gallery has about 150 seats and standing room for another 50. The senate usually meets on Mondays and Thursdays at the beginning of the session at 2 p.m. in the west wing. The senate gallery seats approximately 235. In order to assure seating it is suggested that persons arrive 10-15 minutes early for the senate and 15-20 minutes early for the house. Schedules are subject to change especially as the legislative session nears its completion. Call the House and Senate Information Offices for specific schedules for each day.

#### Frequently Called Numbers:

Governor	130 Capitol	296-3391
Lt. Governor	121 Capitol	296-2374
Attorney General	102 Capitol	296-6196
Secretary of State	180 State Office Bldg.	296-3266
State Auditor	555 Park Street	296-2551
State Treasurer	303 Admin Bldg.	296-2568
EMERGENCIES		296-2100
Cafeteria, Capitol	Ground Floor	228-9369
Cafeteria, State Office Bldg.	Basement	228-0137
Capitol Historic Site Program (tours)	B59 Capitol	296-2881
Capitol Information Desk	1st Floor, Capitol	296-3962/2739
Capitol Security	B4 Capitol	296-6741
House Committee and Meeting Room Scheduler	467 State Office Bldg.	296-5974
Legislative Reference Library	645 State Office Bldg.	296-3398
News Reporters/Press	B28 Capitol	296-6561
Revisor of Statutes	700 State Office Bldg.	296-2868
Senate Meeting Room Scheduler	G-1 State Capitol	296-2477

### Minnesota House of Representatives

Members of the house serve two-year terms. For a directory of members of the Minnesota Legislature, including committee assignments, contact the House or Senate Information Offices listed in this section.

### Office of the Chief Clerk

#### House Desk (612) 296-2314

**Edward A. Burdick, chief clerk.** The House Desk is responsible under the Minnesota Constitution, statutes and rules of the house for preparing and administering the order of business for the house and keeping and publishing the legal record of house action. These charges are fulfilled by the preparation of the daily calendars of bills, supervision of en-

grossment of amendments, printing and enrolling of bills, sending and receiving of communications with the senate, and publication of the daily and permanent *House Journal*. The House Desk also assists members with the preparation of motions and advises them on parliamentary procedures and questions. The personnel and resources of the House Desk are available only to house members and legislative staff, but material created by it is available at the Chief Clerk's Office.

#### **Chief Clerk's Office (612) 296-2314**

**Donald O. Crosby, supervisor.** The Chief Clerk's Office distributes to the public, state agencies and members of the house daily journals (record of legislative actions), floor calendars (agendas of bills to be considered by the full house), copies of bills and other legislative information. The office also answers questions about the activities, operations, and schedules of the house. There is no charge for printed materials and they may be picked up at the office or will be mailed at no charge upon request. The office is located in Room 211, State Capitol.

#### **House Index (612) 296-6646**

**Stephen E. Fischer, supervisor.** House Index provides information concerning the status of bills before the legislature. Records are maintained on bills by their house or senate file number, subject matter, author, committee, and statutory section effected. This information is available by telephone or on computer terminals which may be operated by the public at the Index Office. This service is available free of charge during normal office hours on a daily basis and the office remains open while the house is in floor session. The office is located in Room 211, State Capitol.

#### **House Research (612) 296-6753**

**Carole Pagones, director.** The Minnesota House of Representatives established the Research Department in 1967 as a nonpartisan legislative research office serving the entire membership of the house and its committees. The department assists all members and committees in collecting and analyzing information and in developing, amending, and evaluating legislation. The staff of legislative analysts provides a variety of legal, quantitative, and policy research services. These services include: assisting committees, committee chairs, and individual members with legislative work; providing a legal assistance by drafting bills and amendments, preparing legal opinions, and analyzing and summarizing enacted legislation; collecting and disseminating background information through a variety of written products; and developing and maintaining computer capabilities in order to assist legislators and committees in quantitative and statistical research. The department is located in Room 600 of the State Office Building.

#### **Minnesota House of Representatives Public Information Office (612) 296-2146**

**Jean Steiner, information officer.** The Public Information Office is a non-partisan service of the Minnesota House of Representatives. The office publishes newsletters (*Session Weekly*), magazines (*Session Summary*), brochures (*How A Bill Becomes A Law*), booklets, charts, and directories on the legislative process and the people in it. People may request house publications in person, by phone or mail, and a mailing list is available.

The information office also publishes daily and weekly committee meeting schedules, bill introductions, and answers questions about the legislature, committees, legislative and congressional districts, bills, members, staff, and the legislative process.

Two call-in phone lines provide 24-hour session information: for committee schedules and agendas, (612) 296-9283; for updates on action on bills in full committee and on the house floor, (612) 297-1264. The **TDD Line** (telecommunications device for the deaf), allows hearing-impaired people to communicate with the legislature, (612) 296-9896. Special projects include the House of Representatives State Fair Booth and Media Day. The office is in Room 175 State Office Building.

<b>House Service Offices</b>		
Administrative Services	198 State Office Bldg.	296-6648
Chief Clerk	211 Capitol	296-2314
Duplicating	35 State Office Bldg.	296-8611
High School Page Program	120D Capitol	296-7139
House Calls (committee schedules and agendas)		296-9283
House Bill Status Line		297-1264
Index Department	211 Capitol	296-6646
Intern Program	120D Capitol	296-7452
Meeting Room Scheduler	467A State Office Bldg.	296-5974
Pages	45 State Office Bldg.	296-4860
Photography	77 State Office Bldg.	296-9284
Post Office	50 State Office Bldg.	296-9462
Public Information Office	175 State Office Bldg.	296-2146
Receptionist (DFL)	3rd Floor, State Office Bldg.	296-9719
	4th Floor, State Office Bldg.	296-4215
	4th Floor, State Office Bldg.	296-4020
	5th Floor, State Office Bldg.	296-9676
	5th Floor, State Office Bldg.	296-9712
	2nd Floor, State Office Bldg.	296-4307
Receptionist (IR)	2nd Floor, State Office Bldg.	296-4269
	3rd Floor, State Office Bldg.	296-3249
	600 State Office Bldg.	296-6753
Research	45 State Office Bldg.	296-4860
Sergeant-at-Arms	35 State Office Bldg.	296-2305
Supply		296-9896
TDD Line for hearing impaired		

## Minnesota Senate

Members of the senate serve four-year terms. For a directory of members of the Minnesota Legislature, including committee assignments, contact the House or Senate Information Offices listed in this section.

### Secretary of the Senate's Office (612) 296-2343

**Patrick E. Flahaven, secretary of the senate.** The Secretary of the Senate's Office makes available to the public daily journals, agendas, calendars, copies of typewritten and printed bills, and will answer questions about the general operation of the senate and its activities. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at any office to pick up materials, or they may call or write in and the materials will be sent to them free of charge. The office is in Room 231 of the State Capitol.

### Senate Information Office (612) 296-2887 and 296-0504

**Scott Magnuson, director.** The Senate Information Office provides information on senate activities, in particular, identification of bills in the Senate by subject and author, bill status, companion bills, chapter numbers, and journal page numbers for senate floor action. Guidance and referral to appropriate sources will be given for persons doing legislative research. Information requests may be made by phone or in person. Services are free of charge. The information office is located in the east end of Room 231 of the State Capitol.

### Senate Publication Office (612) 296-0259

**Karen L. Clark, information officer.** The Senate Publications Office publishes *BRIEFLY*, a weekly summary of committee and senate action, a senate newsletter, brochures, and

provides a senate hotline for committee information open 24 hours daily all year round. The hotline number is (612) 296-8088. Publications listed are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person, by mail, or by phone at 296-0504. The office is located in Room G-23 in the State Capitol.

### Senate Counsel and Research (612) 296-4791

**John E. Post, director.** The Office of Senate Counsel and Research was formed in 1983 by the merger of two long-established offices. The Office of Senate Counsel had been formed in 1967 and the Office of Senate Research in 1973. The merged office provides senators with legal and research services to assist in the development, introduction, and evaluation of legislation. The staff, consisting of 12 attorneys and 12 researchers, plus support staff, provides service to the entire Senate on a nonpartisan basis. Each counsel and researcher is assigned to one or more committees, providing legal and research service to the committees and subcommittees of the Senate, to Senate-created ad hoc groups such as task forces and study commissions, and to individual senators. The counsel drafts legislation and advises the author and the committee on the bill's effect on existing law and any technical or substantive difficulties associated with the bill as introduced. When necessary, the counsel suggests alternative solutions and drafts necessary amendments. The researcher and counsel assigned to the committee work as a team to provide the best possible professional service to the Senate.

During the interim between legislative sessions, researchers and counsel work closely with senators to anticipate emerging issues and to define and follow through on study areas. The researcher and counsel focus on issues broader than those relating to specific bills: defining problems, gathering legal and research information and suggesting alternative avenues of investigation or possible solutions. On occasion, the counsel participates in litigation concerning Senate subpoenas, the constitutionality of laws recently enacted, and other matters. The office is in Room 17, State Capitol.

#### Senate Service Offices:

Secretary of the Senate	231 Capitol	296-2343
Computer Services	G-3 Capitol	296-0161
Duplicating	B-15 Capitol	296-4383
Fiscal Services	231 Capitol	296-4904/0270
Index	110 Capitol	296-5604/5250
Information	231 Capitol	296-0504/2887
Intern Coordinator	231 Capitol	296-4340
Mail Room	B-40 Capitol	296-8153
Majority Caucus Research	G-12 Capitol	296-4949
Management Information Systems	G-1 Capitol	296-8136
Minority Caucus Research	155 State Office Bldg.	296-4924
Minority Office	155 State Office Bldg.	296-4907
Media Services	95 State Office Bldg.	296-0264
Photographer	95 State Office Bldg.	296-5097
Pages	Senate Chamber/B-29 Capitol	296-4159
Personnel Office	233 Capitol	296-6160
Publications	G-23 Capitol	296-0259
Hotline, Committee Schedules		296-8088
Room Scheduling	G-1 Capitol	296-2477
Senate Counsel and Research	G-17 Capitol	296-4791
Sergeant-at-Arms	Senate Chamber/G-1 Capitol	296-7159/1119
Supply Room	B-43 Capitol	296-5720
Word Processing	G-3 Capitol	296-8076

## Office of the Legislative Auditor (612) 296-4708

**James R. Nobles, legislative auditor.** The Office of the Legislative Auditor has authority to conduct financial audits and program evaluations wherever state funds are expended. Each year the office's Financial Audit Division issues a report and opinion on the state's annual financial statements prepared by the Department of Finance. The report is a factor in determining the state's bond rating and it supplies a comprehensive financial review to the legislature and the public. The division does additional audits on a selected basis. The office's Program Evaluation Division does six to eight evaluations of state funded programs each year at the direction of the Legislative Audit Commission. Each evaluation is an in-depth examination of the degree to which a program is operating efficiently and meeting its objectives. Evaluation reports point out problem areas and make recommendations for improvement. The legislative auditor is appointed by the Legislative Audit Commission. Each division is headed by a deputy. The office is located on the first floor of the Veteran's Service Building, 20 West 12th Street, St. Paul, MN 55155.

## Office of the Revisor of Statutes (612) 296-2868

**Steven C. Cross, revisor of statutes.** Established in 1939 to reorganize the state's laws, the Office of the Revisor of Statutes is the official publisher of Minnesota law. Since 1947 the office has provided legislative drafting and review services. Since 1981 it has provided drafting and review services for administrative rules. The revisor's staff includes up to 50 people: lawyers, editors, computer specialists, and support personnel.

The revisor's attorneys draft and review legislative documents for members of the legislature, department heads, and the governor; these documents include bills, amendments, resolutions, committee reports, and others. Drafting and review services are also available to any state agency that requests help in drafting rules. A member of the revisor's staff will work with agency staff members to develop or refine the necessary rule language. In connection with these services, the revisor's attorneys provide requesters with information on statutory construction. The office also provides computer word searches and publishes bill and rule drafting manuals.

In addition to legislative drafting, the revisor's office serves the legislature by preparing engrossments (updated version of bills incorporating the latest amendments) and enrollments (official text of bills enacted by both houses), preparing bills to correct errors in the law, reporting on problems in the law as noted in court opinions, keeping documents, and providing computer development services to the house and senate offices.

The office's three major publications are *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*.

*Laws of Minnesota* is published yearly after the legislative session. It contains the exact text of all bills passed at the session, with an index and tables showing which laws were changed or added at the session.

*Minnesota Statutes* is published in even-numbered years and is updated by *Minnesota Statutes Supplement*, in pocket-part form, in odd-numbered years. *Minnesota Statutes* and the *Supplement* contain the state's general and permanent law. Their law incorporates the new law, amendments, and repeals passed during the previous session. They also include section histories, tables, an index, and other editorial aids. The full set of *Minnesota Statutes* includes a volume of court rules.

*Minnesota Rules* is published in odd-numbered years and updated twice in each even-numbered year by the *Minnesota Rules Supplement*, in pocket parts. These publications contain the complete, current text of agency rules with indexes, tables, and editorial aids.

Laws, statutes, and rules are distributed free to many state agencies and are available at many county libraries. All revisor's office publications are available for purchase from the Minnesota Documents Division, Department of Administration, 117 University Avenue, Saint Paul, MN 55155, phone (612) 297-3000, or, in Minnesota, 1-800-652-9747.

The revisor's office is on the seventh floor of the State Office Building. Its mailing address is 700 State Office Building, 435 Park Street, Saint Paul, MN 55155-1297.

## Legislative Reference Library (612) 296-3398

**Marilyn Cathcart, director.** The library, established in 1969, is a nonpartisan information service, whose primary clientele are legislators and their staff. Service is available to others as time permits. The library welcomes the public to make use of our materials. Library hours are 8 a.m. to 5 p.m., Monday through Friday. During legislative sessions, hours are 8 a.m. to 6 p.m., Monday through Friday.

The library's collection includes books, pamphlets and government publications on topics which are or may become of interest to the legislature. The library also receives about 400 periodicals and 40 newspapers. The library maintains newspaper clippings files by topics, legislative district and personality. Copies of house and senate journals, *Legislative Manuals* since 1887, and bill introductions in either house are also available. The library participates in OCLC, MINITEX, PALS, and honors standard interlibrary loan requests.

State agencies, boards, commissions, and consultants who contract with state agencies are mandated to deposit copies of their publications in the library. Therefore, LRL is an excellent source for Minnesota state documents.

House and Senate rules require the Legislative Reference Library to maintain and make available for public use, copies of the tape recorders of Senate and House floor and committee debate and the accompanying minutes and logs. Reservations should be made for tape use, as facilities are limited.

The State Information Systems Project, (SISP), under the authority of the library, is responsible for locating, describing and listing data files and systems existing in Minnesota state government. An online index provides access to information regarding state information systems.

The Legislative Reference Library is located in 645 State Office Building. Materials do not circulate to the public, although formal interlibrary loan requests from other libraries are honored. Pay copier facilities are available.

### Frequently Called Numbers:

Reference Desk	296-8338	State Documents	296-9267
Legislative History Tapes	296-3398	State Information Systems Project	296-0618

## Legislative Commissions

The legislature creates various advisory councils, legislative commissions, legal authorities, and other bodies to address specific concerns and issues. Listed below are the groups active at the time of the publication of this guidebook (September 1987). For more information contact the offices of the speaker of the house or the majority leader of the senate.

### Advisory Committee on Low-Level Radio Active Waste

**Minnesota Statutes, 116C.839.** The committee was created to consult with and advise the Environmental Quality Board (EQB) director, the governor, and the legislature on low-level radioactive waste issues. It consists of three representatives chosen by the speaker of the house; three senators chosen by the senate committee on committees; and includes the director of the EQB, the commissioners of health, transportation, natural resources and the chair of the EQB. The committee elects a chair from among its members. The committee has the authority to appoint a technical task force on low-level radioactive waste, including, but not limited to any members of the public with special expertise in low-level radioactive waste, state agency personnel, and generators representing the medical, industrial, and commercial organizations in the state which ship wastes to regional facilities.

### Advisory Committee to Minnesota-Wisconsin Boundary Area

**Minnesota Statutes, 1.34.** Established to assist the Minnesota-Wisconsin Boundary Area Commission in performing its duties, this committee is comprised of five members of the house of representatives appointed by the speaker, and five members of the senate ap-



pointed by the committee on committees. The members of the advisory committee are selected by January 31 of each odd numbered year. Vacancies, when the legislature is not in regular session, are filled by appointment of the last duly elected speaker, in the case of members of the house, and the last duly elected members of the committee on committees, in the case of members from the senate. The members of the advisory committee select a chair and other officers as deemed necessary. See page 70.

### **Advisory Council on Child Abuse Prevention**

**Laws of Minnesota 1986, Chapter 423.** This advisory council is composed of 15 members who advise the commissioner of public safety on matters of relating to the Children's Trust Fund for the Prevention of Child Abuse Act, *Minnesota Statutes*, Chapter 116K. The commissioners of human services, health, education, and corrections each appoint one member. The subcommittee on committees of the senate and the speaker of the house of representatives appoint two members from their respective bodies, one from each caucus. The governor appoints an additional seven members who demonstrate knowledge in the area of child abuse and represent the demographic and geographic composition of the state, and where possible, represent the following groups: local government, parents, racial and ethnic minority communities, the religious community, professional providers of child abuse prevention and treatment services, and volunteers in child abuse prevention and treatment services. See page 74.

### **Agricultural Data Collection Task Force**

**Minnesota Laws of 1987, Chapter 396, Art. 5, Sec. 1 and 3.** The task force's duties are to continue the uniform procedure for collecting data on the financial status of agriculture in Minnesota, initiated by *Minnesota Laws of 1985*, Chapter 19, Sec. 2. Subd. 2. The reported results are to be delivered to the legislature no later than December 31 of each fiscal year the data collection task force is funded. All information gathered by or for the task force or processed by staff and provided to the task force is "not public data" as defined in *Minnesota Statutes*, Section 13.02, Subd. 8a, until it is released by a majority vote of the members of the task force.

### **Capitol Area Architectural & Planning Board**

**Minnesota Statutes 15.50.** See page 71.

### **Citizens Council on Voyageurs National Park**

**Minnesota Statutes 84B.11.** See page 455.

### **Compensation Council**

**Minnesota Statutes 15A.082.** The council is created each even-numbered year to assist the legislature in establishing the compensation of constitutional officers, members of the legislature, justices of the supreme court, and judges of the court of appeals, district court, county court and county municipal court. Salary recommendations are submitted to the house speaker and senate majority leader by January 1 in each odd-numbered year. The recommended salaries are for a fixed amount per year, effective the first Monday in January of the next odd-numbered year with no more than one adjustment, to take effect on January 1 of the year after that. Recommendations become effective if money is appropriated by the legislature, and may be modified or rejected by a bill enacted into law. It's 16 members consist of two members of the house appointed by the speaker; two members of senate appointed by the senate majority leader; one member of the house appointed by the minority leader; one member of the senate appointed by the minority leader; two non-judges appointed by the chief justice of the supreme court; and one member from each congressional district appointed by the governor, of whom no more than four may belong to the same political party.

## Council on Asian-Pacific Minnesotans

**Minnesota Statutes 3.9226.** See page 61.

## Education Commission of the States

**Minnesota Statutes, 121.81-.84.** The commission was established to initiate and maintain close cooperation and understanding among executive, legislative, and professional educational and lay education leadership on a nationwide basis at the state and local levels. It provides a forum for discussion, development, crystalization and recommendation of public policy alternatives in the field of education. The commission serves as a clearing-house for information relating to educational problems and how they are being met in different places throughout the United States and for sharing experience and interchanging ideas for forming public policy. The group works to improve state and local educational systems. Membership from Minnesota is comprised of one member from the house and one from the senate, and five others consisting of the governor and four appointees.

## Governor's Residence Council (612) 296-2961

**Rebecca A. Nelson, coordinator, Minnesota Statutes 16B.27.** The governor's residence is used for official ceremonial functions of the state and to provide suitable living quarters for the governor. Maintained by the Department of Administration, the decoration and furnishings are guided by the Governor's Residence Council, which also develops an overall restoration plan for the residence and surrounding grounds, and approves alterations in the existing structure. The council consists of 15 members: the commissioner of administration, the governor's spouse, or a designee of the governor; the executive director of the Minnesota State Arts Board; the director of the Minnesota Historical Society; a member of the senate and of the house; seven persons appointed by the governor including one in the field of higher education, one member of the Minnesota Chapter of the American Society of Landscape Architects; and one member of the family (Horace Hills Irvine) that donated the governor's residence to the state, if available, and four public members. The council is authorized to seek contributions and solicit and accept gifts to maintain and improve the quality of furnishings for the public areas of the building. The council's address is 423 Summit Avenue, St. Paul, Minnesota 55102.

A non-profit fund-raising organization devoted to helping preserve, maintain and restore the Minnesota's Governor's Residence is **The 1006 Summit Avenue Society**. Lola Perpich is the Honorary Chairman of the Board.

## Great Lakes Commission (218) 727-8525

**Henry Hanka, chairman of the Minnesota commissioners.** The commission was established in 1955 by the states of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin, and the Canadian Province of Ontario, all of whom signed the Great Lakes Basin Compact. That compact was enacted into law in Minnesota through *Minnesota Statutes*, section 1.21-.22 in 1980.

The commission promotes the development of the Great Lakes basin, plans water resource development, makes possible maximum usage of navigational aids and other public works, and secures the balanced usage of the basin. Minnesota has five commissioners; two are house members appointed by the speaker; two are senators appointed by the Committee on Committees, and one appointed by the governor.

The commission's Ann Arbor headquarters has several publications available, including "The Great Lakes Economy," "Sports Fishing Regulations for the Great Lakes" (a summary for state and provincial waters of fees, open seasons, minimum lengths and daily limits, and angling records for selected species), "Water Level Changes: Factors Influenc-



ing the Great Lakes,” “Great Lakes Shore Erosion and Flooding Assistance Programs,” and “Survey and Preliminary Evaluation of the Existing Water Use Data Collection Systems in the Great Lakes States and Provinces.” For information and assistance, contact the commission at 2200 Bonisteel Boulevard, Ann Arbor, Michigan 48109, telephone (313) 665-9125.

### **Indian Affairs Council**

**Minnesota Statutes 3.922.** See page 192.

### **Inter-State Grain Compact Marketing Commission**

**Minnesota Statutes, 236A.01.** This commission was established in 1986 when the state of Minnesota ratified and approved the Interstate Compact on Agricultural Grain Marketing. The purpose of that compact is to protect, preserve and enhance: the economic and general welfare of citizens of the joining states engaged in the production and sale of agricultural grains; the economies and very existence of local communities in such states, the economies of which are dependent upon the production and sale of agricultural grains; and the continued production of agricultural grains in such states in quantities necessary to feed the increasing population of the United States and the world. Members are one senator, one representative and one other Minnesota citizen appointed by the governor. Five states were members of this compact as of September 1987: Minnesota, Iowa, Nebraska, Wyoming, and New Mexico.

### **Iron Range Resources and Rehabilitation Board**

**Minnesota Statutes, 298.22.** See page 198.

### **Joint Legislative Committee on Agricultural Land Preservation and Soil and Water Conservation.**

**Laws of Minnesota 1985, Chapter 256.** This committee, first initiated in 1979 *Laws of Minnesota*, chapter 315, was enlarged in scope in 1981 *Laws*, chapter 1978, and revised in 1982 *Laws*, chapter 512; and 1984 *Laws*, chapter 569. Composed of eight members of the house and eight members of the senate selected from certain committees of their respective bodies, the committee selects their own chairman from among its members.

### **Joint Legislative Committee to Investigate the Activities of the DNR and the Bureau of Criminal Apprehension**

**Laws of Minnesota 1987.** This is a six-member joint legislative committee consisting of three house members, including one member of the minority caucus, appointed by the speaker of the house and three senate members, including one member of the minority caucus, appointed pursuant to the rules of the senate. The committee is reviewing the manner in which these agencies' investigative activities are carried out and the budget for these activities. Its report is due December 31, 1988.

### **Legislative Advisory Commission (612) 296-4207**

**Minnesota Statutes, section 3.30.** The commission has the authority to review and grant requests by state departments and agencies for additional personnel or funding from contingent appropriations. The commission has four members: the chairs of the senate committees on taxes and tax laws and finance, and the chairs of the house committees on appropriations and taxes and tax laws. The governor presides and the commissioner of finance acts as secretary.

### **Legislative Audit Commission**

**Minnesota Statutes 3.97.** To enable the enactment of appropriate legislation in the public interest, continuous legislative review of the effect of grant-in-aid programs, is required. This auditing activity is overseen by this commission, whose executive secretary is the legislative auditor (see page 473). Members are the majority leader and the president of

the senate, or their designees; the chair of the senate committee on taxes or a designee from the committee; the chair of the senate committee on governmental operations or a designee from the committee; the chair of the senate committee on finance or a designee from the committee; and three members of the senate appointed by the senate minority leader; the speaker of the house and the chair of the house committee on rules or their designees; the chair of the house committee on taxes or a designee from the committee; the chair of the house committee on governmental operations or a designee from the committee; the chair of the house appropriations committee or a designee from the committee; and three members of the house appointed by the house minority leader. The committee selects its chair and any officers it deems necessary.

### **Commission on the Economic Status of Women (612) 296-8590**

**Aviva Breen, executive director.** The Council on the Economic Status of Women was established in 1976 (*Minnesota Statutes*, section 3.9222) to study and make recommendations on all matters related to the economic status of women in the state. In 1983 the council was made a commission to parallel other legislative commissions. Members are five state senators and five state representatives.

The commission holds public hearings, publishes reports and makes recommendations to the governor and the legislature. The toll free Women's Information Line, 800-652-9747 is available to callers outside the Twin Cities area for general information about women's legal and economic rights, services available to women and statistical data.

Commission publications are available to the public free of charge. Currently available publications include: full length reports such as *Women in Minnesota*, *A Woman's Place*, *Minority Women in Minnesota* and *Pay Equity: The Minnesota Experience*; brochures such as "Legal Rights of Pregnant Employees;" and "The Legal Right to Child Support"; and a monthly newsletter which provides data about the economic status of women.

For more information, contact the commission in Room 85, State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Employee Relations (612) 296-2963**

**Jermaine Foslien, director.** The Legislative Commission on Employee Relations (LCER) has two basic functions under the 1986 *Minnesota Statutes*, sections 3.855 and 179A.22. The commission monitors state employee collective bargaining and reviews and approves or rejects state labor agreements prior to their submission to the legislature. Compensation, terms and conditions of employment for unrepresented employees as set forth in the Management and Commissioner's Plans are also reviewed by the LCER. The pay plans can be approved, rejected or modified by the commission. In addition, *Minnesota Statutes*, Chapters 43A.18 and 15A.081 require the LCER to review the governor's recommendations for agency head salaries within legislative ranges in the same manner as the Commissioner's Plan.

The second function of the commission is to periodically review the function of public sector relations, and the state civil service system and make recommendations for statutory change to the full legislature.

The commission is composed of the senate majority leader, the senate minority leader, the chairs of the senate committees on governmental operations, finance and taxes, and a member designated by the senate minority leader, the speaker of the house, the house minority leader, the chairs of the house committees on governmental operations, appropriations, and taxes, and a member designated by the house minority leader. In addition to the commission director and secretary, the LCER is served by staff on a voluntary basis from house research, senate counsel and senate research and by caucus research staff from both houses.

Meetings are held on an irregular basis and are open to the public. Persons wishing to receive meeting notices should contact Barb Patterson, secretary, 612-296-9002 in Room 85, State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Minnesota Resources (612) 296-2406**

**Robert E. Hansen, executive director.** This commission provides the legislature with the background necessary to evaluate programs proposed to preserve, develop and maintain the natural resources of the state. Working cooperatively with the appropriate standing committees, the commission will continue to identify and research emerging resource issues facing the state. The commission has requested the advice of a wide range of organizations and individuals, including the appropriate standing committees, as to which resource issues present the most pressing problems to the state and deserve special consideration by the commission. The commission recommends to the legislature appropriations for certain programs and closely monitors those programs enacted in order to carry out its statutory charge. The commission is composed of 14 members, seven senators appointed by the Committee on Committees and seven representatives appointed by the speaker of the house. The commission is bipartisan, bicameral and the appointees serve until a successor is appointed. The commission is located in Room 65 of the State Office Building.

### **Legislative Commission on Pensions and Retirement (612) 296-2750**

**Lawrence A. Martin, executive director.** The commission studies the pension plans and retirement coverage, including social security, covering non-federal governmental employees in Minnesota and coordinates the development of policy relating to those topics. Reports and recommendations regarding Minnesota public pension plans and retirement coverage are made to the legislature. Proposed pension legislation is analyzed particularly for actuarial soundness and adherence to sound pension policy. Annual actuarial valuation studies for the various pension plans are prepared by an independent consulting actuary retained by the commission and are reviewed by this commission. Selection of the 10 member commission is made by the senate Commission on Rules and Administration which chooses five senate members, and by the speaker of the house who selects five house members. Members serve two-year terms. The commission provides limited informational services to the public and to other units of government. The commission meets weekly during the legislative sessions and monthly during legislative interims. The commission office is located in Room 55 of the State Office Building.

### **Legislative Commission on Public Education (612) 296-4244 or 296-4241**

The commission was established by the 1983 Legislature to study Minnesota elementary and secondary education. Its findings and recommendations are reported in January of each year to the House and Senate Education Committees. Commission membership consists of six members of the House and six members of the Senate, including the chairpersons of the House and Senate Education Committees, the House Education Finance Division, and the State Education Aids Subcommittee. Meetings are held on an irregular basis and are open to the public. Persons wishing to receive meeting notices should contact the commission at Room 367, State Office Building or Room G-9, State Capitol; St. Paul, Minnesota 55155.

### **Legislative Commission on Waste Management (612) 297-3604**

**Susan P. Robertson, director.** The Legislative Commission on Waste Management was established in the Waste Management Act (Laws, 1980, chapter 564). The Waste Management Act sets forth a comprehensive system for managing solid and hazardous waste both in the metro area and in greater Minnesota. The commission is charged with overseeing the implementation of the Act by the Waste Management Board, the Pollution Control Agency and the Metropolitan Council. The commission reviews work plans of these bodies and may direct such changes or additions as it deems fit. The Act directs the commission to prepare various studies and reports, such as a study of mechanisms for compensation victims of hazardous substance releases and alternative methods of ensuring that an adequate supply of solid waste will be available to resource recovery facilities. The law

also requires various state agencies, such as the Waste Management Board, Pollution Control Agency, Metropolitan Council and the Department of Commerce to submit reports directly to LCWM. Copies of these reports are available on request. The commission also reviews the use of various state funds related to waste management and makes recommendations on expenditures from them. Finally, the commission makes recommendations to the Legislature on legislation which may be necessary to more effectively manage solid and hazardous waste.

Membership consists of five senators and five representatives. Meetings are at the call of the chair. Any person who has questions, comments or recommendations on solid and hazardous waste management issues may contact the commission staff for assistance. The commission is located in Room 85, State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Long Term Health Care (612) 296-4151 or 5508**

**Minnesota Statutes 256B.504.** The commission was created to monitor the inspection and regulation activities, including rule development, of the department of health and human services with the goals of improving quality of care and controlling health care costs. It is directed to study and report on alternative long-term care services, including respite care services, day care services and hospice services. The commission will also study and report on the alternatives to medical assistance funding for providing long-term health care services to Minnesotans and will monitor the delivery of health care costs.

The commission is also directed to study the adequacy of the present system of quality assurance and to recommend changes if the current system is not adequate to ensure a cost-effective, quality care system. The commission will review the department of health's quality assurance program in order to ensure that each individual resident's ability to function is optimized, based upon valid and reliable indicators that focus on individual client outcomes and are not measured solely by the number or amount of services provided.

The commission will consider the use of such alternatives as private insurance, private annuities, health maintenance organizations, preferred provider organizations, medicare, and such other alternatives as the commissions may deem worthy of study. The commission is composed of seven members of the house appointed by the speaker, and seven members of the senate appointed by the subcommittee on committees.

### **Legislative Commission to Review Administrative Rules (LCRAR) (612) 296-1143**

**Maryanne Hruby, executive director.** The 1974 Legislature established this permanent, bipartisan, ten-member legislative commission for the general purpose of promoting proper agency rules and public understanding of these rules. The commission accomplishes these goals by investigating complaints about administrative rules as they are brought to the commission by legislators or members of the public. The statutory authority for the LCRAR is found in *Minnesota Statutes*, sections 14.39 to 14.43.

In investigating rule complaints, the commission commonly holds public hearings and may recommend that an agency take a particular course of action, such as holding a public hearing to address commission recommendations about a rule. The commission often refers issues to legislative policy committees for further attention.

At times a commission investigation warrants the initiation of the rule suspension process. After a majority vote to initiate the process, the commission must allow 60 days for policy committees to consider suspension of the rule. After 60 days the commission may suspend a rule by an affirmative vote of 6 members. The effect of suspension is to temporarily repeal a rule until the next legislature meets to consider a bill to ratify the suspension. If passed, the governor must approve and sign the bill into law.

Another rarely invoked duty of the commission is to offer an agency advice and comment on the need and reasonableness of a rule. An agency must seek this advice if it chooses not to follow the recommendations of the chief administrative law judge to correct the defects in a proposed rule in a manner suggested by the administrative law judge. The

commission's role here is merely advisory; the agency is not bound by LCRAR advice and comment. The statutory authority for this commission action is *Minnesota Statutes*, section 14.15, subdivision 4.

In 1986 the commission directed staff to monitor agency compliance with *Minnesota Statutes*, Section 14.12. This section requires an agency to publish a proposed rule within 180 days of the effective date of the statute that gives the agency authority to adopt a permanent rule. Agencies that fail to meet this publication requirement must notify the commission of the reasons for this failure.

At the beginning of each biennium the speaker of the house and the senate Committee on Committees each appoint five members to the commission. The members elect their own chair. Meetings are held at the call of the chair or as requested by two commission members or five legislators. Biennial and regular staff reports on rule issues are available from the staff office at 55 State Office Building, St. Paul, Minnesota 55155. Complaints about state administrative agency rules may be made to a commission member, other legislator, or the executive director.

### **Legislative Coordinating Commission (612) 297-3697**

**Janet Lund, director.** The commission coordinates certain joint activities of the senate and the house of representatives, has jurisdiction over all joint legislative employees, and adopts plans pertaining to sick leave and annual leave which apply to all permanent employees of the legislature and of legislative commissions. It determines the medical, dental and hospital benefits for all employees and legislators.

The membership consists of the majority leader of the senate, the president of the senate, two senators appointed by the majority leader, the minority leader of the senate, and one senator appointed by the minority leader; and the majority leader of the house, the speaker of the house, two representatives appointed by the speaker, the minority leader of the house and one representative appointed by the minority leader. The president of the senate and the speaker of the house alternate annually as chair of the commission.

The commission is located in Room 85, State Office Bldg., St. Paul, MN 55155. Other staff are Sandra Gulbranson, accountant and Delores Stendahl, assistant accountant, 198 State Office Bldg., (612-296-8890).

### **Midwestern Education Board**

**Minnesota Statutes 121.843-.845.** This board was established by Article III of the Midwestern Education Compact which the state entered into and enacted as law. The compact was established to provide greater educational opportunities and services using both public and private institutions through the establishment and efficient operation and maintenance of coordinated educational programs and services for the citizens residing in the several states which are parties to this compact, with the aim of furthering access to and choice of education. Members are a representative appointed by the speaker of the house, a senator appointed by the subcommittee on committees of the rules and administration committee, and two citizen members appointed by the governor.

### **Minnesota Academic Excellence Foundation Board of Directors**

**Minnesota Statutes 121.612.** See pages 7 and 103.

### **Minnesota Amateur Sports Commission**

**Minnesota Statutes 240A.02.** See page 367.

### **Minnesota Education Council**

**Minnesota Statutes 121.83.** The council considers matters relating to recommendations of the Education Commission of the States and the activities of its members. The council serves as a forum for major education policies and serves to exchange information about important education activities of interest to all parties. The council is made up of members of the Education Commission of the States from Minnesota, and two other persons from

each congressional district, one of whom is a legislator. Four representatives are appointed by the speaker of the house and four senators are appointed by the committee on committees. The commissioner of education appoints one member from each congressional district who broadly represent professional and lay interests within Minnesota. The commissioner of education designates a chair from among education council members. The council meets at the call of the commissioner, and not less than twice a year.

### **Minnesota Job Skills Partnership Board**

**Minnesota Statutes 116L.03.** The program was created to act as a catalyst to bring together employees with specific training needs with educational or other nonprofit institutions which can design programs to fill those needs. The partnership works closely with employers to train and place workers in identifiable positions as well as assisting educational or other nonprofit institutions in developing training programs that coincide with current and future employer requirements. The partnership provides grants to educational or other nonprofit institutions for the purpose of training displaced workers. A participating business must match the grant-in-aid made by the Minnesota Job Skills Partnership. The match may be in the form of funding, equipment, or faculty. Members include four appointed by the speaker of the house; one appointed by the minority leader of the house; four appointed by the majority leader of the senate; one appointed by the senate's minority leader; eight appointments by the governor; and the commissioners of the departments of education, jobs and training, and trade and economic development.

### **Mississippi River Parkway Commission of Minnesota (612) 224-9903**

**Minnesota Statutes, 161.1419, subd. 2.** The Mississippi River Parkway Commission of Minnesota aids in the development of a scenic parkway and highway along the Mississippi River in Minnesota, and in the promotion of economic development opportunities along the Great River Road. The commission serves in an advisory capacity to review and approve Great River Road segment plans and development projects. The commission works with state and local agencies of the Inter-National Mississippi River Parkway Commission. The commission is composed of ten members, of which three shall be members of the senate to be appointed by the subcommittee on committees of the senate committee on rules and administration, three shall be members of the house of representatives to be appointed by the speaker, one shall be appointed by the commissioner of transportation, one shall be appointed by the commissioner of natural resources, and one shall be appointed by the commissioner of trade and economic development. The tenth member is the secretary, appointed by the commission. Biennial reports are made to the legislature. Contact John F Edman for more information.

### **Multistate Tax Compact Advisory Committee**

**Minnesota Statutes 290.173.** The committee considers the matters relating to recommendations of the Multistate Tax Commissions (*Minnesota Statutes* 290.171) and the activities of its members. The commission exists to facilitate proper determination of state and local tax liability of multistate taxpayers, including the equitable apportionment of tax bases and settlement of apportionment disputes. It promotes uniformity or compatibility in significant components of tax systems, facilitates taxpayer convenience and compliance in the filing of tax returns and in other phases of tax administration, and works to avoid duplicative taxation. The advisory committee consists of the commissioner of revenue or an alternate designee, the attorney general or a designee, two members of the senate appointed by the committee on committees and two members of the house appointed by the speaker.

### **Senate Special Committee on Ethical Conduct**

**Senate Rule 75.** This special committee, consisting of four members, two from the majority and two from the minority, serves in an advisory capacity to a member or employee upon written request and shall issue recommendations to the member or employee.



A lobbyist may not appear before a senate committee pursuant to his or her employment unless he or she is in compliance with the law requiring lobbyist registration, *Minnesota Statutes*, sections 10A.03 to 10A.06. A lobbyist when appearing before a committee shall disclose to the committee those in whose interest he or she speaks and the purpose of his or her appearance. A lobbyist may not knowingly furnish false or misleading information or make a false or misleading statement that is relevant and material to a matter before the senate or any of its committees when he or she knows or should know it will influence the judgement or action of the senate or any of its committees thereon. A lobbyist may not exert undue influence or expend improper sums of money in connection with any legislation.

The committee shall investigate a complaint by a member of the senate in writing under oath received during a legislative session regarding improper conduct by a member or employee of the senate or a lobbyist. The committee has the powers of a standing committee to issue subpoenas pursuant to *Minnesota Statutes*, Section 3.153. In order to determine whether there is probable cause to believe that improper conduct has occurred, the committee may, by a vote of three of its members, conduct a preliminary inquiry in executive session to which the requirements of Senate Rule 58 do not apply. Upon a finding of probable cause, further proceedings on the complaint are open to the public. If, after investigation, the committee finds the complaint substantiated by the evidence, it shall recommend to the senate appropriate disciplinary action.

### **State Council on Black Minnesotans**

*Minnesota Statutes* 3.9225. See page 69.

### **State Information Systems Advisory Task Force (612) 296-3862**

*Minnesota Statutes* 16B.41. The commissioner of administration appoints a state information systems advisory task force to help the department develop and coordinate a state information services master plan and make recommendations to the commissioner concerning the program, direction, and needs of the state's computerization effort. See also page 11.

### **Tax Study Commission**

*Laws of 1987, Chapter 268, Article 7, Sec. 1 and 3.86.* The commission was created to examine the burden of income maintenance and social services on the property tax levies of the counties, and of each county individually, and determine the impact of total or increased state funding of income maintenance and social services on those levies. It also examines and will recommend to the legislature methods of income adjusted property tax relief for homeowners and renters, alternative property tax classification systems that reduce the number of property classifications, and determine the effects of the consolidation by type and use of property. The commission examines the tax structures and revenue needs and revenue resources of state and local governments, and studies and makes recommendations about long-range tax policy. The commission analyzes proposed tax legislation, with particular reference to revenue and distribution impact, local government financing, and adherence to sound tax policies, and reports its findings to the legislators. It examines the property tax burdens on agricultural, commercial, industrial, and employment property by county and by type, use and market value. The commission files a report at least biennially with the legislature. Membership consists of seven members of the senate, including the chair of the committee on taxes and tax laws, and seven members of the house, including the chair of the committee on taxes.

### **Transportation Study Finance Commission**

*Laws of Minnesota 1987, chapter 358, Sec. 35 lines 27-03.* The commission was created to study present and future highway and transit needs, including state highways, county highways, city streets, town roads, and metropolitan and nonmetropolitan transit services. It will also study the adequacy of existing revenue sources to meet these needs, methods of raising additional revenue, alternatives to raising revenue as a method of dealing with

highway and transit needs, and alternative methods of distributing present and future revenues among various levels of government. The commission must report its findings to the legislature no later than February 15, 1988 and then shall cease to function. Members consist of five members of the house appointed by the speaker and five members of the senate appointed by the subcommittee on committees, with the chair selected from its membership.

### **Interstate Cooperation Commission (612) 296-3391**

The commission represents Minnesota as a member of the Council on State Governments, P.O. Box 11910, Iron Works Pike, Lexington, KY 40511, (606) 252-2291. The purpose is to encourage and assist the legislative, executive, administrative and judicial officials and employees of Minnesota to develop and maintain friendly contact by correspondence, conference and other means with officials and employees of the other states, of the federal government and of local units of government.

### **World Trade Center Board**

**Minnesota Statutes 44A.01.** See page 461.

### **Election Information**

(Please note that all of these dates are based on current statutes and are subject to change by the legislature. For more information call the Elections Division, Office of the Secretary of State 296-2805, or see page 344.)

**Party Caucuses:** Tuesday, 15 March, 1988, 8:00 p.m. Locations for each party caucus are posted around each voting district in public buildings. People can also call their county auditor or city clerk for specific locations. For 1990, the second Tuesday in March.

**Filing for Offices:** Opens Tuesday, 5 July, 1988 and closes Tuesday, 19 July, 1988 at 5 p.m. Filing for a political office is done at one's county office, unless the district in which a person is running for election crosses county lines, in which case filing for office is done at the Secretary of State's office. For 1990, the first to third Tuesdays in July.

**Primary Election:** Tuesday, 13 September, 1988. For 1990, the second Tuesday in September.

**General Election:** Tuesday, November 8, 1988. For 1990, the second Tuesday in November. To find your polling place call your city clerk or county auditor. Call these same offices to register to vote, to file an absentee ballot, or for more information about voting in Minnesota.

### **Minnesota's United States Senators**

**Senator Rudy Boschwitz (IR),** United States Senate, Washington, D.C. 20510, (202) 224-5641, or 210 Bremer Bldg., 419 N. Robert St., St. Paul, MN 55101, (612) 221-0904

**Senator Dave Durenburger (IR),** 154 Russell Senate Office Bldg., Washington, D.C. 20510, (202) 224-3244, or 1020 Plymouth Bldg., 12 S. 6th St, Mpls, MN 55402, (612) 349-5111

### **Minnesota's Representatives in the United States Congress**

#### **First District: Timothy J. Penny (DFL)**

Park Towers	Blue Earth County Govt. Center	436 Cannon Office Bldg.
22 N. Broadway	410 S. 5th St.	Washington, D.C. 20515
Rochester, MN 55904	Mankato, MN 56001	(202) 225-2472
(507) 281-6053	(507) 625-6921	
1-800-862-8632		

#### **Second District: Vin Weber (IR)**

Box 279	P.O. Box 1214	919 S 1st St.	106 Cannon Office Bldg.
New Ulm, MN 56073	Marshall, MN 56258	Willmar, MN 56201	Washington, D.C. 20515
(507) 354-6400	(507) 532-9611	(612) 235-6820	(202) 225-2331

**Third District: Bill Frenzel (IR)**

8120 Penn Ave. S. #445 1026 Longworth Office Bldg.  
 Bloomington, MN 55431 Washington, D.C. 20515  
 (612) 881-4600 (202) 225-2871

**Fourth District: Bruce F Vento (DFL)**

American National Bank Bldg. 2304 Rayburn Office Bldg.  
 5th & Minnesota St., Rm. 905 Washington, D.C. 20515  
 St. Paul, MN 55101 (202) 225-6631  
 (612) 224-4503

**Fifth District: Martin Olav Sabo (DFL)**

462 Federal Courts Bldg. 2201 Rayburn Office Bldg.  
 110 S. 4th St. Washington, D.C. 20515  
 Mpls., MN 55401 (202) 225-4755  
 (612) 349-5110

**Sixth District: Gerry Sikorski (DFL)**

8060 University Ave. N.E. 414 Cannon Office Bldg.  
 Fridley, MN 55432 Washington, D.C. 20515  
 (612) 780-5801 (202) 225-2271

**Seventh District: Arlan Stangeland (IR)**

4th Floor Federal Bldg. 1526 Longworth Office Bldg.  
 403 Center Ave. 720 St. Germain Washington, D.C. 20515  
 Moorhead, MN 56560 St. Cloud, MN 56301 (202) 225-2165  
 (218) 233-8631 (612) 251-0740

**Eighth District: James Oberstar (DFL)**

231 Federal Bldg. Chisholm City Hall Brainerd City Hall 2351 Rayburn Office  
 Duluth, MN 55802 316 Lake St. 501 Laurel St. Bldg.  
 (218) 727-7474 Chisholm, MN 55719 Brainerd, MN 56401 Washington, D.C. 20515  
 (218) 254-5761 (218) 828-4400 (202) 225-6211

**President of the United States**

Ronald W. Reagan, White House, 1600 Pennsylvania Avenue N.W., Washington, D.C. 20500,  
 (202) 456-1414.

**Presidential Inquiries and Comments Office:** 1-202-456-7639 (calls to this number  
 can be made 24 hours a day to leave a one-minute message which is billed to the caller's  
 monthly telephone service charge).

**Iowa's United States Senators: Charles E. Grassley**, 135 Senate Hart Office Bldg.,  
 Washington, D.C. 20510-1501, (202) 224-3744; and **Tom Harkin**, 317 Senate Hart  
 Office Bldg., Washington, D.C. 20510-1502, (202) 224-3254.

**North Dakota's United States Senators: Quentin N. Burdick**, 511 Senate Hart  
 Office Bldg., Washington, D.C. 20510-3402, (202) 224-2551; and **Kent Conrad**, 825-A  
 Senate Hart Office Bldg., Washington, D.C. 20510-3401, (202) 224-2043.

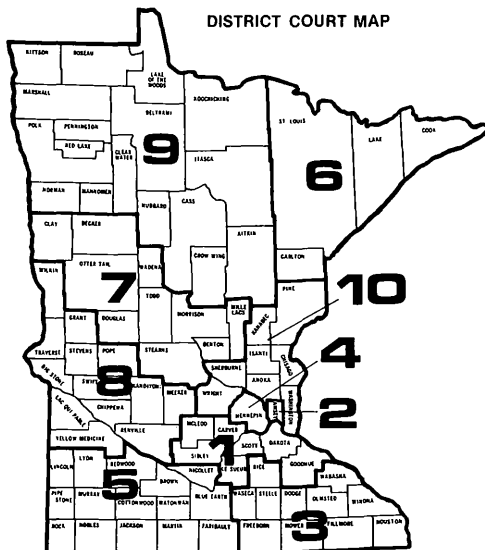
**South Dakota's United States Senators: Larry Pressler**, 407-A Senate Russell  
 Office Bldg., Washington, D.C. 20510-4102, (202) 224-5842; and **Thomas A. Daschel**,  
 724 Senate Hart Office Bldg., Washington, D.C. 20510-4101, (202) 224-2321.

**Wisconsin's United States Senators: William Proxmire**, 530 Senate Dirksen Office  
 Bldg., Washington, D.C. 20510-4902, (202) 224-5653; and **Bob Kasten**, 110 Senate  
 Hart Office Bldg., Washington, D.C. 20510-4901, (202) 224-5323.

## Minnesota Judicial System

Article Six of the Minnesota Constitution establishes the judicial branch which serves as the final upholder of the constitution of the state and the nation. The judicial branch is responsible for interpreting the laws and cases that are brought before it and must be certain that challenged laws do not violate the constitution.

In Minnesota there are several different levels of courts. What distinguishes one court from another are the types of cases that can be heard by a judge of that court. This is called the court's jurisdiction. Under a progressive new law, judges from one court level can be assigned cases from another level to reduce delay and court backlog.



### Conciliation Court

The court with the most limited jurisdiction in Minnesota is conciliation court, sometimes called "the people's court" and known in other states as "small claims" court. Conciliation court is where civil matters in amounts up to \$2,000 can be heard. Each county has a conciliation court division of the district court, except in Hennepin and Ramsey Counties where it is a separate court. In 1986 over 102,000 cases were filed in conciliation court.

Conciliation court is unique because no attorneys are needed, and in many counties, attorneys are not permitted to represent persons in conciliation court. The processes and hearings in conciliation court are usually informal, less structured and without the legal trapping of other courts, making it easier for people to present their own cases.

A conciliation court claim is not difficult to file, and there are some basic rules that ease the path. Before filing a conciliation court suit, people should first attempt to settle the problem. Negotiating can save everybody time, money, and personal energy. It can also bring a successful resolution to the problem.

If a matter can't be resolved, the next step is to file the claim. Claim forms are available at the courthouse or can be obtained by mail. Before filling out the claim, certain information should be gathered: 1) The exact name of the other party; 2) The other party's address; 3) A short statement about the problem; 4) The dates, times, and locations involved in the problem situation; and 5) The amount of damages caused.

The court administrator can be quite helpful in assisting people in filling out conciliation court claims.

The completed conciliation court claim is generally mailed to the person being sued, and court hearing is set, usually within a month or six weeks. The person who has been

sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original caused. This must be done by a form completed at least five days before the scheduled hearing.

The hearing is the most important part of the case. While judges in conciliation court do not demand strict adherence to the rules of court in evidence, each side must be prepared to prove its claims. There is, in fact, no substitute for preparation for a conciliation court hearing.

Preparation consists of determining the essential facts and gathering the evidence to prove them. The first step in preparation is to write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, anything that can be shown in court to prove these statements should be collected. Are there documents, such as, receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses, either a person who observed the incident or someone who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Judges and referees who hear conciliation court cases emphasize that all too often people fail to bring relevant evidence with them to court. This failure may cause them to lose.

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. But whichever side, speaking clearly and to the point is the real key. In court, a person should be calm, organized, and assertive, but never argumentative with the judge or the other party.

Decisions from conciliation court are usually sent in the mail a few days after the hearing. Someone who loses in conciliation court can appeal if he or she is dissatisfied with the decision, but only by acting promptly. The appeal period ends 20 days after the decision is reached. Preparing an appeal is more difficult than filing the initial conciliation court claim, and often an attorney is needed at this stage. If appealed, the case proceeds if there had been no decision in conciliation court. Once filed in district court the case is treated as a civil case and is heard by a judge or referee.

## **District Court**

Over the past four years the trial courts have undergone a major reorganization, combining the limited jurisdiction county, municipal and probate courts with the district court. The district court in Minnesota is now the trial court of general jurisdiction. The district court gets its name from the 10 judicial districts that divide the state. Each judicial district comprises one to 17 counties. The district court hears all civil, criminal, family, juvenile, traffic and ordinance violations matters.

Judges are elected by the voters of the respective districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party designation. Vacancies are filled by governor's appointment.

If someone is dissatisfied with the decision of the district court, appeals can be taken to the court of appeals.

## **District Administration**

There are three or more judges in each district. Every two years judges of every district elect a chief judge and an assistant chief judge, who have the administrative responsibility of coordinating the business of the court in that district. Chief judges and assistant chief judges attend meetings called by the chief justice of the supreme court, who has the responsibility of supervising and coordinating the work of the districts. Each district also has a district administrator who is responsible for managerial functions, such as developing budgets, handling personnel matters, overseeing the processing of cases, and planning and implementing judicial policies. The chief justice of the supreme court has the power to assign judges from one district to serve in another district.

## **Court of Appeals**

The court of appeals has jurisdiction over all appeals from trial courts except conciliation court and individuals convicted of first degree murder. The court of appeals also hears

appeals from the commissioner of economic security and various administrative agencies. The court is located in St. Paul, although the judges travel throughout the state to hear appeals in the district in which they arose. All appeals are heard by a panel of three judges. Membership on each panel rotates. Most decisions of the court of appeals must be in writing and must be given within 90 days after oral argument or the briefs are filed, whichever happens last.

A case gets to the court of appeals when there is an unhappy litigant (a party to a law suit) who is dissatisfied with the decision of a lower court. Cases never begin in the court of appeals, but they will often end there. There must be some legal basis for the appeal. The basis might be that a judge made an error in interpreting the law, that the law violates the constitution, or that proper procedures were not followed.

The handling of a case before a court of appeals is different than that of any other court in the state. There are, for example, no witnesses, no juries, no evidence and no trials. Instead of one judge there is a panel of three or more judges. If an oral hearing is granted (some cases are decided on the lawyer's written briefs only) the attorneys are limited in their arguments to persuade the court.

Court of appeals decisions may be appealed to the Minnesota Supreme Court.

Judges of the court of appeals are elected statewide to a six-year term. Eight of the 13 judges sitting on the court of appeals must be a resident of each of the eight congressional districts. The other five serve at-large. Vacancies are filled by governor's appointment.

## Supreme Court

Minnesota Supreme Court is the highest court in the state. The court hears appeals of cases from the court of appeals and other agencies and can make decisions that impact on future cases, as well. Appeals are the main business of the state's highest court, along with administering the court system and regulating the practice of law. The court has jurisdiction over appeals from the workers' compensation court of appeals, the tax court, defendants convicted of first-degree murder, and discretionary review of decisions of the court of appeals. The court also has jurisdiction over legislative election contests. In addition, the court may issue writs of mandamus, prohibition, and habeas corpus.

In hearing appeals the supreme court acts as the legal system safety valve, a double check to assure that justice is being administered in a fair and legally correct manner throughout the state. In addition, it is this court's obligation to ensure that the constitution is upheld in cases brought before it.

The decisions of the supreme court sometimes only affect those people involved in the law suit. But, as often happens, the court's orders may touch the lives of many citizens in the state. For example, the supreme court made a ruling on wild and scenic rivers, important to environmentalists, campers, canoers, and also to property owners. The court upheld a challenged state law that prevented certain owners of riverfront property from cutting trees or building too close to the water in order to preserve the river's natural beauty. This and other decisions of the supreme court serve as a model for all future cases in the state and must be followed under a rule of precedent.

There are no witnesses, no juries, no evidence and no trials in the handling of a case before the supreme court. Instead of one judge, there are seven justices.

All of the decisions of the supreme court are written. A justice is assigned to write the opinion of the court, explaining the legal basis, and other justices review it and make revisions. This process takes from one to six months. The opinion is then released and printed immediately in a legal newspaper. Later the decisions are bound in books for law libraries.

Minnesota Supreme Court opinions can be appealed only to the United States Supreme Court, and then only if a matter of the United States Constitution is involved. Each year less than a half dozen Minnesota cases reach that stage.

Minnesota's six associate justices and one chief justice also are charged with other duties. The supreme court supervises and coordinates the work of the state's courts. Under their auspices comes a host of judiciary functions, from overseeing the processing of cases

and making rules for the courts, to admitting applicants to the practice of law and disciplining wayward lawyers and judges. The supreme court is located in the State Capitol in St. Paul, Minnesota 55155, (612) 296-2581.

The supreme court has one court term each year beginning in September and continuing through May and often going into June. During the summer the court conducts hearings which do not require oral argument. The court has a commissioner's office which is responsible for the preparation of "special term" matters (extraordinary and emergency appeals, matters usually not heard in open court) and most cases processed without an oral hearing.

Under the law, a candidate seeking election to the supreme court must specify that the candidate is filing for a specific justice's office which would otherwise become vacant. The justices are elected to six-year terms on a non-partisan ballot. Vacancies during a term on the court are filled by governor's appointment.

The supreme court usually meets in the morning at 9:00 a.m. September through May and generally does not hear cases on Fridays. Public sitting in the supreme court chambers is available for about 36 people. Sitting is on a first-come basis and reservations are not taken. For specific information about what case is being heard on a specific day, call the office of the Clerk of the Appellate Courts.

### **Office of the State Court Administrator (612) 296-2474**

**Sue K. Dosal, state court administrator.** The state court administrator is appointed by the Supreme Court and assists the court in carrying out its responsibility for the administration of all courts in the state. Included within the scope of these administrative responsibilities are budget, facilities management, legislation, caseload management, personnel, continuing education, operations research, records management, information systems, planning and research.

Each judicial district has a district administrator and these individuals work in conjunction with the state court administrator for the improved management and planning of the courts. For information or assistance contact the Office of the State Court Administrator at Room 230, State Capitol, St. Paul, 55155.

### **Administrative Services (612) 296-6822**

**Judith L. Rehak, director.** This division provides technical support to the supreme court, court of appeals, trial courts, court offices and boards in the areas of budget, personnel, space management, and education. The office is located at 230 State Capitol, St. Paul, 55155.

### **Continuing Education for State Court Personnel (612) 649-5942**

**Michael G. Moriarity, director.** The office conducts orientation and instruction courses and in-service training for judges, court administrators and deputies, district administrators, probate registrars, court reporters, bailiffs, and state court administration staff. The office administers the Minnesota Supreme Court's mandatory judicial education requirement, the court support personnel education requirement and the family mediation training certification requirement. The office provides staff services to the Minnesota Permanent Families Task Force. The office is located at Suite 302, 1745 University Avenue, St. Paul, 55104.

### **Information Systems Office (612) 649-5969**

**Dale W. Good, director.** This division has two primary functions: the improvement of the accuracy, efficiency, accessibility, security and standardization of court recordkeeping, and the collection of timely and accurate information on the operations of the court system. The Information Systems Office operates the State Judicial Information System (SJIS) which provides a complete inventory of all cases processed in Minnesota's trial courts and the Trial Court Information System (TCIS) which provides a comprehensive, on-line re-

cordkeeping system for the trial and appellate courts of the state. Offices are located at Suite 301, 1745 University Avenue, St. Paul, 55104.

### **Research & Planning (612) 649-5931**

**Janet K. Marshall, planning director; Wayne Kobbervig, research director.** The planning division is responsible for undertaking general legal and operation research concerning significant judicial administration issues and developing recommendations for action. A *Judges' Criminal Benchbook* has been produced by staff and yearly updates are prepared. Staff is also responsible for monitoring court-related legislation and conducting various studies at the request of the legislature. The research division is involved in statistical research and analysis of the caseloads of the courts in the state. It is also responsible for performing the weighted caseload analysis, an empirical measure of the number of judges needed to handle the court caseload in the state and for updating this information on an annual basis. The office is located at Suite 302, 1745 University Avenue, St. Paul, 55104.

### **Judicial Advisory Service (612) 649-5932**

**Steve Forestell, director.** The office provides a centralized law clerk service to trial court judges. The staff conducts specific research for judges in these courts and prepares written memorandums for use in their opinions. The office is located at Suite 302, 1745 University Avenue, St. Paul, 55104.

### **Minnesota State Law Library**

**Ford Building Library (612) 296-2775**  
 117 University Avenue, St. Paul, MN 55155  
**State Capitol Library (612) 296-3904**  
 Room 315 State Capitol, St. Paul, MN 55155  
**Marvin R. Anderson, State Law Librarian**  
**Minnesota Statutes, section 480.09**



The Minnesota State Law Library (MSLL) is the oldest continuing library in the state of Minnesota and also one of the state's oldest institutions. In fact, the library and the Territory of Minnesota were created by the same act of Congress on March 3, 1849. Section 17 of the act provided a \$5000 appropriation for the library to be located in the Territorial capitol. Since the library was established, it has been located in a log tavern, a hotel, a market and has suffered three major fires and two large floods. Its present site is a former Ford Motor Company showroom near the Capitol Building. As the library has gone from location to location, it has progressed from a small candlelit room with one table to a modern efficient legal library occupying more than 24,000 square feet in four locations.

The State Law Library exists to meet the legal research needs of the judicial branch, other agencies of government, and the legal profession, as well as the public. A division of the Supreme Court, the library has estimated 220,000 volumes, and its services are available to anyone doing legal research. This does include the general public.

The collection of library materials includes briefs and transcripts from Minnesota's appellate courts; law reports and statutory materials from all fifty states; federal and state court digests; federal statutes, regulations and reports; administrative reports; encyclopedias; legal texts and periodicals; looseleaf services; and form books. The library is also a depository of Minnesota documents (on microfiche) and is a selective depository of federal documents. As such, it contains recent federal House and Senate bills, hearings, and documents, as well as other government publications related to law.

Reference assistance is available during all hours the libraries are open; copy machines are also available for patron use at fifteen cents per copy. Many library materials do circulate to attorneys, government employees, and state court personnel, as well as to the public (\$25 check deposit required). For more information concerning circulation of li-



brary materials or reference assistance, contact the Public Services department at 296-2775.

### **Library hours are as follows:**

**Ford Building Library:** Monday-Friday 8:00-5:00; Saturday 8:30-12:30 (except during summer).

**State Capitol Library:** Mon/Wed/Fri 1:00-5:00; Tue/Thu 9:00-5:00.

The program and services of the library are designed to assist those in need of legal research and/or materials. One program, the CALR (computer-assisted legal research) service provides users access to *Westlaw*, an on-line database of federal and state court opinions and statutes. Contact the CALR service at 297-4050 for more information. The library also operates a shared government documents program, whereby the State Law Library, as a federal depository, selects items for use at other state agency libraries. The library also makes its collection of appellate court briefs available to other libraries through a cooperative project in which the briefs are prepared and distributed in microfiche format. For information on the briefs or documents contact the Head of Technical Services at 297-2089.

The library advises and assists county law libraries in the state according to *Minnesota Statutes* 140.47. MSLL will also provide county law libraries with personnel training, cataloging, on-site consultations, and other services on a cost recovery basis. The library promotes equal access to legal resources for all Minnesota citizens in cooperation with all types of libraries. A bimonthly *Bulletin* is published by the library and contains notices and articles of interest to county law library managers. Under a contract with the Department of Corrections, the library provides legal reference services to the five adult correctional facilities in Minnesota. For further information contact the Head of Outreach Services at 297-2087.

The "Friends of the Minnesota State Law Library" is a non-profit organization of individuals that sponsors periodic lecture and film series and promotes the quality and growth of the library collection. *Loquitur*, the quarterly newsletter of MSLL, is available free of charge and provides information on the library, its staff, and its services. For more information contact the Head of Public Services at 296-2775.

### **State Board of Law Examiners (612) 297-1800**

**Margaret Fuller Corneille, director.** The Board of Law Examiners is responsible for the screening of all applicants for admission to the practice of law in Minnesota. The board prepares the bar examination, supervises the grading and recommends successful candidates to the Supreme Court for admission. Certificates authorizing the holder to practice law are issued by the supreme court upon admission.

The bar examination is administered twice each year, in February and July. Applicants must be graduates of duly qualified law schools prior to taking the exam. Timely filing expires on November 15 for the February exam, and on April 15 for the July exam. An application submitted after timely filing date, but on or before January 15 for the February exam, or June 1, for the July exam shall be included a fee of \$350.00.

An applicant who has previously been unsuccessful on the examination and filing on or before January 15 for the February examination, or June 1 for the July examination, shall include a fee of \$200.00 and comply with Rule 100E and Rule 101C(5).

Attorneys admitted in other states desiring admission in Minnesota either by examination or on motion, if admitted more than 6 months must pay \$500.00. The examination requirement may be waived by the board for attorneys admitted in other states who have been engaged in the practice of law or in full-time teaching in an approved law school for five of the seven years immediately preceding the date of filing the application.

The Board of Law Examiners is appointed by the supreme court and is composed of nine members, seven of whom are lawyers and two who are non-lawyers, and the appointments are for a term of three years. The board elects its own president and the secretary is

appointed by the supreme court. Subject to the approval of the Supreme Court, the board is authorized to employ a director. Room 310 Minnesota State Bank Building, 200 South Robert Street, St. Paul, MN 55107.

### **State Board of Continuing Legal Education (612) 297-1800**

**Margaret Fuller Corneille, director.** The office was established in 1975 and approves programs for attorneys to meet their continuing legal education requirements as set by the supreme court. All lawyers in Minnesota holding an active license have to maintain 45 hours of continuing legal education every three years and report compliance to the board. The office monitors this activity and submits an annual report to the supreme court concerning reporting procedures, etc.

The board oversees this work and is composed of 13 members. Three members of the board are nonlawyers, one is a district judge and the others are attorneys. All serve a term of three years, not to exceed two terms, except for the chairman who serves at the pleasure of the supreme court for an indefinite period. For more information contact the board at Suite 310, 200 South Robert Street, St. Paul, MN 55107.

### **Lawyers Professional Responsibility Board (612) 296-3952**

**William J. Wernz, director.** The board accepts referrals from judges, other lawyers, or the general public concerning complaints against any Minnesota lawyer. Most complaints are investigated initially by local bar association ethics committees composed of both lawyers and non-lawyers. When the committees have completed their investigations, they forward their findings to the director who reviews them and makes the final disposition of all complaints. The director can dismiss the complaint or impose private discipline.

If the director determines that public disciplinary action is appropriate, the case is first submitted to the board which may direct the filing of petitions in the supreme court seeking public discipline or disbarment. It is the responsibility of the director to prosecute public petitions seeking discipline or disbarment.

The board was established by the supreme court in 1971. It was formerly called the State Board of Professional Responsibility. The board is funded by registration fees paid by Minnesota lawyers. The board consists of 13 lawyer members, 9 non-lawyers, and a chairman. Members may serve two 3-year terms. A director of lawyers professional responsibility is appointed by the supreme court and serves at its pleasure. The director also has a staff consisting of an assistant and such additional personnel as may be approved by the court. To file a complaint or request more information, contact the board by calling the above number or by writing lawyers board, 520 Lafayette Road, 1st Floor, St. Paul, MN 55155.

### **State Public Defender (612) 625-5008**

**C. Paul Jones, state public defender.** The Minnesota Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court, post conviction proceedings in the district courts throughout the state, appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court from unsuccessful post conviction proceedings and in juvenile and adult parole revocation proceedings.

The Minnesota Public Defender also provides legal services to inmates regarding their civil legal problems. This civil division is known as Legal Assistance to Minnesota Prisoners (L.A.M.P.)

The Minnesota Public Defender represents inmates in prison disciplinary hearings involving claimed violations of one or more of the sixty or so institutional rules and regulations. This in-prison disciplinary hearing division is known as the Legal Advocacy Project (L.A.P.)

Correspondence and inquiries should be made to the State Public Defender's Office which is located at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455.

There are trial court public defenders in eight judicial districts in the state who are paid by the counties in the judicial districts on an annual basis. In the West Central or Eighth Judicial District and the Southeast or Third Judicial District, attorneys are appointed as each case arises and are paid by the county where the appointment takes place upon the completion of each case.

### **Legal Services Corporations Which Do Some of the Trial Court Defense Work**

- **Legal Rights Center**, 808 Franklin Avenue East, Minneapolis, MN 55404, (612) 871-4886
- **Neighborhood Justice Center**, 464 South Robert street, St. Paul, MN 55107, (612) 227-8497, or 500 Laurel Avenue, St. Paul, MN 55103, (612) 222-4703, or
- **Dakota Co. Juvenile Office**, 1068 South Robert Street, West St. Paul, MN 55118, (612) 455-0472
- **Leech Lake Reservation Criminal and Juvenile Defense Corporation**, P.O. Box 308, Cass Lake, MN 56633, (218) 335-2207
- **White Earth Reservation Criminal and Juvenile Defense Corporation**, Box 342, Mahanomen, MN 56557, (218) 939-2215
- **Duluth Indian Legal Services**, 217 North 4th Avenue West, Duluth, MN 55806, (218) 727-2881

## **State Employee Organizations**

The following state employee organizations are not official parts of the state of Minnesota except for the State Band. Membership in them is open to all state employees, from clerks to commissioners, janitors to judges, and law enforcement officers to legislators. They are listed here because each provides opportunities for professional, cultural and social development and offers services to the public, other units of government and state employees.

Through their support and employee morale-building activities and services, these organizations help state employees perform their many, varied, round-the-clock public services. The groups listed here help make employment with the state of Minnesota a worthwhile, rewarding and growing experience, and enhance public services in Minnesota.

### **Capitol Barber Shop (612) 291-1600**

Owned and operated by Ken Kirkpatrick since 1972, the barbershop is located in B-15 of the State Office Building for the convenience of legislators, justices, state employees and staff whose schedules are subject to heavy demands and stresses. Assisting since 1982 is Heidi Martin, and Pamela Miller who joined the staff in January 1987. Working together, the barbers serve state employees and the public, offering cutting, styling, shaves, coloring and perms, and color makeovers. Appointments are taken Monday through Friday 8 am-6 pm.

### **Capitol Tune-Up Fitness Center (612) 296-5410**

This exercise facility was designed as part of the renovation program for the State Office Building. It is run on a contract basis by the Capitol Barber Shop for the benefit of all state employees. Exercise classes, stretching/toning, and low impact (high intensity), aerobics, are offered before work, during lunch, and after work. The center has the following equipment available: 14 Cybex Eagle exercise machines, three Fitron bikes, lockers, showers, sauna's and tanning beds. Employees pay for their own use of this facility. Rates are established for the exercise classes, and membership rates are available for the center for three months, six months and yearly. The center is located in B-20 of the State Office Building and is open 6 am-6 pm.

### **Capitol Hill Softball League (612) 296-3637 or 296-1535**

Started in 1973 for state employees with 12 teams, the league has grown to 30 teams for all levels of public employees. State, federal, county and city teams participate. Primarily a men's league, women also play and each team is permitted three non-public employees. Affiliated with the American Softball Association, the league is not a sanctioned member and is considered a closed league. Organized into A, B and C divisions based on skill, the league features a 10 game regular season and concludes each year with a two-day tournament during the third weekend of August in which each team is guaranteed four games. Costs per team are about \$300 per season, which includes game balls, umpires, field rental, end of the year tournament, trophies and affiliation fees. Requests from groups or offices to join are accepted each year after the August tournament until approximately May 1st the following year. Contact Chuck Pomerleau (612) 296-3637 or Bill Johnson (612) 296-1535.

### **Capitol Ski Club (612) 778-1034**

The Capitol Ski Club was formed in 1967 and currently has about 60 members. Originally formed as a state employees' winter recreation club, the Capitol Ski Club now sponsors year-round social and recreational activities, including biking, canoeing, hay rides/sleigh rides, golf tournament, and more. Club membership is no longer limited to state employees, with single memberships \$10 and couples at \$15. The club obtains special "group rates" on weekend and western ski trip packages for both downhill and cross-country skiers. Usually four weekend downhill trips are planned, and three or four day trips to local downhill slopes. An extensive cross country ski program offers one weekend and several day trips to Washington and Hennepin County park reserves. For more information and meeting dates, contact Nick Tacheny, president.

### **Capitol Toastmasters (612) 296-3933**

Toastmasters is an educational program that helps build individual confidence and leadership by increasing communications proficiency. The organization offers a learn-by-doing experience through a format that seeks to improve existing skills and develop new abilities. The group offers a speakers bureau, a series of seminars every other month, and weekly meetings with a structured agenda. The officers invite any interested employees to visit any weekly session and learn more about the Toastmasters program. Following are the chartered clubs serving state employees in St. Paul:

#### **Capitol Toastmasters (612) 296-3933**

Meetings are held every Tuesday from noon to 1:05 pm in Room G-18 Transportation Bldg. For more information call Dagmar Runyon.

#### **Capitol Square Toastmasters (612) 296-3527**

Meetings are held every Monday from noon to 1 pm in Conference Room A at the Capitol Square Bldg., 550 Cedar Street, St. Paul. For more information call Bob Marabella.

#### **Highnooners Toastmasters (612) 296-1083**

This group holds its weekly meetings every Monday from noon to 1 pm at the Department of Jobs & Training offices at 390 N. Robert Street, St. Paul in the lower level training rooms of the department's central office. For information contact Miles Johnson.

#### **Lafayette Park Toastmasters (612) 296-4891**

Expected to charter in the fall of 1987, this group meets every Wednesday from noon to 1 pm in a 6th floor conference room at the DNR Building, 500 Lafayette Road, St. Paul. For more information contact Joe Hiller.

### **Plato Toastmasters (612) 296-3691**

Meetings are held every Monday from noon to 1 pm in conference Room A at the Department of Agriculture Building, 90 W. Plato Blvd., St. Paul. For more information contact Lars Eppele.

### **Hiwayan Club (612) 296-8518**

The Hiwayan Club is open to any employee in the Transportation Bldg. or Mn/DOT districts 5 and 9 or Fort Snelling. Membership dues are \$3.00 per year. The club offers bowling, softball, and volleyball, golf tournaments, luncheons, fishing contest, Canterbury Downs trips and bus trips to Minnesota historic sites. Discount tickets are also offered to its members for sporting events, circuses, plays and recreational areas. It also holds an annual art and hobby show in early summer and an art and craft sale in the fall. The club sponsors a collection of money for food baskets to be given to needy employees during the Christmas season. For more information contact Betty Brott.

### **Hiway Credit Union**

Membership in the Hiway Credit Union is open to employees of the Department of Transportation, the Hiway Credit Union, the Department of Public Safety, and John Roberts Printing Company. The spouse and blood or adopted relatives of a regularly qualified member may be members. When an individual member of a credit union leaves the field of membership, such member, and the spouse and blood or adoptive relatives of a member may continue as members. Organizations, incorporated or otherwise, composed for the most part of the same general group as the credit union membership may be members.

To join the Hiway Credit Union, an individual must fill out a membership application card. This card requires such information as name, address, social security number, birthdate and eligibility (employment or family status). The individual must then either make a \$25.00 deposit into savings (shares) or fill out a payroll deduction authorization form to initiate payroll deductions. (If a loan is desired when making application for membership, the \$25.00 savings (shares) minimum may be reduced to \$5.00. This amount, plus accumulated dividends, may be withdrawn at anytime a member wishes to close his or her account.

Each member's account is federally insured up to \$100,000 by the National Credit Union Administration (NCUA), an agency of the U.S. federal government. Deposits over \$100,000 are insured by the National Deposit Guarantee Corporation (NDGC), a sound private insurance company.

Types of services available to members are savings (shares), checking (share draft), IRA accounts, money market deposit accounts, personal loans, thrift certificates, travelers checks, money orders, safe deposit boxes, audio response system, Instant Cash Cards, payroll deductions, mortgage funds (when available), and drive up facility. Call the credit union office for further information.

MAIN OFFICE: 111 Empire Drive, St. Paul, MN 55103 (612) 291-1515

SATELLITE OFFICE: Transportation Building, Room B-23, St. Paul, MN 55155

### **Minnesota State Band (612) 296-1577**

The Minnesota State Band is the official band of the State of Minnesota and first started performing concerts in 1898 at Como Park in St. Paul. Comprised of approximately 70 volunteer musicians the band's goal is to contribute positively to the development of music in this state, to reaffirm and continue the strong Minnesota band heritage in American music, and to provide an opportunity for musical expression and growth among members as well as the development of their abilities through contact with other performing musicians.



Each year the band performs in excess of 20 concerts. In August of 1986 the band toured West Germany and Austria creating an awareness of our state throughout these regions of Central Europe. During 1987, the band was privileged to host two West German composers and conductors, Mr. Kurt Erich Schmid and Mr. Hubert Motay who also composed and dedicated an original concert band composition "Rhapsodie for Trumpet" to the band's conductor, Mr. Joseph Komro, and the Minnesota State Band. Mr. Komro was also awarded the silver medal of the Allgaeu Schwaebischen Musikbundes of West Germany by Mr. Schmid in recognition of his efforts for the furtherance, advancement and promotion of bands in both West Germany and internationally.

In Minnesota, the band has performed throughout the state and at the State Capitol for special events such as a reception for the Prime Minister of Iceland and premiered original Icelandic music in this country. It has also performed for numerous opening ceremonies and other events. It has its annual concert series at Como Park in St. Paul which is held every Wednesday evening in August, and also holds its annual Bavarian Sommerfest every year during the last weekend of July as a fund-raiser for the band.

A diverse concert band repertoire is utilized by the band including famous marches and classical selections to music for special occasions and wind ensemble compositions written for today's concert band. An active library of "Pops" music is maintained since performances are scheduled throughout the year and the band must maintain a library to support the various types of concerts and ceremonial functions.

The Minnesota State Band is available to perform for various civic and public functions. Because of the band's active schedule, requests for performances must usually be received 9 to 12 months in advance of the event. Inquires concerning both performance dates and availability of the band should be directed to the Minnesota State Band, 90 West Plato Blvd., St. Paul, MN 55107, (612) 296-6170. Information should be provided to answer the following questions: 1) Type of event. 2) Is an admission charged? 3) Expected attendance. 4) Location of the event and the type of performance area for the band. 5) Date and time of the event. 6) Performance time and length., and 7) Financial considerations.

Membership in the band requires the passing of a performance oriented audition. Rehearsals are held throughout the year on selected Wednesday evenings in the State Transportation Building Cafeteria in St. Paul from 7:30 to 9:30 p.m. At least two rehearsals are held each month with most performances scheduled on Wednesday evenings. Performances on other than Wednesday evenings are announced and programmed sufficiently ahead of time to avoid conflicts. The band owns a number of musical instruments which are available to members for use in the band. Members are also encouraged to take part in the band's brass ensemble or dance band. Membership inquiries are answered by calling (612) 296-6179, and publicity information (612) 296-4134.

The Minnesota State Band is funded by a legislative appropriation and through private contributions. The band is administered by its executive committee of nine band members, including its conductor, associate conductor, and librarian. Mr. Joseph Komro is the conductor of the Minnesota State Band.

### **Minnesota State Chorus (612) 296-6771**

A vibrant group of state employees from all state agencies, this chorus rehearses Wednesdays 4:30-5:30 pm in the Transportation Bldg. cafeteria. The chorus has performed at state employee recognition events, kick-offs, state cafeterias, the annual Taste of Minnesota, and at the lighting of the official state Christmas tree. Contact Connee Olson for more information.

### **State Capitol Credit Union (SCCU) (612) 291-3700**

SCCU is a full service financial institution that offers a unique combination of sophisticated and high quality financial services. You may join SCCU if you are employed by any public or private organization that receives Minnesota state funding. Eligible mem-

bers include: Employees of the State of Minnesota, the University of Minnesota, and all state universities and community colleges.

Three families of financial products are available to members of SCCU. The *Capitol Financial Account* combines Savings, Checking, a Cash Card, VISA and CUTELE. With *Capitol Credit* almost any type of loan is available. The *Investment Portfolio Account* offers SCCU members an insured investment program. Payroll deduction and net direct deposit conveniently let you deposit automatically to any of your SCCU accounts.

For more information and an application contact any SCCU office.

#### **SCCU Full Service Centers:**

- St. Paul (612) 291-3700, 95 Sherburne Avenue, St. Paul, MN 55103
- Metro Square (612) 291-3737, 152 Metro Square Building, St. Paul, MN 55101
- University (612) 331-5172, 1413 4th Street SE, Minneapolis, MN 55414
- Stadium Village (612) 378-1758, 825 Washington Avenue SE, Minneapolis, MN 55414
- Rochester (507) 285-0352, 1310 7th Street NW, Rochester, MN 55901

#### **State Employees, Inc. (SEI) (612) 296-5186**

A non-profit, social organization open to any state employee, SEI has about 1,000 members. It is governed by a board of 21 members elected to three year terms. An annual meeting is held each October to elect seven of the directors. The board then elects four officers: president, vice president, secretary and treasurer.

SEI publishes the monthly *Capitol News*, currently the only regular communications link for all state employees. Publication deadline is the first of the month. Questions about publishing articles, information, and advertising in the *Capitol News* can be directed to the publisher Jim Gustafson at (612) 222-8851.

Membership runs from July 1 to June 30 for \$2.00 annually. To become a member, contact any board member listed in the *Capitol News*. Membership provides discounts for services, materials, entertainment and recreation. Members can also participate in annual golf, softball and scotch doubles bowling tournaments, the annual meeting, and the annual December Holiday Party and Governors' Reception, as well as various events at the Met Center. For more information, contact Judy Goodman (612) 296-5186.

#### **State Employee Sports Club (612) 296-0765**

Organized in 1983 as a state employee health and moral promotion program, the club seeks to develop and maintain a higher level of physical and emotional fitness and health among state employees.

Studies have linked physical fitness to positive work attitudes, improved ability to concentrate, better morale, and improved mental and emotional health. Regular exercise has also shown to play a positive role in weight control, the reduction of blood cholesterol levels, and improvements in other "risk factors" for cardiovascular illness and other serious diseases. There is also some evidence that exercise can act as a "trigger," encouraging improved health behavior in other areas, such as smoking, diet and stress management.

Completely employee-initiated and funded, the club offers aerobic exercise, badminton, basketball, running, and volleyball at the Capitol Hill Armory, 600 Cedar Street, St. Paul from noon to 1 p.m. and on certain evenings after 4:30 p.m. Employees are reminded that they may use flextime for these activities.

Softball, tennis and golf are played at various sites within 10 minutes of downtown St. Paul during evening hours after 4:30 p.m.

Ideas and volunteers for the development of new activities are actively encouraged and promoted.



The club organized the Minnesota State Chorus and the Futures Committee, an inter-agency group from all three branches of state government and all bargaining units that looks into ways of making state employment rewarding, challenging, worthwhile, and of lasting value to all Minnesotans.

For more information, contact Verna Hennebry, the club's administrative vice-president, (612) 296-0765, at the Summit National Bank Building, Suite 200, 205 Aurora Avenue, St. Paul, MN 55103.

### **Stately Striders (612) 296-3189**

Formed in 1983 as the Transportation Trotters, the club was renamed to reflect its broad membership, open to all state employees. It is a running-based social club which promotes running for recreation and fitness. It encourages competition in amateur running events individually and as a team. Monthly meetings are usually held on the second Tuesday at noon. Yearly dues are \$5.00. For information contact Lowell Schow.

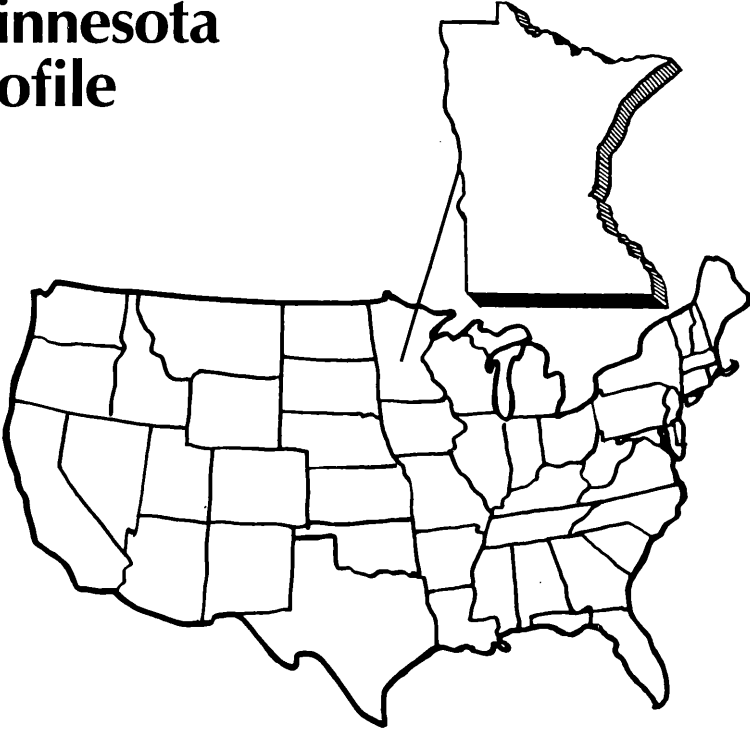
### **Women In State Employment (WISE) (612) 297-2192**

Beginning with meetings in the mid-1970s for women state employees, the group has grown through the years to several hundred employees, both men and women, ranging from clerks to commissioners. Its members' energies are directed toward promoting women's roles in government and developing cooperation among all branches and levels of government. At the same time, WISE works to validate women's values, styles and perspectives. Monthly meetings are held that reaffirm the organization's motto: "I am, I can, I will, we are WISE." A bimonthly *WISE Newsletter* is sent to members, currently edited by Jane Leonard, (612) 297-2606.

The group sponsors workshops, seminars and fundraisers, in addition to presenting an annual Susan B. Anthony award in February. For information WISE also sponsors a scholarship program for the leadership development of WISE members. Awards are granted in the fall and spring of each year for tuition support of members who wish to pursue personal career growth that is consistent with WISE goals such as leadership, excellence, and service. For information, contact Connie Cobb at (612) 297-2192, Bobbye Johnson (612) 642-0780 or Linda Finney (612) 642-0695.



# Minnesota Profile



## Geography

Minnesota is an ancient land whose story was written in stone more than two billion years ago in geological time. The rocks visible in Minnesota are among the oldest to be seen in the world, and show evidence of almost every geological process operating in and on the earth.

- **Geology** –In Minnesota's early days great lava flows were forced from the earth's interior. In the process of this expulsion of gases and magma, great pressure was created which raised high mountain ranges. Minnesota's volcanism was of the type that forced its way among older rocks deep below the surface. Minnesota is one of several states with large areas where these ancient rocks, formed underground, are now exposed on the surface.

Geologists have found sedimentary rocks layered, folded and tilted, or crumpled into wavy lines, indicating that originally flat layers were pushed up into ridges and mountains. By measuring the angle and thickness of these layers of rock (strata) and studying the places where still hidden strata appear as outcrops on the surface, geologists have determined that a great mountain chain, sometimes referred to as the Killarney mountains, extended from Minnesota, across Wisconsin and Michigan, and on eastward into Canada. This mountain range towered over the landscape for millions of years until the combined forces of earthquakes, glaciers and weather eroded them away. What is left are only ancient granite hills which lie west of Lake Superior's North Shore and the Laurentian peneplain. This peneplain (literally "almost a plain") is a vast, nearly level platform that extends from northeastern Minnesota up through central Canada.

About one billion years ago ancient seas submerged this peneplain again and again, and then finally retreated to make this the first large part of North America to be more or less permanently elevated above sea level. During the eons of geological time Minnesota's climate varied from arctic cold to tropical and its exposed surface was eroded deeply by the elements, exposing large areas of the earth's oldest rocks—granites, gneisses, and schists—that were probably formed during one of the earth's earliest eras, the Archeozoic era.

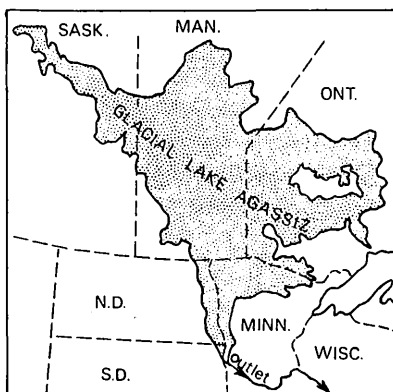
Along the North Shore of Lake Superior can be seen hardened sheets of lava that slope down beneath the water of the lake. These sheets were formed thousands of years ago during the turbulent construction of Minnesota's land surface. An almost continuous range of granite nearly 100 miles long rises 50 to 500 feet above the general level of the Laurentian peneplain. Called The Giant's Ridge, this ancient granite extends from a few miles north of Grand Rapids northeastward to beyond Birch Lake in eastern St. Louis County and western Lake County. The oldest granite in the state can be seen around Saganaga Lake on the Minnesota border. South of the granite ridge lie the rich iron-bearing rocks that were mined in Minnesota's widely known open-pit iron mines of the Mesabi and Vermillion Ranges. Indian legend tells of the burial of giant red men in this region.

• **Glaciers**—During the Pleistocene epoch (1,000,000 to 10,000 years ago), four massive glaciers advanced and retreated over the land of Minnesota. These glaciers bear the names of the states that mark the ice sheets' farthest advance to the south and their characteristic deposits. The Nebraskan Ice Sheet moved down from the northwest and spread as far south as St. Louis, Missouri about 1,000,000 to 900,000 years ago. The next glacier was the Kansan Ice Stage which also moved down from the northwest, lasted from 700,000 to 600,000 years ago, and reached the location of Kansas City. The third glacier, the Illinoian Ice Stage, formed between 300,000 and 200,000 years ago, came from the northeast, and left a thin layer of material over parts of Dakota and Washington Counties. The last glacier, the Wisconsin Ice Stage, began about 50,000 years ago and lasted until about 10,000 years ago, and came from various directions in different stages, leaving a driftless area in southeastern Minnesota, and possibly also in the southwestern corner of the state.

Between each glacial period the climate warmed, melting the ice from North America, and possibly from Greenland and the arctic regions. These interglacial periods altered Minnesota's climate into a mild and moist region whose forests were inhabited by mastodons and mammoths, tapirs and musk oxen, giant ground sloths and giant beavers (about the size of black bears, growing up to nine feet long and weighing about 500 pounds).

Paul Bunyan's legendary giant blue ox, Babe, is said to have left footprints in the land which formed Minnesota's many lakes. But actually it was the slow moving, blue snow and ice of the glaciers whose meltwaters also left many different kinds of deposits, some 500 feet deep, over the rest of the state. The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota, scooped out the basins for the Great Lakes, eroded a mighty mountain range, and carved the bed for Glacial Lake Agassiz, an ancient lake so large its area could contain all of the Great Lakes rolled into one.

Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of these lakes was Lake Agassiz which covered the northwestern part of the state 9,000 to 12,000 years ago and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread from Ontario to Saskatchewan. As natural dams gave way, Lake Agassiz spilled out over its banks and began draining at its south banks, creating Glacial River Warren. River Warren carved and eroded



the Precambrian rock, estimated to be 1.6 to 3.3 billion years old, and dug today's Minnesota River Valley. Later Lake Agassiz spilled into Lake Superior.

Abundant deposits from previous glaciers have been eroded by streams in the southwestern and southeastern corners of the state. Southeastern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary rocks of the Paleozoic age as a result of this stream erosion. The dalles of the St. Croix River is the melting place of two rivers that joined to form the St. Croix. Water draining from glacial Lake Duluth drilled a deep, narrow path through hard igneous rock, joining the previously formed lower river. Rocks and gravel, swirling in eddies, carved the dalles' potholes, stone wells up to 60 feet deep. Pines cling precariously today to steep rock walls that tower as high as 200 feet above the water. The St. Croix's depth at the dalles averages 70 feet, with holes as deep as 100 feet.

• **Ecosystems** – Today, three major ecosystems exist in Minnesota. Dominating the northeastern third of the state is the *boreal coniferous forest* made up of pine, spruce, and fir, with tamarack in bog areas. The *temperate deciduous forest*, running along the western and southern edges of the boreal coniferous forest, stretches diagonally from the northwestern to the southeastern corners of the state and consists of oak, maple, and basswood. This band of hardwoods, known as the Big Woods, averages 40 to 80 miles in width. South and west of these hardwood forests, and dominating the southwestern third of the state, is the *temperate grassland* or tallgrass prairie. In this region is the most fertile soil of the state, rich in organic matter and high in soluble mineral plant food.

Little remains of the tallgrass prairie, nearly all has been taken for agriculture with only small pockets of prairie reserves created through the efforts of conservation groups. Most of the Big Woods have been cleared for crops, pasture and urbanization. The coniferous forestlands, cut over for timber, are growing back with aspen, birch and jack pine and are used today by the state's forest products industries.

The state stretches 406.4 miles from north to south, while the width varies from 348.4 miles at its greatest along the Canadian border, down to an average of 225 miles. The total area of the state is 84,068 square miles, ranking Minnesota 12th largest of the 50 states. Land area is 80,009 square miles and inland waters area 4,059 square miles: a greater water area than any other state. The number of lakes 10-acres or more is 15,291. Land elevations in the state range from 2,300 feet at Eagle Mountain to 600 feet above sea level at Lake Superior with both high and low elevations in the same northeast region.

Sometimes known as the "Mother of Three Seas," Minnesota receives no water from other states. It is a supplier of fresh water to the rest of the continent, with water flowing out of the state in three directions. Most of the state's land drains to the south through the Mississippi and its tributaries into the Gulf of Mexico. The Laurentian Divide, running through northeastern Minnesota and on through the Boundary Waters Canoe Area into Canada, marks the direction of flow into Lake Superior and on eastward into the St. Lawrence watershed and the Atlantic Ocean. Those rivers north and west of the Laurentian Divide flow northward into Hudson Bay, like the Red River of the North which flows into Lake Winnipeg and Hudson Bay.

• **Weather** – The date of the average last spring freeze in Minnesota is April 20, and the average first fall freeze is October 13. Average annual rainfall is 24.71 inches and the average annual snowfall is 42.3 inches. The average temperature in degrees (F) for each month is: January 14°; February 17°; March 30°; April 46°; May 58°; June 68°; July 73°; August 71°; September 62°; October 50°; November 33°; December 20°.

In July, the average daily high and low temperatures (F) range from 85° to 55° in southern Minnesota, 80° to 55° in the northwest, and 70° to 50° along the shore of Lake Superior. Average daily high and low temperatures (F) in January range from 25° to 5° in the south, and from 15° to -5° in the north. The average frost-free days range from less than 90 days in parts of the north to more than 160 days in parts of the south. Annual regional precipitation averages range from more than 30 inches in the northeast, to less than 20 inches in the northwest. Average seasonal snowfall ranges from less than 40 inches in the

western part of the state to more than 70 inches in the extreme northeastern tip. Most parts of Minnesota have continuous snow cover from about mid-December to mid-March, or about 90 days.

In the last 120 years, 7 earthquakes have been recorded in Minnesota. In June of 1987 an earthquake centered near Lawrenceville, Illinois measured 4.1 on the Richter scale, and was felt in parts of southeastern Minnesota. On July 10, 1975, a quake centered in the neighboring towns of Alberta and Morris registered 4.8 on the Richter scale; no damages or injuries were reported. The only recorded earthquake damaged suffered in the state came in 1917 when a quake centered in Staples registered 6.0 on the Richter scale and knocked over some chimneys. This was the strongest earthquake recorded in the state.

The nation's worst earthquake occurred on February 7, 1812 and was centered at New Madrid, Missouri on a fault now called the New Madrid fault. Shock waves from the quake cracked pavement and rang church bells as far away as Washington, D.C. The quake was estimated at 8.6 on the Richter scale, stronger than the 8.3 estimated for the famous San Francisco earthquake of 1906. Another major quake that measured 6.5 in magnitude hit the area in 1895. Scientists say pressure on the fault—an unstable crack in the earth's crust—is building, and another major quake is likely before the end of the century. The Federal Emergency Management Agency is working with the Central U.S. Earthquake Consortium, consisting of Missouri, Arkansas, Illinois, Indiana, Kentucky, Mississippi and Tennessee, on emergency planning efforts. Buildings, bridges, pipelines and other vital structures are being reinforced, and mutual agreements for responding to such a disaster are being made between the states.

The name of the state comes from two Dakota Indian words, *mine*, meaning “water,” and *sota*, broadly interpreted as “the varying color of a turbid, cloudy sky.” Together they read “cloudy, churning waters,” or “sky-tinted waters,” and aptly describe Minnesota as river and lake country. Other Dakota names for lakes, rivers, and places are Minnetonka, Waseca, Winona, Mendota, Mankato, Minnehaha, and Dakota. Famous Dakota chiefs whose names live on today are Wabasha, Little Crow, Big Thunder, Cloud Man, Good Road, Shakopee and Sleepy Eye. Ojibwa names also add melodic sounds to other cities and lakes: Pokegama, Mahnomen, Bemidji, Chisago and Winnibigoshish. The state motto, cast by early settlers, “L'Etoile du Nord” (star of the North) describes the state's central and northernmost position among the 48 coterminous states.

## People

- **Ancient People** —A people of the Pleistocene Epoch roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of these ancient people was unearthed in 1931. This skeleton of a young woman about 15 years old, was found with a dagger shaped from an elk antler and a conch-shell ornament 9 or 10 feet below the surface of silt deposits from Glacial Lake Pelican. Referred to as the “Lady in the Lake” this fossil homo sapiens is proof not only of man in Minnesota, but also of southern contacts since the conch shell could not have come from a source nearer than the Gulf of Mexico. Another ancient skeleton has been found, called the “Browns Valley Man,” which is believed to have been an Indian who lived and hunted in primeval Minnesota seven or eight thousand years ago.

In Itasca State Park in Clearwater County there are several sites that show evidence of human habitation 6,000 to 8,000 years ago. At the Jeffers Petroglyphs, located on Cottonwood County Road 2, archaeologists have discovered over 2,000 carvings on the outcropping of quartzite which still shows the ripple marks of an ancient sea dating back nearly 5,000 years ago that once lapped against this hard rock. The figures and symbols are diverse, showing thunderbirds, turtles, buffalo, human forms and other figures more difficult to identify.

Excavations, still in the early stages, on the north shore of Birch Lake near Babbitt have yielded evidence of ancient Indian life dating back to 500 B.C. and so far have been identified as Laurel Indian culture.

• **Mississippi Tradition** –Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The Woodland era, from about 1,000 B.C. to the arrival of the European settlers, experienced an intrusion about 1,000 A.D. by a vigorous American Indian cultural tradition called the “Mississippian Tradition.” This culture arose in the central Mississippi River Valley and extended its influence over much of the American midlands. Its remains have been found in village sites near Red Wing and Mankato. The globular forms of the Mississippian Tradition’s pottery, which differ from the elongated pottery of the Woodland culture, have been found south of a line drawn from the Twin Cities to Lake Traverse on the western border.

The Mississippian culture represents the climax of prehistoric cultural development in North America north of Mexico. Mississippian peoples lived in towns, villages and hamlets, making a living by intensive cultivation of maize, beans and squash. Major towns of several thousand inhabitants were dominated by a central ceremonial precinct consisting of an open plaza surrounded by large flat-topped pyramidal earthen mounds which served as platforms for wooden buildings and temples. These “temple towns” were the political, economic and ceremonial administrative centers for larger regions of villages and hamlets. Archaeologists are now beginning to discover that by 1,200 A.D. this Mississippian culture was rapidly approaching a level of urbanization reached thousands of years earlier in Mexico and parts of the Old World.

The most elaborate of the known Mississippian mound-builder sites is Cahokia, near Collinsville, Illinois, a few miles from East St. Louis. At one time thousands of people lived there, in an elaborate and organized city, built around ceremonial centers of high, pyramidal earthen mounds. A central group, of over one hundred mounds, was occupied in the period between about A.D. 800 and 1550. About eighty of the Cahokia mounds survive today. The largest, Monks Mound, is the largest Indian mound in America north of Mexico, and the largest prehistoric earthwork in the world. It is built on a base that covers sixteen acres and rises in four steps to a height of about 100 feet.

• **Mound Builders** –At the time of Columbus’ arrival in 1492 it is estimated that there were about 100,000 Indians on the western plains between the Mississippi River and the Rocky Mountains. The most common relic of the early Indians of the western part of the Great Plains are tipi rings—circles of stones, typically 10 to 20 feet in diameter, and shown to be more than a thousand years old. Less known and far fewer in number are a group of stone alignments, effigy figures and spoked wheels called “medicine wheels.” At least fifty medicine wheels are known today, found mainly along the eastern range of the Rocky Mountains from Wyoming through Montana and into Alberta and Saskatchewan in Canada. Others, possibly related, have been reported as far south as southern Arizona. Best known of the country’s effigy mounds is located in Ohio and is called the Great Serpent Mound, believed to represent Ursa Minor, the Little Dipper. Other stone alignments marking eclipses and star positions have been discovered across the country and seem to have come from the Hopewell culture which rose in prominence several hundred years before Christ. About 30 miles south of the Minnesota-Iowa border, near the Mississippi River town of Marquette, lies Effigy Mounds National Monument which preserves Indian mounds in the shapes of birds, snakes, and mammals.

Some of the North American Indians were still using platform mounds when European explorers first explored the continent in the 16th century. Originally there must have been more than 10,000 Indian mounds in Minnesota. An actual count in the 1880’s, with several counties omitted, put the number at 7,773. Largest of the state’s prehistoric mounds is Grand Mound, located on the shore of the Rainy River, 17 miles west of International Falls. This mound is more than a hundred feet long, nearly as wide, and 45 feet high, and contains finds of bone and copper left from a culture that existed some ten to twenty centuries ago.

One of the more interesting of the effigy mounds found in Minnesota lies northeast of Lake Winnibigoshish, on the shore of Cut Foot Sioux Lake. It is an earthen mound 25 feet wide by 30 feet long in the shape of a turtle, surrounded by another mound in the form of

a snake. The mounds commemorate two major battles between the Dakota and Ojibwa. The Dakota claimed the region, but the Ojibwa, under the pressure of the European advance, looked on the area as a new homeland. In 1748, a battle between the two tribes ended with the complete route of the Ojibwa. The Dakota built the turtle mound to mark their victory, pointing the head north, the direction their enemy fled. Later that year, the Ojibwa surrounded and overran the Dakota and built the snake around the Dakota's turtle to show that their enemies had been defeated. The head and tail pointed south to warn other Dakota tribes that the Ojibwa intended to continue to push south.

• **Vikings**—The most controversial of Minnesota's archaeological remains is the Kensington Runestone, of unproved authenticity. Found on the Olof Ohman farm 2½ miles northeast of Kensington in 1898, the runestone claims to record a visit by the Vikings to Minnesota.

Magnus Erickson, ruler of all Norway and Sweden, the story goes, had dispatched Baron Paul Knutson on an expedition to reassert control over errant colonists in Greenland. Not finding them in Greenland, Knutson sailed on to Vinland and later into Hudson's Bay and into the interior by way of the Nelson, Lake Winnipeg and the Red River. One day, returning to camp, they discovered that 10 of their men had been killed by the Indians. Before they left they chisled a record of their presence. The translation of the stone reads: "8 Goths and 22 Norwegians on this exploration journey from Vinland over the west. We had camp by 2 rocky islets one-day-voyage north from this stone. We were fishing one day. After we came home, we found 10 men red with blood and tortured. Hail Virgin Mary, save us from evil. Have 10 man-crew by the sea to look after our ships. 14 day voyage from this island. Year 1362." Conjecture has it that the Vikings, fearing they would never see the homeland again, decided to remain in the wilderness and moved west of the Red River. There they met the Mandan Indians in central North Dakota, intermarried with them and became the progenitors of a blue-eyed, fair skinned Indian people, later discovered by French explorers who were surprised by their find.

• **Indian Culture**—The plains were a melting pot for more than 30 different peoples belonging to at least five major tribal families. Indian oral tradition relates their hunting skills were refined to an art by men, who were careful to take only the animals they needed. The plains tribes organized warrior societies whose men, united into shield brotherhoods, lived for the joy and honor of counting coup (touching a live enemy and getting away unharmed). Many tribes awarded an eagle feather for each coup and these deeds earned a warrior the right to hold office. Indian women, united into belt sisterhoods, maintained camps and embellished rituals by making ceremonial garments, mats, baskets and pottery. They also planted gardens, collected wild and seasonal foods and preserved them, besides helping the men fish, harvest wild rice, and build canoes, tipis and lodges.

Long before the Europeans arrived, the Indians of North America traded with each other. Trading brought honor to both giver and receiver alike. They exchanged their metals, shells, pottery, hides and things they could not get in their own regions. They also traded ideas and customs such as farming methods and seeds, methods of firing pottery, religious customs and ceremonial articles. When horses began to appear on the plains in the early 1700s, agriculture faded behind the more important buffalo hunts, the people became more nomadic, and their social and economic status changed greatly with horses and horse trading becoming very important. Hunters began taking more than they needed to obtain horses, and later, guns and ammunition. Women, who had refined the skills of processing hides, skins and furs, had an important voice in determining the value of traded goods.

When the fur traders and voyageurs arrived they saw the value of Indian women and intermarried with them. Their children, known as *métis* (mixed bloods), also became excellent fur traders. The women served the traders as guides, mediators, interpreters and teachers of Indian language and customs. They cleaned beaver skins, made snowshoes and leather shoes, kept the traders supplied with food, showed them how to make and repair canoes and which routes to travel. One Indian guide, Mantonabee, said in the 1770s, "When all the men are heavy laden, they cannot hunt. One woman can carry or haul as much as

two men. Women pitch our tents, make and mend our clothing, and keep us warm at night. In fact there is no such thing as traveling any long distance for any length of time in this country without the help of women."

Two major Indian tribes occupied what is now Minnesota when the European explorers and voyageurs moved into the region, the Dakota (Sioux) and the Ojibwa (Chippewa).

• **Dakota**—The Dakota, or Lakota (depending on their dialect), have lived in this region for a long time, however, no one knows their relationship to the primitive peoples of the postglacial era. The Dakota, or "allies," are members of the Siouan linguistic family and part of a confederacy of seven tribes. The largest of the seven tribes was the Tetons, who along with the Yankton and Yanktonai, were people of the plains area that stretched out to the Missouri and beyond. The Santee were a group of four tribes that were primarily Minnesotan: Mdewakanton, Wahpekute, Wahpeton, and Sisseton, and of these Mdewakanton—meaning the "people of the spirit or holy lake"—occupied the place of central importance in Minnesota.

The Dakota, a tall, robust people, valued the skills of hunting and fishing, and thrived on the rigors of warfare. Using no metals, they relied on stone, wood, and bone to fashion their tools and weapons. These nomadic people followed the plentiful buffalo herds, lived in skin-stitched tipis in winter and bark lodges in summer. They traveled on foot and in wooden dugouts or buffalo skin boats, and later earned a reputation as the finest horsemen of the American plains. The Dakota created a culture that remains rich in religion, music and storytelling.

• **Ojibwa**—In the 1700s the dominance of the Dakota was challenged by the Ojibwa nation, members of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota.

In 1745 the Ojibwa won the most decisive battle in the war with the Dakota at the great Dakota village of Kathio on the western shore of Mille Lacs. The Ojibwa were able to push the Dakota southward and southwestward out of the woodlands and onto the prairie lands of Minnesota in the 1730s and 1740s.

• **Europeans**—The first Europeans to traverse the Minnesota region arrived in the early 1600s, and by the 1670s and 1680s, with about 7,000 people in the St. Lawrence Valley, they had discovered the Upper Mississippi and proclaimed a mid-American empire for Louis XIV of France. This adventurous, vigorous people were the first to open the American West as they explored, made maps, trapped, traded, and conducted missionary work. For many of the early French, fur trading and searching for the legendary northwest passage to the Pacific and Cathay formed their principal interests in North America. Both interests commingled as trade often financed exploration. The early explorers chose one of two routes to the west: the first starting at the west end of Lake Superior, and the second starting at Lake Michigan, crossing to the Mississippi and moving northward. Both routes converged on Minnesota.

• **French**—The names of these explorers, voyageurs, missionaries, trappers and traders are used every day for streets, cities, townships and counties and recall great adventures of exploration and discovery: Jean Nicolet (discovered Lake Michigan); Robert Cavelier, sieur de La Salle (traveled the Mississippi from its mouth to St. Anthony Falls and discovered the Minnesota River); Pierre Esprit Radisson and Louis Chouart, sieur des Groseilliers (explored Lake Superior); Louis Jolliet (discovered the Mississippi); Jacques Marquette (established mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Chippewa village, Saulteurs); Daniel Greysolon, sieur DuLhut (explored Mille Lacs and the St. Croix River); Louis Hennepin (discovered Lake Pepin

and St. Anthony Falls); Pierre Gaultier de Varennes, sieur de La Verendrye (discovered the Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched); and Samuel de Champlain and Count Frontenac (Canadian governors who directed and inspired explorations).

There were many who came to the Minnesota wilderness in pursuit of the riches of the fur trade, who traveled the woodlands of the region in canoes and by foot, trading the products of Europe for the furs the Indians trapped. It was a period of mutual dependence and respect between the two races; the Indians desiring the goods the French provided, the French making no effort to dislodge the Indians from their lands. Minnesota was no longer a region isolated from the rest of the world. Empire had reached Minnesota with France claiming dominion, but the French did not go unchallenged. For three quarters of a century Britain and France vied for control of the continent.

• **British**—In 1763 the Treaty of Paris brought the French and Indian War to a conclusion with Britain the victor. All of North America east of the Mississippi came under British control, with the lands west of the Mississippi going to Spain. French soldiers left Minnesota, but the French influence continued because Frenchmen still worked the fur trade and gave Minnesota one more ingredient in the creation of its multi-national culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding settlement of Indian lands. They established numerous trading posts, the most significant at Grand Portage on the mouth of the Pigeon River. From here the activities of the North West Company tied together a fur trading empire that stretched from the Rocky Mountains to the fur auction halls of London. The men of the company were strong-willed merchants who did much to explore and map the interior of the North American Continent. The *Travels of Jonathan Carver*, the first book of travel by an English writer, came from an attempt to discover a Northwest Passage from the Pacific Ocean to Hudson Bay. The principal interest of the British, however, always remained in trading furs. In this enterprise they were assisted by the legendary French-Canadian voyageurs, who together with their British organizers made Grand Portage a bustling center of trade for the entire Northwest region. By 1797 the Minnesota area of the Northwest Territory had been mapped by North West Company trader David Thompson.

For half a century the British continued to tap the wealth of the Minnesota region. The legal transfer of the area to the new American nation after 1783 meant nothing to the entrepreneurs of the North West Company. Not until the War of 1812 did they finally begin to recognize the unrelenting nature of the American approach.

• **Yankees**—President Thomas Jefferson and Napoleon Bonaparte signed the Louisiana Purchase in 1803, which secured that part of Minnesota west of the Mississippi River for the American pioneers. Jefferson commissioned Lewis and Clark's expedition to explore the new lands. Starting at St. Louis in May 1804, the explorers reached the Pacific on November 7, 1805. About a month earlier, on September 25, Zebulon Pike had raised the stars and stripes over Minnesota on Pike Island at the mouth of the Minnesota River; this was later to become Fort Snelling, the first U.S. military post established in Minnesota. Chief Little Crow and 150 of his Dakota warriors were urged by Pike in a council to keep the peace with their traditional enemies, the Ojibwa, and to abandon their trade with the British. Pike promised to establish government trading "factories," and he secured two tracts of land for military posts: one at the mouth of the St. Croix and the other from below the mouth of the Minnesota River to above the Falls of St. Anthony, nine miles on either side of the river. The treaty was celebrated with an exchange of gifts and payment of 60 gallons of whiskey and \$2,000 for the 100,000 acres. This treaty was ratified by the U.S. senate in 1808.

## Early History

The first large wave of settlers to come to Minnesota was made up of Yankees, citizens of the new nation, the United States. With the building of Fort St. Anthony in 1819, begun



by Zebulon Pike, Minnesota's first permanent American settlement took root. The soldiers built a sawmill at St. Anthony Falls in 1822 and a flour mill in 1823. The first steam boat arrived at Fort St. Anthony on May 10, 1823.

In 1825 the fort was renamed Fort Snelling after its commander Colonel Josiah Snelling. Under the shadows of Fort Snelling, a town grew. Yankee fur traders bartered for the furs Indians trapped, but unlike the French and British, they had to face the decline in the fur trade after the 1830s. With the privilege of seniority in the region, these men became investors and entrepreneurs in numerous enterprises and formed the nucleus of the Minnesota territorial leadership. Recognizing the need for more people to clear the timber and cultivate the land they began to sell the idea of Minnesota. Agents were hired and equipped with promotional literature to attract the oppressed, discontented, and ambitious of Europe, and of the eastern United States.

In 1832 Henry R. Schoolcraft, an explorer and writer, attracted attention by discovering the source of the Mississippi River with his Ojibwa guide Ozawindib. He named the long sought river source Lake Itasca by combining syllables of the Latin words for truth and head—*veritas* and *caput*.

Missionaries came to the region representing the Catholic and protestant denominations. They built schools for Indian children, and though they made few converts, the schools soon became centers of the settlement as families newly arrived from the east gravitated to these unexpected reminders of home. Thus, the state's missionaries became the state's first educators.

In 1838 Franklin Steele established a claim at the Falls of St. Anthony, the future site of Minneapolis. The same year "Pigs Eye" Pierre Parrant built a shanty and settled on the present site of the city of St. Paul, and that early village took the name "Pigs Eye." The Chapel of St. Paul was built by Father Galtier and consecrated in 1841, lending its name to the future capital of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

• **Minnesota Territory**—In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue. During the territorial period 88 other newspapers were established, including the *St. Cloud Visitor*, edited by Jane Grey Swisshelm, a fiery antislavery crusader. During the 1850s, Swisshelm wrote articles and lectured on "Slavery as I Have Seen It in a Slave State" and "Women in Politics." To avoid a libel suit with a prominent St. Cloud citizen, she agreed to cease attacking him in the *Visitor*. The following week, she changed the paper's name to *St. Cloud Democrat* and continued her abolitionist and feminist crusade, even though an angry mob broke into her office, destroyed her printing press, and burned her in effigy.

In one year Alexander Faribault, who established a trading post near the site of Faribault in the 1820s, recorded a fur trade which included 1,100 minks, 2,050 pounds of deerskins and 39,080 muskrats. Just 25 years later the Minnesota River Valley had been all but trapped out. Both game and fur animals were scarce, and the buffalo had been driven to the plains of the upper Missouri and the Red River Valley. In 1851 the Traverse des Sioux Treaty was signed by the Dakota. It sold 24 million acres to the whites, beginning an immigration rush.

• **Statehood**—On May 11, 1858, Minnesota became the 32nd state to enter the union with Henry H. Sibley the state's first governor. In size, only Texas and California were larger. The new state soon had the distinction of being the first state to offer troops to the Union cause in 1861. A little over a year later, on July 2, 1862, at the Battle of Gettysburg, the First Minnesota Regiment made its famous charge and within 15 minutes 215 of the 262 men were killed or wounded. The same day the first railroad opened in Minnesota, connecting Minneapolis and St. Paul.

• **Indian War**—The Sioux treaties of the 1850s stand as monuments to the greedy United States policy towards Indian lands, and the insensitive attitude towards the Indian way of

life. No tactics of bullying, cheating, or lying were neglected. When the whirlwind was reaped a decade later the immediate victims were the comparatively innocent white settlers near the reservations, not the businessmen and politicians who were ultimately responsible.

Discontent had been growing among the Dakota, who were confined by treaties to reservations along the Minnesota River. In the summer of 1862 the Dakota faced starvation when their government annuities were delayed by bureaucratic ignorance and indecision concerning the Indian's desperate situation. The Upper Sioux Agency was one of the points where the United States distributed food, supplies and annual payments to the Dakota. The agency was also an educational center where Indians learned farming, carpentry, and other skills valued by the white settlers. On August 17, 1862, four young Dakota shot and killed five settlers in Acton Township in Meeker County, and thus began the Sioux Uprising. Chief Little Crow declared war on the whites the next day. The Dakota attacked the upper Sioux Agency and burned it to the ground. The Indians also attacked settlements in the Minnesota River Valley and prepared to overrun the garrison at Fort Ridgely. Chief Big Eagle later said, "We thought the fort was the door to the valley as far as to St. Paul, and that if we got through the door, nothing could stop us this side of the Mississippi."

On September 2, 1862, settlers near Forest City, hearing that the Dakota warriors had defeated a company of soldiers about 20 miles north of the village, hastily built a stockade within 24 hours. Twenty Dakota horsemen attacked Forest City the next day. Thwarted by the stockade and 40 armed settlers, they soon gave up their attack. The Battle of Wood Lake was the last major skirmish of the Sioux Uprising, and led to the release of 269 prisoners in September 1862. The site of the Dakota camp near Montevideo where Col. Henry H. Sibley took custody of the captives was later called Camp Release and is now a state monument.

In the end those who suffered most were the Indians. After the uprising all treaty rights of the Santee Sioux were cancelled. Those who had not fled to Canada or the western plains were imprisoned or deported to a bleak resettlement camp on the Missouri River, where hundreds starved. In Minnesota, meanwhile, Indians were hunted down with bloodhounds and a bounty was paid for their scalps.

A military tribunal had originally sentenced more than 300 Indians to die for participating in the uprising, but President Abraham Lincoln ordered the execution of 39 Indians. In December 26, 1862, thirty-eight Indians were publicly hanged in Mankato.

• **Immigrants**—With the passage of the Homestead Act of 1862 large numbers of immigrants from many countries began to settle in Minnesota. Germans formed the largest single group of immigrants. They built successful farms in the Mississippi and Minnesota River valleys. Many were skilled tradesmen who gravitated to the growing towns and cities of Minnesota. The Norwegians were the second largest single group. They settled into farming in the southeastern counties of the state and in the Red River Valley, while many chose Minneapolis as their home. The Swedes also sought out farms, but concentrated their settlements in the area between the Mississippi and St. Croix rivers. Together with the Norwegians and Danes, the Swedes did much to give Minnesota its Scandinavian flavor. Newspapers in all three languages flourished, Lutheran churches prospered, and Lutheran colleges were founded. The Scandinavians soon replaced the Yankees as the political leaders of the state. The Irish also sought farms in the state, but for the most part they gravitated to Minnesota's larger cities making their living as shopkeepers, laborers, and particularly in St. Paul, as political and social leaders.

Over the decades of the 19th and 20th centuries many other groups immigrated to the state adding to its cosmopolitan character and coloring its cultural, religious, and political fabric. These people included Czechs, Slovenes, Swiss, Poles, Russians, Finns, Bohemians, French Canadians, Mexicans, Dutch, Icelandic, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovaks, Serbs, Croatian, Moravians, Hungarians, Belgians, Ukrainians, Rumanians, and important Jewish immigration from several European countries. Although Asians have never accounted for as much as one tenth of 1% of the state's

population, during World War II their number increased when a group of Japanese Americans moved from the West Coast. During 1975-1981, over 21,500 Indochinese settled in Minnesota giving the state the sixth largest Indochinese population in the country, and the largest concentration of Hmong in the U.S., living in St. Paul. Also part of this immigrant group are Vietnamese Laotians, Cambodians and ethnic Chinese.

For all these groups, abandoning their native homes and crossing an ocean or continent prepared them for making a deep commitment to their new homeland and encouraged a heavy investment in building a purposeful and promising future. Minnesota's history has been one written by its people. Each group has added to the complexity of the whole and helped to create a humane society, attuned to its past while aware of the promise of its future. Their cultural heritages are celebrated across the state through their variations in food, architecture, business and social practices, traditional art form and ethnic festivals.

Results of the 1980 United States Census showed that Minnesota's population was divided by race in the following ways: 3,935,770 white; 53,344 Black; 34,831 American Indian; 185 Eskimo and Aleut; 26,536 Asian and Pacific Islander; and 25,304 classified as Other (includes Asian and Pacific Islander groups not identified separately, e.g., Cambodian, Indochinese, Pakistani, Indonesian, Fiji Islander; and other races not included in the specific categories listed on the questionnaire.) An ethnicity question, whose results are part of the above totals determined there were 32,123 persons of Hispanic origin in the state. The census showed that the state's population grew by 7.1% since 1970. (See the accompanying population growth chart for 10-year totals.)

The census' final count of housing units in Minnesota was 1,612,960 which includes both occupied and vacant housing units. This figure represents an increase of 336,790, or 26.4%, from the 1,276,552 units listed in the 1970 census.

Population growth of Minnesota 1850-1980	
1850 (the Minnesota Territory included a large part of the area of the present states of North and South Dakotas)	6,077
1860	172,023
1870	439,706
1880	780,773
1890	1,310,283
1900	1,751,394
1910	2,075,708
1920	2,387,125
1930	2,563,953
1940	2,792,300
1950	2,982,483
1960	3,413,864
1970	3,805,069
1980	4,075,970

## Lumber

Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on the St. Croix River. Loggers, coming to Minnesota from the east, thought the vast stands of red and white pine would last a thousand years. In fact, Minnesota contained about 30 million acres of virgin timber, or about 60% of the state.

Logs from northern Minnesota's extensive pine forests were milled into planks, beams, and shingles and sold to lumberyards in the midwestern states where settlement was rapidly increasing. Minnesota's vast river system floated the timber to the state's mills, powered sawmills, and later carried finished lumber to markets as far as Chicago and St. Louis. Large mills were built at the Falls of St. Anthony in Minneapolis and at other waterpower sites. By the early 1850s, with the forest resource barely touched, the annual harvest of timber was worth \$2.5 million.

Daniel Stanchfield was the first lumberman to probe extensively the forests of the Rum River valley. In 1840 he and his crew built two large lumber camps on the river, and that winter 2.5 million board feet of lumber was cut. By 1852, 22 logging camps operated on the Rum River and its territories. One company reported it "sawed day and night, in season, for 15 years on one project." Further northwest, near Bemidji, there were 14 sawmills at one time producing one million board feet of lumber a day which resulted in Bemidji being logged off in 20 years.

President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit

of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. Lumber became a big business and soon there were 153 sawmills operating in the St. Croix and Mississippi River valleys. With each decade lumbering grew, moving farther northward in pursuit of the massive virgin pines. After the 1880s, Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

A forestry association to protect timber resources was founded in 1876. It became the first of many groups that focused increasing, though haphazard and sporadic, attention on the conservation of Minnesota's natural resources. On September 1, 1894, one of the greatest forest fires in the nation's history, the Great Hinckley Forest Fire, burned nearly 400 square miles, including the towns of Hinckley and Sandstone. Over 400 people lost their lives. Christopher Columbus Andrews, a Massachusetts lawyer who moved to Minnesota, became the state's leading forest management advocate. In 1895 he was named the state's first chief fire warden and later became forestry commissioner and secretary of the state's forestry board.

The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled. By 1915 sawmilling in the state was only half of what it had been a decade earlier.

In 1909 President Theodore Roosevelt established the Superior National Forest, setting aside 3,000,000 acres of wilderness. Within this forest is the Boundary Waters Canoe Area, the last extensive conifer forest ecosystem in the eastern United States. It still contains some virgin stands of 300-year-old red, or Norway, pines which reach a mature height of 60 to 100 feet.

During the 1920's the lumbering era came to an end in Minnesota, just 90 years after it had begun. The last of the big mills closed, and most of the lumbermen moved their equipment to the forests of Washington and Oregon. The lumbering industry was in part replaced by other manufactures based on raw materials from the forests, such as paper, fence posts, telephone poles, and wood pulp.

In 1931 the state Department of Conservation (now the Department of Natural Resources—DNR) was established to develop a systematic program for the preservation and wise use of the state's forest, game and fish, soil and mineral, and water resources. Today the DNR plants millions of new trees yearly, watches over the state park system and supervises the activities of 1.8 million fishermen and 500,000 hunters.

Today about 34% of the state is forested, with forest industry a big business. The 1986 forest harvest was valued at \$160 million. Contributing to the state's economy through forest-based industries are lumber and wood products, furniture and fixtures, and paper making. Minnesota's 1,400 lumber and wood-product companies and secondary processors manufactured forest products worth \$2.5 billion during 1986 and employed 51,000 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates 9 pulp and paper mills in the state. In addition there are two hardboard and five waferboard plants in Minnesota. In 1986, these mills used the equivalent of 2.7 million cords of pulpwood. That same year, Minnesota's forests also provided 380 million board feet of lumber, logs and bolts; over 12 million Christmas trees and wreaths; 5,000 cords of matchwood, 45,000 posts and poles; and 1.3 million cords of fuel wood.

## Mining

Minnesota iron ore was observed east of Lake Vermilion as early as 1850 by Henry H. Eames, Minnesota's state geologist. About the same time the Bessemer and Kelly processes developed an efficient method of converting iron into steel and increased the nation's demand for iron ore. Again in 1865 rich deposits of iron ore were unearthed in the Lake Vermilion area. Following a report of gold in the same area, prospectors and explorers

headed for northeastern Minnesota. Finding little gold, explorers searched for iron ore and in the 1870s began packing ore samples out of the deep forests for inspection and analysis.

In 1884 commercial iron ore production began on Minnesota's Vermilion range at Soudan. The largest iron ore deposit of the Lake Superior region, the Mesabi range, was discovered in 1890 at Mountain Iron. The ore-bearing rock was almost 70% iron and so close to the surface that shaft mining was unnecessary. Near the town of Hibbing is the world's largest open-pit iron mine, almost five miles across and nearly 600 feet deep.

When iron ore was discovered mines opened in quick succession in the Biwabik and Hibbing areas, and near Virginia and Eveleth. As mining operations moved westward along the Mesabi, a third Minnesota iron range was being explored and developed. The Cuyuna Range, east and north of Brainerd, shipped its first iron ore in 1911. The Cuyuna Range is different from the Vermilion and Mesabi Ranges because of its high manganese content. During World War I, 90% of the nation's manganese came from the Cuyuna Range. Ore was first discovered there in the 1890s by Cuyler Adams who named the range after himself and his dog Una.

More than 400 producing iron ore mines located on Minnesota's three iron ranges have supplied the nation's iron and steel needs and singled out Minnesota as the nation's top iron ore producer. During the first decade of the 20th century, 208 million tons of iron ore were shipped down the Great Lakes. With demands high because of World War I, total shipments for the next decade exceeded 360 million tons. Shipments for the ten-year period of the 1920s was nearly 365 million tons. Only 250 million tons of iron ore were shipped during the 1930s. More than 338 million tons of Minnesota iron ore were shipped in the five years of World War II, another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

In the early fifties, after meeting the heavy demands for iron during the world wars and supplying the growing steel industry, the high grade iron ore deposits neared exhaustion. Yet about the same time, after decades of experimenting, a process was developed for extracting and pelletizing iron ore from low-grade ore-bearing rock. This ore, called taconite and once considered a waste product, has a magnetic quality which is used to separate iron from rock. Taconite processing began at Silver Bay in 1956 and maintained Minnesota's national dominance in iron ore production. As a result, the nonmagnetic ore from the Cuyuna and Vermilion Ranges is no longer mined. Almost all the ore shipped from Minnesota today is in the form of taconite pellets.

Minnesota currently supplies more than 60% of the iron ore mined in the United States. Mining is a \$950 million business in Minnesota, with over \$3 billion invested in taconite processing centers to extract the ore. Minnesota's mining companies maintain reserves of high grade ore for future use.

Minnesota mines also produce manganiferous ore, sand, gravel, and building stones. The state has ranked high in the production of building stones since the 1880s, particularly granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

## Agriculture

Agriculture has played a key role in the development of Minnesota. At one time, most of the human resources in the state were employed in agriculture and related services. Over the years, major changes have been seen in the make-up of agricultural production, types of crops grown, farm size, number of farms, farm income, farm ownership and farm investment.

In 1880, small grains accounted for over half of the value of Minnesota's commodity production. This provided the resource base for thriving flour milling and grain trade industries.

Flour milling, the second major industry to develop in Minnesota, grew slowly as small

mills were built along the rivers and creeks throughout the settled parts of the state. Wheat, corn and rye were ground into flour for the people who lived nearby.

Flour milling began in Minneapolis in the 1850's. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850's more than enough wheat was raised for local needs and the surplus was shipped to Eastern cities. Some lumbermen (John S. Pillsbury and William D. Washburn), decided to shift altogether to flour milling, investing their money from the lumber business, and building mills and railroads. To insure a constant supply of wheat for their mills, they helped organize the cash grain market, which brought wheat from the entire northwest to Minneapolis, making the city the banking center for the region.

The Civil War increased the demand for wheat. In the 1870's, railroads were built westward through Minnesota to the Red River Valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870's, nearly 70% of Minnesota land farmed was in wheat, mostly in the southeastern counties. By 1880, hundreds of mills were operated in Minnesota, the largest being in Minneapolis. However, between 1880 and 1920, wheat production declined rapidly in prominence as farmers realized that one-crop farming wore out the soil and left them penniless if the crop failed. They diversified into other grains, dairy products, beef cattle, potatoes, poultry and other crops and livestock.

By the 1890's, the diversification of Minnesota agriculture was creating other agribusiness opportunities. Dairying had become an important industry and hundreds of small creameries were scattered throughout the state. Flax was also raised in sufficient quantities to require creation of factories to crush the flaxseed for linseed oil and meal. The nation's largest meat packer started business in South St. Paul in 1887 and Minnesota beef cattle contributed to the state's meat packing industry.

The flour milling industry continued to grow long after 1900. Minneapolis mills drew on supplies from Montana and the Dakotas, while Minnesota farmers raised less wheat (only 45% of Minnesota farm land was in wheat in 1900). The peak of Minnesota flour milling came in 1916 when 29,389,889 barrels of flour were turned out and Minneapolis was recognized as the world leader in the production of wheat flour. Mills in other Minnesota cities contributed greatly to the state's flour production and famous brands were milled in Duluth, Hastings, Red Wing, New Ulm, Winona, Mankato and St. Cloud. By the end of the decade, Minnesota's flour production declined and millers could not buy hard spring wheat from farmers because land was being used for other crops. Wheat farmers in the Dakotas and northwestern Minnesota were shifting from spring wheat to durum wheat which was used for macaroni and spaghetti. Railroad freight rates between Minneapolis and the East rose so high that it was cheaper to ship grain to the East and grind it there. Thus, Minneapolis millers moved their milling operations out of the state and Minnesota lost its rank as the top milling state.

After the turn of the century, Minnesota farmers derived the majority of their income from livestock and dairy products. In 1910, 60% of the state's farm land was sown in cash crops and 40% was allocated to livestock and its products. Twenty years later only 22% of the state's farm land was in cash crops and the rest, 78%, was for livestock. Since 1972 Minnesota farmers have shifted more land into cash crops. The shift from grain to livestock is one of the biggest changes that has taken place in Minnesota agriculture.

Today income derived from livestock and livestock products holds a slim lead over crop production. In 1985, \$3.4 billion was received from livestock and its products and \$3.1 billion was received from crops. In 1985, dairy farmers received nearly \$1.3 billion in receipts for the sale of milk. Minnesota's ranking in dairy products is: second in cheese, third in butter, third in dry milk, and fourth in milk.

Meat packing in Minnesota rose sharply during the 1920's and employed nearly 7% of the state's labor force. Most meat packing plants were, and still are, located in the southern part of the state, part of the corn belt. During the 1930's Minnesota meat packing grew so rapidly that by the end of the decade it was the top food industry in wages paid, number of employees and value added by manufacture. The 1977 Census of Manufacturing Industry,

reported 8,100 employed in meat packing plants for that year, only 2.4% of the labor force employed in manufacturing industries.

After a small beginning in the 1900's, vegetable canning increased in importance during the 1930's. The growth of the canning industry for preserving perishable commodities was an important influence on the development of agriculture. Along with other technological advances, it had the effect of widening the markets for farm producers, thus increasing their production opportunities and their income-earning possibilities. Frozen food products compliment the total food processing industry, and has mutual benefits for the farm and consumer.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940's when processors began to use them for oil and meal. During World War II, with demand for oil high, soybean mills were built near the bean fields and some linseed oil plants were converted to bean oil production. By the end of the 1950's Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, soybeans are Minnesota's second most valuable crop, worth close to \$1 billion annually. In 1986, nearly 4.8 million acres of soybeans were harvested, representing about a fourth of all harvested acreage. Minnesota soybean acreage has increased over 2,500 times since 1934 when information on soybean production was first recorded.

Corn is Minnesota's most valuable crop and occupies more acreage than any other crop. In 1986 Minnesota farmers harvested a corn crop that yielded 122 bushels per acre. Production totalled 707.6 million bushels from 5.8 million acres for a sales value of \$990.6 million.

Today, Minnesota agriculture continues to be diversified with approximately 52% of Minnesota cash farm income from livestock, dairy and poultry, and 48% from crops. Dairy continues as the state's leader in receipts. Large crops and dwindling foreign markets for grains have brought a shift in types of crops grown in the last few years.

As a natural resource industry, agriculture is a major employer in Minnesota and generates a large portion of the state's total economic activity. Hundreds of different occupations are dependent upon today's scientific agriculture and the sophisticated related industries that market, process, package and distribute its products worldwide.

Minnesota has one of the shortest growing seasons in the nation. The average season ranges from a maximum of 164 frost-free days in southeastern counties to a minimum of 68 days in northeastern counties. Considering the climate and the fact that 14 other states have larger acreages of agricultural land, it is interesting to note that in 1986, Minnesota produced the second highest gross tonnage of field and orchard crops in the nation; over 55 million tons of grains, oilseed, vegetables, fruits, nuts, forage, sugarbeets and seeds. The state ranked 7th in cash receipts from crops, 6th in livestock receipts, and 6th in all farm product receipts. The 1986 farm production is nearly three and a half times Minnesota's gross crops tonnage produced in 1935 when agriculture peaked at the end of the era of four-legged horsepower.

Minnesota agriculture has made significant progress through mechanization and scientific technology. In 1935, Minnesota had 204,000 farming units occupying 32.9 million acres of agricultural land. Crops production averaged about 81.5 tons for each family farming unit, and slightly over one-half ton per acre. Minnesota's 1981 and 1982 crop production averaged over 500 tons per farm and nearly 2.2 tons per acre. These figures for 1981 and 1982 show the average Minnesota farm family today is producing almost six times as much as the farm family of 1935, while each acre is producing four times as much as in 1935.

In 1935, most Minnesota farms were heavily self sufficient. Considerable farming was still being done with horses. Farmers rarely experienced shortages or energy crises because they produced their own energy for the draft animals in the form of oats, corn and hay. Petroleum was needed on farms only to grease wagon axles, the windmill, the well pump jack, or to fuel the kerosene or oil stove and the lanterns that lit thousands of farm houses. Tractors and electricity were just beginning to make their impact upon Minnesota

agriculture. The shift from animal power to tractor power expanded the production capacity of individual farmers by freeing both the land and labor resources needed to service draft animals.

Hybrid seeds, commercial fertilizers, pesticides, irrigation, farm management training and hundreds of other technological advances common today were not yet available. Farmers worked long hours, every day, spring, summer, fall and winter. The labor was largely physical. Crops were harvested mainly by hand. Neighbors pooled their labor, farm to farm, shocking and threshing grains with a commonly owned steam-powered threshing rig—now a relic of the past. Farmers spent much of the winter picking their open-pollinated corn by hand, walking alongside and pitching the ears into a horse-drawn wagon. Once loaded in the field and driven to the farmstead, the grain was shoveled by hand into granaries and corn cribs. Effective mechanization in the form of machinery and equipment, substituting for labor, reduced the physical energy requirement of many farm tasks and expanded the production capacity of a single farm worker.

Average yields of Minnesota crops per acre in 1935 were only 33 bushels of corn, 10.6 bushels of wheat, 25.5 bushels of barley, 37 bushels of oats, 9.5 bushels of flaxseed, 17.5 bushels of rye, 5,000 pounds of potatoes, 14 bushels of soybeans 7.5 tons of sugarbeets and less than 1.5 tons of hay. The development of a wide range of yield enhancing technologies for the crops and livestock has increased production.

In 1986, the average crop yields per acre were 122 bushels of corn, 36.8 bushels of wheat, 55 bushels of barley, 51 bushels of oats, 16 bushels of flaxseed, 32 bushels of rye, 20,100 pounds of potatoes, 35.5 bushels of soybeans, 16.7 tons of sugarbeets, 3.4 tons of hay, 903 pounds of sunflowers, and 1,650 pounds of dry edible beans.

Total crop production in Minnesota, in 1986 included 707.6 million bushels of corn, 170.4 million bushels of soybeans, 103.7 million bushels of wheat, 43.4 million bushels of oats, 226.2 million pounds of sunflowers and 9.7 million tons of hay. Total livestock and poultry production included 3,150,000 cattle and 237,000 sheep and lambs on January 1, 1987; 4,260,000 hogs on December 1, 1986; and a record 34.2 million turkeys in 1986.

Today, Minnesota agriculture occupies 30 million acres of land, almost 56% of the state's total area and over 60% of the state's land surface. This agricultural land is valued at over 17.2 billion. The 93,000 farms sharing this rich natural resource are the most efficient in state history, and among the most efficient in the world. The average 323 acre farm represents a \$248,000 investment in land and buildings, and it grows enough food to feed 75 people an entire year.

Minnesota agriculture generates over \$6.7 billion annually in earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks 6th highest among all states in farm cash receipts, and employs 155,000 family farm workers. In spring 1987, total farm employment in the 3 lake states (Minnesota, Wisconsin, and Michigan) totaled 346,000 of which 267,000 were family farm workers. Total Minnesota farm population in 1980 was 315,400; 2nd highest in the United States. Normally Minnesota ranks among the top five states in exports sales of agricultural products.

Minnesota ranks among the leading food and fiber producers in the U.S. and is recognized as a major supplier in the global markets. For example, in the 1986 fiscal year, Minnesota ranked 7th among all states in the foreign export of farm products. Foreign trade missions come in increasing numbers to Minnesota. The Minneapolis Grain Exchange is the world's leading public grain market and the St. Paul Union Stockyard and market facility in South St. Paul is the world's largest public livestock auction market. A new world trade center was opened in downtown St. Paul in September 1987 to increase Minnesota's global marketing efforts. From the port of Duluth, Minnesota's agricultural products are shipped to markets in Europe, the Middle East, Africa, and Asia.

Minnesota stands out among the 50 states for its leadership in conserving the vital human and land resources of agriculture. Minnesota's major safeguard for family agriculture, the "Farm Security Act," is a state guaranteed, farm real estate purchase loan program



which has become a national model. This program gives farmers, who otherwise would be unable to obtain credit, the opportunity to buy their own farms, as an alternative to tenant and/or share-crop farming. During the first year of this program, 40 farmers qualified and the state of Minnesota guaranteed over \$5 million borrowed from sellers and commercial lenders of farm land transfers.

Minnesota's new farm law passed in the 1986 legislative session and signed by Governor Rudy Perpich has drawn considerable attention from other states searching for ways to help farmers affected by the farm crisis. Mediation is the centerpiece of the farm program because it provides the time and opportunity for other programs to work. Under the program, farmers may enter into mediation when a debt of \$5,000 or more has been taken against them by a creditor in default proceedings, judgments, contract for deed cancellations or mortgage foreclosures. The program has been cited by studies from other states as useful in slowing the number of Chapter 12 bankruptcies declared.

The interest rate buy-down programs helped a significant number of troubled farmers secure low interest loans. The very popular "Reinvest in Minnesota" program has been called the most significant agricultural/natural resources legislation passed in Minnesota for many years.

In 1987 Minnesota's Legislature created the Greater Minnesota Corporation. This additional funding and agricultural research and development will do much to stimulate jobs and business, and to find new uses and markets for the state's agricultural products.

## Manufacturing

From 1850 onward, the growth of settlement and agriculture in Minnesota created a need for a variety of articles used by farmers. Many small factories were started which turned out plows, wagons, grain cutters, hay rakes, and other farm equipment. In the 1870s there were harvester factories in Minneapolis and St. Paul and a thresher firm in Stillwater. Other factories came into existence about the same time which produced bricks, butter churns, carriages and beer, and still others used the flour of the mills for bakery goods, while some supplied the mills with supplies they needed such as barrels and sacks.

The first factories were built in the southeastern counties of the state where the first settlements were located and where the Mississippi and its tributaries furnished water power.

Construction of the railroads after 1870 clustered industries at a few points. The greatest concentration of industry was in Minneapolis and St. Paul where, in 1870, 40% of the state's manufacturing employment was located. In 1900 half of the state's factory workers lived in the Twin Cities where a growing diversity of products were manufactured.

Minnesota's most important manufacturer's were closely tied to raw materials from the woods and farms. As the kinds of raw materials changed so did the kinds of manufacture based on those materials. Paper manufacturing grew in importance as the virgin timber ran out; meat packing gained on wheat milling, and soybean oil manufacturing replaced the production of linseed oil. Factory locations were also changed to be nearer the sources of raw materials.

World War II brought about an increase in the percentage of the state's employed people working in manufacturing. Because so many people have been employed in farming and mining, the number of factory workers, compared to the total labor force, has always been relatively low in Minnesota. With the increased use of machinery on farms fewer people were needed to do the same amount of work, and many workers released from farms moved to urban areas and sought employment in factories. The increased manufacturing employment continued into the 1950s. In 1947, 12½% of the state's workers were employed in the factories. By 1950 the figure rose to 16½%, a rise almost five times greater than the national average for those years. In 1960, 20% of the state's workers were employed in factories, with the main shift in and around the Twin Cities.

Metal goods and other manufacturing became as important as food processing as a result of World War II. The most important Minnesota manufacturing industry to develop after the war was the making of computers and other kinds of electronic equipment. Dur-

ing the 1940's nearly 60 kinds of manufacturing industries increased in Minnesota and 32 kinds grew more than the national average. Among the fastest growing were the making of machine tools, electrical machinery and communications equipment. Other Minnesota manufactures which grew faster than the national average were the making of cheese, dried milk, and cosmetics. While all this growth in manufacturing took place, exceeding the national average, Minnesota's population increased only half as fast as the national average.

Manufacturing became the dominant source of income in the state in 1952. In 1976, Minnesota's more than 5,800 manufacturing plants had shipments valued at \$20.4 billion — more than three times their value at the beginning of the 1960s. Employment in Minnesota's manufacturing industries for the period of 1940-1977 increased by 189%, compared to a national increase of only 82%.

A continuing process of industrial diversification, beginning about the time of World War II, has moved Minnesota into a position of industrial leadership in the United States. Of the nation's 500 largest industrial corporations, about 25% manufacture or process some portion of their output in Minnesota, and 13 of those 500 companies are headquartered in the state. Headquartered in Minnesota are four of the nation's largest transportation companies, two of the largest merchandising firms and one of the largest utility companies.

Minnesota's healthy and well-rounded economy benefits from its varied economic base, technical facilities, highly skilled and educated workers and natural resources. The state is a leader in the manufacture and distribution of medical instruments and supplies, and accounts for more than half of the cardiac pacemakers sold throughout the world. The largest industry in Minnesota is health care. The state has some of the fastest growing computer companies. The Twin Cities is also the super computer capital of the world with four companies located here compared to Tokyo, Japan's three. Minnesota now ranks third in the nation in terms of sales of computing and office machines, stimulating a flow of micro-electronics specialists from the University of Minnesota, 60% to 80% of whom take jobs within the state. Electronic and related technical businesses employed more than 119,000 people in 1982. Minnesota has a diverse economy experiencing its greatest growth in such high technology fields as computer, office automation equipment, and medical technology. High technology now accounts of one-third of all manufacturing employment in the state, and Minnesota is the headquarters of 50 major high technology companies. New companies are continually starting in Minnesota and it ranks 6th in the United States in the number of firms started with venture capital funds.

There are approximately 93,000 employers at about 175,000 places of employment in Minnesota. About 16% of the non-agricultural workforce in Minnesota are members of organized bargaining units. Approximately 86% of places of employment are establishments with twenty or fewer employees. The total Minnesota civilian workforce (March 1987) was 2.2 million workers.

In 1985, out of a total estimated population of 4,192,973 the state's non-agricultural labor force was 1,866,100, with more than 374,900 holding manufacturing jobs. The 1986 total personal income was \$62.104 billion or \$14,737 per capita. The 1984 annual average income for manufacturing was \$10.273 billion and the personal income generated was \$54.980 billion. Total earned income generated by wages, salaries and proprietors' income for 1984 was \$40.655 billion. Cash receipts from farm marketing in 1984 were \$3,338.0 million for livestock and \$2,904.3 million for crops, for a total of \$6,576.5 million a 65% increase since 1976. Total personal income generated on farms by the 1984 estimated farm labor force of 180,000 was \$1,659.9 million, 1.08% higher than the peak year of 1978 of \$1,523 million.

Minnesota is a leader in meatpacking, specialty milling, vegetable canning and in processing dairy products. Also ranking high in Minnesota's industrial production besides food processing are paper products, fabricated metals, computer and machinery manufacturing, chemicals, printing and publishing, petroleum refining plastics, coated products, wearing apparel, skis, snowmobiles, farm machinery and heavy industrial machinery.

## Commerce and Finance

Minnesota serves as the financial hub of the upper Midwest. Its three largest enterprises are manufacturing, trade and finance, insurance and real estate. At the end of 1986 its commercial banks had total deposits of \$41.006 billion and total assets of \$56.339 billion. Of those banks there were 512 state chartered banks with deposits of \$13.127 billion and assets of \$14.681 billion; and 215 national banks with deposits of \$27.879 billion and assets of \$41.658 billion. The Federal Reserve Bank headquarters for the Ninth Federal Reserve District is located in Minneapolis, as well as two of the largest bank holding companies, a federal land bank a federal intermediate credit bank, a bank for cooperatives, and one of the nation's 26 largest savings and loan associations.

Minnesota is also home to some of the nation's largest insurance companies. As a group, 63 insurance companies with home offices in the Twin Cities, generated more than \$1 billion in premium income for each of the last five years. The Twin Cities is also the home of one of the world's largest mutual fund conglomerates.

Gross product in Minnesota's finance, insurance and real estate industries was at the \$6.3 billion level in 1982 and accounted for 17% of the gross state product. The average annual growth rate during the 1965-82 period was 8%. At the national level, gross product of finance, insurance and real estate was approximately \$342.7 billion in 1982 or about 24.8% of the gross national product. The average annual growth rate for the 1965-82 period of the nation was 9.8%.

Employment in Minnesota's finance, insurance and real estate industry averaged 116,300 workers during the year 1986. The average annual growth rate in employment during the past decade amounted to 4.1% and the number of new jobs increased by 38,400. Growth at the national level was slightly lower at a 4.0% annual rate, with the present employment standing at approximately 6.3 million and gain in jobs over the past decade 2 million.

Employment in finance, insurance and real estate as a percentage of the nonagricultural labor force is 6.1% for the state while that for the U.S. is 6.3%.

The Twin Cities metropolitan area dominates the upper Midwest in wholesaling, finance and cultural activities. This multistate region includes eastern Montana, North and South Dakota, northern Iowa, western Wisconsin, upper Michigan and Minnesota. Within this region no urban center has as much as one-tenth the population of the Twin Cities area, about 2 million. The combined suburban land area of Minneapolis and St. Paul is the largest in the U.S. The Twin Cities metropolitan area ranked 12th among the nation's fifteen major metropolitan areas in retail sales in 1981 with \$11.63 billion.

A long time leader in the cooperative movement, Minnesota's cooperatives are known for their strength and scope and are supported by state laws enacted to protect and encourage them. Oliver H. Kelley, an Elk River pioneer farmer and populist activist, founded the National Grange, or the Patrons of Husbandry, in 1867. The organization promoted education in agriculture and provided social and cultural opportunities for farmers and their wives through club meetings. Since that time thousands of cooperatives of all sizes, working in rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

## Education

Minnesota's educational system was energetically established by missionaries and educators from eastern colleges who imparted a strong New England influence. In 1847 the New England Popular Education Society sent Minnesota its first teacher, Harriet Bishop, who opened the first permanent school in the region, a one-room log cabin in St. Paul.

The territorial legislature enacted the first law pertaining to education in 1849, stating that common schools were to be open to all persons between the ages of four and 21 years, and townships were to be divided into school districts when the districts contained more than five families. To support the schools, the law levied a general tax of 2½ mills and supplemented it with 15% of the funds collected from liquor licenses and fines for criminal offenses.

In 1851 there were only three schools in Minnesota, enrolling a total of 250 children. It was not unusual in these early years for the school year to be as short as three months, offering courses in reading, writing, geography and some form of mathematics. Teachers' salaries averaged \$13 a month for women and \$21 for men.

Edward D. Neill, a Presbyterian minister who later became first president of Macalester College, was appointed the first of four territorial superintendents of public instruction in 1854 at an annual salary of \$100. When Minnesota became a state, Neill was appointed by the legislature as superintendent of public instruction.

In 1861 the legislature stipulated that every township would be a school district, but this was changed the next year into the so-called neighborhood plan, a district system of public schools.

The first decade of public education in Minnesota saw an emphasis on the common school for those who wanted only the basics, and the university for those who desired an extensive education which usually only a few could afford.

In 1878 the legislature appropriated \$400 annually to each high school, at the time frequently referred to as "people's college," that wished to be placed on the 'accredited list' and to receive state aid. At first there could not be more than three state aided high schools in any one county, but later that number was increased to five.

In 1885 superintendent Kiehle obtained support from the legislature which passed a measure requiring every parent or guardian of a child between the ages of 8 and 18 to send their child to a public or private school for 12 weeks each year. Disobeying the law was a misdemeanor. This compulsory attendance law was strengthened in 1899 when the legislature authorized school boards in cities and large villages to appoint truant officers with power to arrest truants, take them to school, and to file complaints against their parents or guardians. Yet at the turn of the century many children remained out of school, especially in the smaller villages and rural areas where the majority of children lived. The 1899 legislature also required that prospective teachers take an examination prepared by the office of public instruction, and that upon satisfactory completion of the test the teacher be issued one of three certificates depending on academic and professional preparation.

At the turn of the century there were about 8,000 school districts in the state. By 1913 there were 7,900 after efforts to get them to merge. Over 2,000 of these were one-room schools with less than 21 pupils and another 300 with less than 11 pupils. Providing services and addressing the needs of these school districts was a difficult and complicated task, yet because World Wars I and II and the Depression took more of a priority, by 1947 there were still 7,676 districts even after financial incentives were provided to consolidate.

The first mandatory reorganization legislation was enacted in 1963 and called for the automatic dissolution of all non-operating school districts that did not join a district maintaining a high school. By 1965 there were 1,742 districts.

In 1919 a state board of education, consisting of five members, was established. This board elected a commissioner of education for a six-year term who was given responsibility for the department of education. The board has broad powers over the development of education in the state. Through the commissioner and the department, it administers all laws relating to the public schools, libraries, and public educational institutions, including the educational program throughout the state, supervises the payment of various school aids, submits to the governor and the legislature a biennial education budget, and prescribes rules relating to all plans of education. The first commissioner was James M. McConnell who served from 1919 to 1933. The commissioner who held office the longest and under whom many administrative changes took place was Dean Schweikhard, who served for 18½ years from 1943-1961.

Today each school system functions under an elected school board and is coordinated by the Minnesota Department of Education. Minnesota has 433 school districts which operate elementary and secondary schools. The state's public school system includes 905 elementary schools, 59 middle schools, and 547 secondary schools. Enrollment in the public schools (as of Fall, 1986) was 705,076. The schools were staffed by 41,558 teachers; 3,144

administrators, coordinators, directors and supervisors; and 2,878 support staff including counselors, librarians, reading consultants and others. Through a system of state aids, part of the cost of operating these schools is covered by the state, with funds graduated in favor of districts having a poorer tax base. Minnesota's high school dropout rate of 2.6% (1985-86 school year) is the nation's lowest.

The University of Minnesota was chartered in 1851 as a land-grant college and preparatory school when the territory consisted of 7,000 settlers. Today it spreads across 5 state campuses and 15 research, experimental and branch stations. The combined campuses of the University of Minnesota in Minneapolis and St. Paul have the largest daytime enrollment of full-time students of any campus in the country. With over 56,000 full-time students, the U of M is considered a great national institution excelling in political science, engineering and physics, architecture, law, journalism, mining, agriculture, medicine and dentistry. The university's alumni and faculty have included 12 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually. The U of M has 70 endowed chairs making it a leader in this area in the United States.

Research facilities and scientific manpower at the U of M are a prime impetus in developing "think" industries in the state. The university's research contributed to the discovery of an economic way to convert taconite to high-grade iron ore, sought out the potential in electronics, and developed rust-resistant wheat, corn hybrids, and northern growing fruits. Pioneering discoveries and breakthroughs were made by U of M doctors in the Salk vaccine, intestinal and open heart surgery, and the association of cholesterol with hardening of the arteries.

Minnesota offers an extensive array of high quality opportunities for its citizens to continue their education beyond high school. Included are 64 public campuses throughout the state governed by the University of Minnesota Board of Regents, the State University Board, the State Board for Community Colleges, and the State Board of Vocational-Technical Education. These public universities, community colleges and technical institutes serve more than 170,000 students from the freshman through graduate levels. An additional 23,390 students are enrolled in self-supporting extension classes. That total grows to 66,469 if students at technical institutes are added.

More than 2,700 instructional programs are available to students. They represent 842 program clusters, or areas of study. These programs range from occupational programs provided primarily at public AVTIs and private vocational schools to graduate and professional programs provided at the University of Minnesota and several private professional schools. To provide these opportunities Minnesota makes a major investment in post-secondary education. The 1987 Legislature, for example, authorized spending of over \$2 billion to the four public systems for use during the 1987-88 and 1988-89 academic years.

Ensuring equal opportunity for all citizens to pursue a post-secondary education in institutions that can best meet their needs is a primary goal. This goal is met through one of the nation's most highly regarded student financial assistance systems, which is administered by the Higher Education Coordinating Board. For the 1987-88 and 1988-89 school years the legislature has made available over \$130 million in state-supported grants and work-study opportunities for Minnesota residents. Two state loan programs also assist thousands of students to pay for their education beyond high school.

In addition, Minnesota residents have increased access to opportunities in neighboring states under tuition reciprocity agreements with Wisconsin, North Dakota and South Dakota. More than 15,000 Minnesota residents attend more than 50 public post-secondary institutions in neighboring states under the agreements while about 9,000 out-of-state students enter Minnesota institutions each year.

Overall, close to half of the state's high school graduates enroll in a post-secondary institution the next fall. In fall 1985, 43 percent of the spring 1985 high school graduates enrolled in a Minnesota post-secondary institution. Within the first year of high school 60 percent of young people enroll in some type of postsecondary education. Within 5 years

three fourths of Minnesotans have pursued postsecondary education. Minnesota has the best high school completion rate in the country of 91%.

Complementing the state system are private schools, mostly Catholic, a few Lutheran, and a small number nondenominational, many having been boys military academies. These schools are maintained by tuition and voluntary contributions.

They include some 25 private four-year colleges, one private junior college, seven private professional schools and more than 100 private vocational schools. The proprietary sector includes a variety of schools ranging from special purpose institutions such as schools of cosmetology to more comprehensive schools offering vocational training opportunities.

Of the 33 private colleges and professional schools, 17 were founded by 1900. More than 50,000 students, or about 22 percent of the state's enrollment in post-secondary vocational and higher education, attend a private institution.

The availability of Minnesota's private institutions ensures that the state has a balanced system of post-secondary education. With the exception of major research activity, which is concentrated at the University of Minnesota, private institutions serve many of the same goals that the state has sought to achieve through the public post-secondary sector — access, diversity, quality, efficiency and service to the community.

The private institutions are not a system but are independent and have their own governing boards. They work together in discussing common concerns and working for mutual goals through membership in a variety of organizations such as the Minnesota Private College Council, an organization for 17 private colleges and universities in the state, and the Minnesota Association of Private Proprietary Schools.

Private institutions are involved in the state's comprehensive post-secondary efforts, and they participate in state post-secondary programs such as state student aid programs.

Private institutions in Minnesota offer about 28 percent of the academic and vocational programs available in the state. Private colleges are especially active in the traditional liberal arts disciplines.

Historically providing quality post-secondary educational opportunities has been a priority of the Minnesota Legislature and executive branch. The commitment was reaffirmed by the proposals of Governor Rudy Perpich in 1987 and actions by the Minnesota Legislature.

The state's investment in its post-secondary education students and institutions has multiplied and returned benefits to the citizens in the form of economic, educational, health, cultural, and civic resources. Education takes up 42 percent of the state's budget, that includes both higher and elementary and secondary.

Minnesota's goal in the future is to maintain and enhance quality educational opportunities that contribute to the high quality of life.

## Government

Minnesota has a reputation for independent political thinking. From its very beginning this has been a strong influence and resulted in the refusal of both Democrat and Republican delegates to meet in the same convention. Therefore, each party convened their delegates to the state's constitutional convention in separate sessions. A constitution was written by a conference committee, composed of five members from each party who reported back to and received advice from their respective conventions. On August 28, 1857 the report of the conference committee was adopted by both conventions without amendment. Signing it was another problem, for the bitterness between the two parties was so strong that neither would sign a document which bore the signatures of the other. Minnesota's ingenuity won out by having the Republicans sign one constitution on white paper and the Democrats sign another on blue paper. Both were sent to Washington, D.C. for ratification, and Minnesota became the 32nd state to enter the Union on May 11, 1858.

Minnesota was admitted to the union at a time when the country was heatedly debating the issue of slavery and the repeal of the Missouri Compromise in 1854. That compromise had prohibited slavery in states north of 36°30' (except Missouri). With repeal, each state could decide whether to be slave or free. Dred Scott, a former black slave who gained his

freedom by escaping to the free state of Minnesota, waited at Fort Snelling for the U.S. Supreme Court to decide whether once gaining his freedom he could return to his home state, which permitted slavery, as a free man. The court eventually ruled that he could not.

Scott probably met and became friends with another famous Minnesotan, George Bonga, the son of Minnesota's first black settler and a fur trader and businessman who freely associated with the prominent politicians of the Territory of Minnesota. Bonga was known for his capture of Che-Ga-Wa-Skung, a Chippewa Indian accused of murder in 1837 which resulted in Minnesota's first criminal trial.

In becoming a state, certain institutions were established and the Territorial Legislature had to decide where they would be located. Stillwater was chosen for the state prison, and Minneapolis was to be the location of the University of Minnesota. The location of the state capital was a hotly debated issue. Many sites were proposed, but the rural legislators who made up the majority wanted a site convenient to them. A site near Kandiyohi was suggested because it was the exact center of the state and ideally located to all. Other sites were the cities of St. Paul and St. Peter in the south central part of the state on the Minnesota River.

St. Peter was chosen, and the bill the Territorial Legislature approved was sent to Joe Rolette, a legislator from Pembina and a man of robust humor who was the son of a French-Canadian fur trader and who dressed like an Indian or voyageur. As chairman of the enrollment committee, he was supposed to give the bill his imprimatur and pass it on to the governor. But Rolette disappeared and when he dramatically returned to the legislative session, it was too late to get any more bills passed and the capital ended up in St. Paul.

Minnesota was the first state in the nation to enact a limited statewide compulsory primary law in 1901. In 1913 Minnesota became one of the first states to adopt a non-partisan system of electing its legislators. This was repealed in 1973 when party designation was restored as well as providing for statewide voter registration. In 1971 Minnesota was the first state in the nation to ratify the amendment to the U.S. Constitution lowering the voting age to 18 years for people who have been United States citizens for at least three months, residents of the state for six months, and residents of a precinct for 30 days. Minnesota also led the nation in voter turnout for the past three presidential elections, with 69.5% (2,115,317) of the 3,044,000 estimated eligible voters casting ballots in the 1984 presidential election. The nation's average was 53.27%.

In 1972 an amendment to Article IV of the state Constitution called for a flexible session of the legislature, allowing it to meet in regular session in both years of the biennium for a total of 120 legislative days, providing that the legislature cannot meet after the first Monday following the third Saturday in May of any year. In each two-year session of the Minnesota Legislature 4,000-5,000 bills or proposals are regularly introduced.

The state's chief sources of revenues are taxes on personal and corporate income, sales and gross receipts, gasoline, motor vehicles, iron ore, gross earnings of railroad and communications companies, property, liquor and cigarettes. In 1967 the legislature enacted a 4% sales tax which covers all retail purchases with the exception of food, medicines, clothing and gasoline. In 1981 the sales tax was raised to 5% and a year later to 6%.

A program of state aid to local government, covering almost 50% of operating costs, was begun in 1967 to relieve the burdens on local communities who raise their expenses chiefly through property taxes.

Social services, especially those for children, traditionally have been well developed in the state. Minnesota was the first state to treat crippled children at public expense. Continued concern and service is provided to the physically handicapped, senior citizens, and the mentally ill and retarded of all ages. The state substantially expanded its mental health program in 1949, and in 1957 state aid was granted to local communities to encourage the establishment of local mental-health centers, redistributing patient loads in state hospitals, preventing overcrowding and improving patient care.

Administrative functions of the executive branch have become more complex as the state

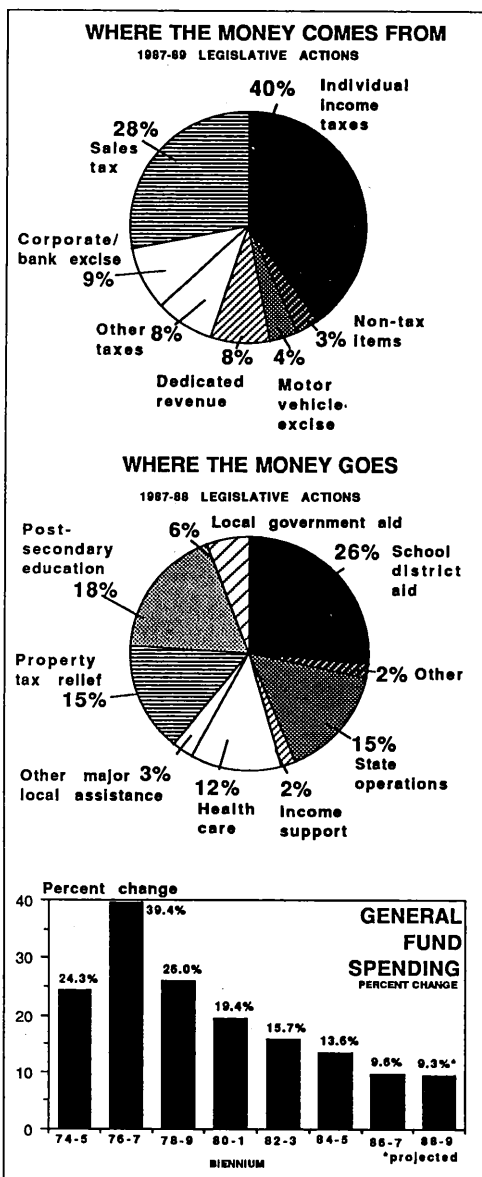
has grown. Specialized agencies were created to take care of new duties, but gradually, as they overlapped, reorganizations took place. A reorganization occurred in 1925, and again in 1939 which brought the agencies' functions into a more orderly arrangement with the establishment of the Department of Administration. In 1973 another reorganization set up new departments of finance and personnel, brought together functions that had been fragmented, and gave the governor more control over them. Today the governor appoints the heads of most state departments, boards and agencies for terms ranging from two to six years.

A Public Employment Study by the state Department of Finance issued in 1979 found that there were fewer full-time employees in Minnesota government than in most states. The study ranked Minnesota 45th in the nation in 1977, while Minnesota local government employment ranked 15th. The same study showed that in terms of growth, Minnesota government employment had been growing at a slower rate than the national average (2.6% in Minnesota as compared to 3.8% among all states).

There are 87 counties, 855 municipalities and 1,801 townships in Minnesota. Most local governmental services are provided by counties and municipalities. Townships' responsibilities are limited to maintenance of local roads and certain welfare services. There has been a steady decline in the number of school districts due to consolidation, especially in rural areas. Currently there are 433 school districts. Two hundred eleven special districts provide for sewers, conservation, water supply, fire protection, parks, airports, and mosquito control.

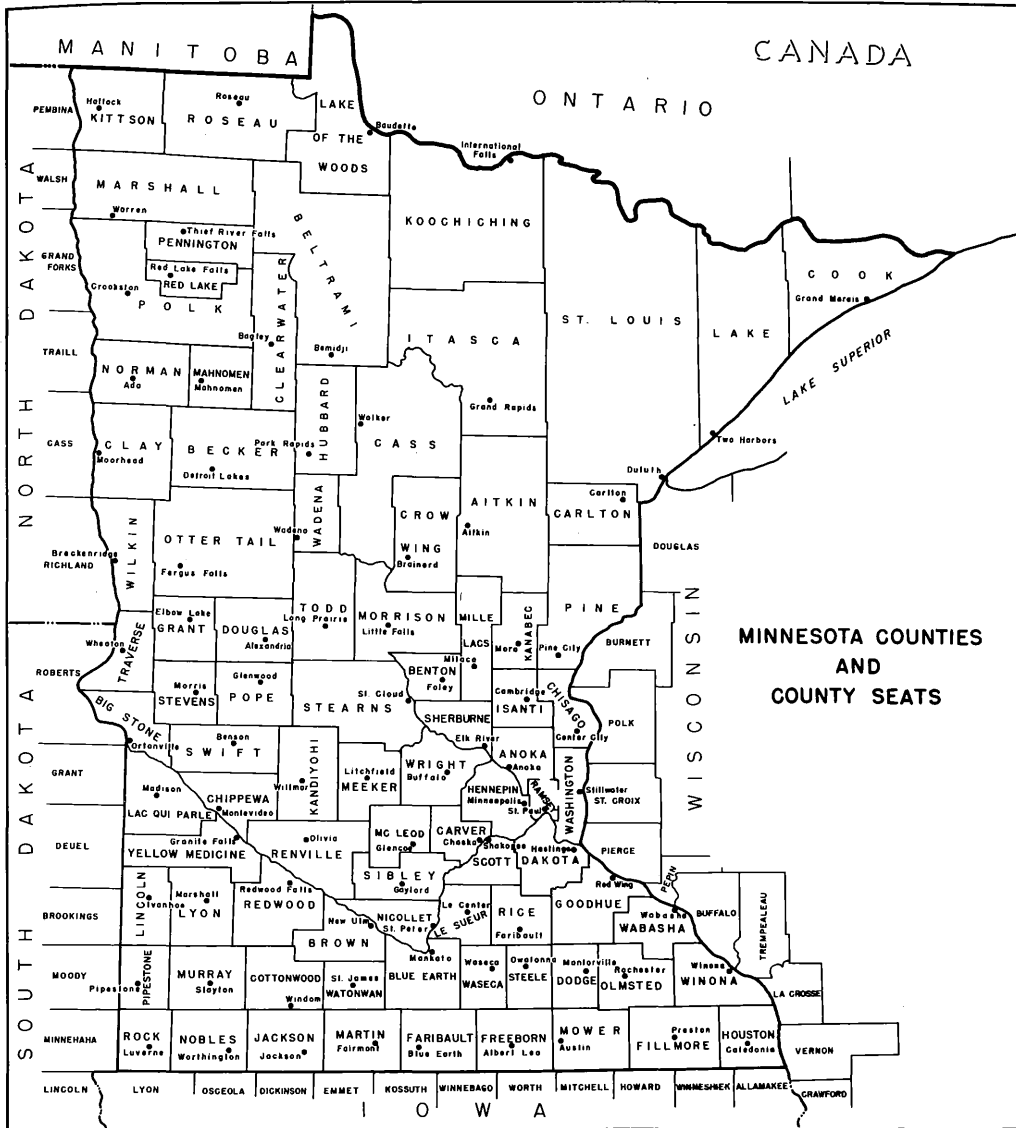
Minnesota's state capitol was designed by architect Cass Gilbert in the Italian Renaissance style and fashioned after the nation's Capitol in Washington, D.C. with its modified cross and high ceilings. It is said to be the 2nd finest capitol building in the nation next to the nation's capitol. Its solid Georgia marble dome was the largest unsupported marble dome in the world when it was completed in 1905.

Many of Minnesota's government leaders have served with distinction in the federal government. Hubert H. Humphrey and Walter F. Mondale have both served as vice presidents, under President Lyndon Johnson and President Carter respectively. It was Humphrey's idea for the Peace Corps that John F. Kennedy put to work. Warren E. Burger served as Chief Justice of the U.S. Supreme Court, while another Minnesota attorney, Harry A. Blackmun, served as an Associate Justice, both appointed by President Nixon. Frank B.



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Kellogg served as United States ambassador to Great Britain and from 1925-1929 was secretary of state under President Coolidge. He was awarded the Nobel Peace Prize for his role in the negotiation of the Kellogg-Briand Pact of 1928 which outlawed war. Some others were: Alexander Ramsey who served as secretary of war under President Hayes; Pierce Butler was appointed to the Supreme Court by President Harding and Harold E. Stassen who served under President Truman on the American delegation to form the United Nations. Under President Kennedy, Orville Freeman served as secretary of agriculture and Walter W. Heller served as chairman of the President's Council of Economic Advisors.

## Health

Based on available statistics, the average citizen in Minnesota appears to have always lived longer than the average citizen in the United States. Today, 77% of the state's population lives to the age of 65 and the average life expectancy of any baby born in Minnesota is 76.2 years (72.5 years for male and 79.8 years for females). This represents a gain in life expectancy of 40 years since 1841 when a physician in the fledgling territory noted that half of the white population was dead by the age of 36.

In 1872 Minnesota became the fourth state in the nation (after Massachusetts, California and Virginia) to establish a board of health. In those days, smallpox, typhoid fever, diphtheria, and other communicable diseases were almost constantly present. The first health department office was set up in Red Wing with two employees and a total year's appropriation of \$500. It immediately began to wage war against epidemic and infectious diseases. The greatest gain in life expectancy occurred between 1880 and 1930—a span of time during which enormous advances were made in disease prevention and control.

To control infectious diseases, the health department early turned its attention to the need for safe water supplies and sanitary conditions in public institutions. Minnesota pioneered the use of chlorine in public water supplies as a means of controlling typhoid in the state. In 1910, the health department installed a system of chlorination in the Minneapolis water supply, making it the first major municipality in the nation to have such a system. Duluth followed suit in 1912 and St. Paul in 1920. These chlorination systems produced an immediate and dramatic decline in typhoid and other water-borne diseases in these cities. In 1910, there were 3,204 cases of typhoid in the state, 688 of which were fatal. There have been very few typhoid cases and almost no deaths reported in the past decade.

Control of food-borne diseases has come a long way since a state organization of traveling businessmen pushed for the creation of a hotel inspection section of the health department in 1903. At that time, cities which wanted their food, beverage, and lodging establishments inspected had to invite the inspector and pay his stagecoach and railway fares for the visit. Today, all of the state's hotels, resorts and restaurants are inspected regularly.

In 1936, the Pigseye Sewage Plant was built on the Mississippi River by the Minneapolis/St. Paul sanitation district. Construction of the plant was based on studies done by the health department. The plant eliminated sewage dumping from the metropolitan area into the river and helped control infectious disease. It was the first sewage treatment plant to be built on the entire length of the Mississippi.

In 1937, the health department adopted state water supply standards that became a model for the entire country.

Minnesota also ranks as one of the top states in adjusting fluoride content of its municipal water supplies to recommended levels. The board of health first endorsed fluoridation in 1950, a year before its endorsement by the U.S. Public Health Service. Though communities are responsible for installing their own fluoridation equipment and maintaining correct fluoride levels in their water supplies, the health department provides them with engineering and laboratory assistance.

Through the years, many communicable diseases have been all but eliminated as serious public health problems in the state and in the nation. The last serious outbreak of smallpox in Minnesota was in 1924-25 when 4,098 cases and 505 deaths were reported. There have been no reported cases in the state since 1947.

Until immunization against diphtheria became available in 1926, the major weapon against it was quarantine or isolation. There were 5,012 reported diphtheria cases resulting in 566 deaths in Minnesota in 1910. The last reported case in the state occurred in 1971.

Tuberculosis is no longer the scourge it was in earlier times. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculous drugs became available and were distributed to TB patients free-of-charge by the health department. Since then, the disease has gradually and steadily declined with only 15 deaths in 1985.

Intensive immunization programs, carried out by the state and local health departments

in cooperation with medical societies, have kept polio from being the greatcrippler and killer it once was. The Minnesota Health Department received national and international recognition for its part in developing and testing the oral polio vaccine in 1957.

Many factors have contributed to our success in controlling communicable diseases over the past century—improvements in nutrition and sanitation, the efforts of our health care system, the development of modern vaccines and antibiotics, and other improvements in medical technology. Public health has also played an important role in keeping communicable diseases under control by investigating disease outbreaks and identifying the source of the problem and enforcing regulations designed to check the spread of disease.

As a result, the deadliest communicable diseases had been largely controlled by the 1940s, and the prevention and treatment of the common childhood diseases (polio, measles, rubella, mumps) has become possible in the last 30 years. For example, 99% of Minnesota's school children now have proof of immunization against measles, and the number of measles cases in the state has decreased substantially. This decrease resulted from a 1980 amendment which strengthened and clarified the state's school immunization law.

Children in Minnesota are healthier today than at any previous point in history. In the early years of the state, almost 50% of all deaths in Minnesota occurred among those under five years of age. Little improvement occurred until after 1900. By 1930 that percentage of death had been reduced by two-thirds, and in 1980 it was only one-tenth of its former level. This improvement was largely the result of better sanitation, nutrition and housing as well as extensive use of vaccines and antibiotics. These measures, along with improved prenatal, obstetrical and pediatric care have helped to bring about a dramatic drop in the mortality rate of infants as well as adults.

When communicable disease control became a reality through advances in sanitation, immunization and treatment, the health department began to place a new emphasis on chronic diseases and conditions. Since the causes of many of these health problems are deeply rooted in the environment and the way of life in modern America, public health efforts now focus on lifestyle, the environment and the health care system in the state. Programs dealing with lifestyle issues like smoking and diet are receiving new emphasis.

In addition to discovering new ways to take care of chronic diseases and the factors that contribute to them, the health department is exploring new avenues to enrich the lives of Minnesotans. A major focus of the health department is providing assistance and support to local health agencies to help them effectively respond to current public health problems in their service areas. All of Minnesota's 87 counties are now served by local Community Health Services agencies, which plan for and provide needed public health services for local residents.

Other department programs study the health risks associated with Minnesota's air, food, water, and places of work, and encourage Minnesotans to stay healthy by informing them about good health practices.

Minnesota's doctors, nurses and medical professionals have made significant, global, innovative and pioneering contributions in many areas of health care and medicine. One state pioneer doctor was Dr. Martha G. Ripley who founded Maternity Hospital for Minneapolis' unwed mothers in 1887, specifying that the medical department was to be under the care and control of female physicians. No attempt to give recognition can be complete without mentioning the controversial, yet popular, Sister Elizabeth Kenny. This self-trained Australian bush nurse pioneered a successful hotpack and mobility treatment in Minneapolis for victims of poliomyelitis, establishing that city as an important treatment center during the 1940 and 1950 polio epidemics.

Minnesota's tradition of innovative health and medical practices goes far back in the state's history. Dr. William Worrall Mayo settled in Rochester in 1863, and by 1889 he and his two sons, Drs. Will J. and Charles H. Mayo, established the Mayo Clinic and Hospitals. The University of Minnesota Medical School was founded at the same time the Mayos were laying the foundations for modern medical America's first group medical practice. By 1912, Minnesota was already being held up as a model to the rest of the nation. A few

of the many milestones achieved by the University of Minnesota's Hospitals and Medical School are: the first open heart surgery, the first successful bone marrow transplant, the first use of an artificial pancreas in a diabetic patient, the first use of artificial blood in a human patient, and the development of the first total body x-ray scanner. The University of Minnesota has attained preeminence in the fields of immunology, cardiac surgery, organ transplants, genetic engineering, and many others.

The Department of Surgery Transplant Unit in the University of Minnesota Medical School is the largest in the world. Dr. John Najarian's innovative techniques have been instrumental in stimulating progress in this important area, along with Dr. Owen H. Wangenstein, surgery educator and inventor. Cooperation in the late 1950s between Dr. C. Walton Lillehei of the Medical School and Earl Bakken, co-founder of Medtronic, resulted in the world's first external cardiac pacemakers and set an early example for cooperative ventures with medical industry.

Today, a 350-mile corridor in Minnesota called the "Medical Alley" consists of over 300 medically oriented organizations and is expected to grow to 800 within the next five years. This "Medical Alley" represents the highest concentration in the world of companies dedicated to the service of today's rapidly expanding healthcare industry.

## Transportation

The lakes and rivers of Minnesota provided the first means of transportation for settlers and trade goods. Its land area was opened by 1650 to the western world by French fur traders, following Indian routes, venturing across the Great Lakes in birch bark canoes. One hundred years later the famed voyageurs followed with their huge freight canoes. The French explorers Marquette and Jolliet explored the Mississippi from Prairie du Chein to its confluence with the Arkansas River in 1673. The first recorded commercial navigation movements on the Mississippi occurred in 1705 when some 15,000 fur pelts were shipped by raft from the Missouri River to the City of Biloxi.

In the middle of the 18th century, Dakota Indians brought the first horses to the upper plains for use as a beast of burden and a means of transportation. The early 1800s saw ox carts from the Red River Valley carrying furs and buffalo hides along a system of roads from the settlements around Pembina to St. Paul. The Red River Oxcart Trail paralleled the Mississippi River from St. Paul to Sauk Rapids. It then forked into other trails leading west and north. The journey to Pembina took nearly a month, and during the 1850s the trail carried 500-600 carts a year. (The trail can still be seen today at the wayside park north of Anoka near Trunk Highway 10.) The earliest road, quite probably, was a trail driven by British soldiers between Grand Portage and Fort Charlotte on the Pigeon River, sometime before 1816.

In 1823 the *Virginia* was the first steamboat to visit Fort Snelling, proving the upper Mississippi could be navigated. It took 20 days to travel from St. Louis due to channel conditions, however.

Cargoes carried by the early steamboats, consisted almost entirely of furs and military supplies. In the mid 1800's when river population centers, such as St. Paul and Minneapolis began to grow, the list of cargoes expanded to include a wide variety of commodities as well as passengers. The steamboats that hauled the freight and passengers were operated by individual entrepreneurs who were in strong competition with one another. Their operations were generally unorganized without scheduled arrival or departure times.

That changed to a great extent in 1847 when the Minnesota Packet Company was created. It helped organize the industry by assigning steamboats to scheduled stops and time tables, especially on the passenger runs. Steamboats having begun regular service, in March 1849 the first of the season brought news from Washington, D.C. of the creation of the Minnesota Territory.

The first regular mail-stage line in Minnesota began operation in May of 1849 between Stillwater and St. Paul on a tri-weekly basis. Congress appropriated \$40,000 in 1850 for a military road system at the behest of early Minnesota leaders. And the Territorial Legis-

lature required in 1851 that all healthy men from 21 to 50 work three days a year building roads.

In 1851, the U.S. Corps of Engineers responded to the need for safer navigation by initiating a major study of flood control and navigation on the Mississippi. The study provided the basis for the Rivers and Harbors Act of 1878, which authorized construction of a 4½ foot navigation channel from St. Louis to St. Paul. That project included the construction of wing dams to help form a channel through the direction of river current and the building of closing dams to control flow to the backwaters and maximize the amount of water in the main channel. The result was a more stable level of water to facilitate steamboat movement.

The first bridge over the Mississippi River opened at St. Anthony Falls in 1855.

Minnesota railroad history began when the Territorial Legislature chartered four land grant railroad companies. By 1857, twenty-seven charters had been issued. Because of financial difficulties, none of the building time-limits were met, and the Territory foreclosed, becoming the owner of all railroad properties.

The steamboat *Alhambra* delivered the State's first steam locomotive, the *William Crooks*, on September 9, 1861. Five years later the state was linked by rail to Chicago, Illinois. On February 15, 1870 the Northern Pacific Railway broke ground at Thomson's Junction, west of Duluth. Fourteen years later the Northern Pacific was complete from St. Paul to Portland, Oregon to Tacoma, Washington. But, by far the most celebrated railroader in Minnesota was the "Empire Builder," James J. Hill, founder of the great Northern Railroad. In 1893, the Great Northern Railroad linked St. Paul with Seattle, Washington by way of 1,816 miles of track. By 1900, Minnesota railroads provided service on several routes to Chicago, two routes to the Pacific and routes to such points as Kansas City, Omaha, Los Angeles, Sault St. Marie, St. Louis and Winnipeg. Grain continued to be the stable commodity, but there was also important tonnage in lumber and ore. Over time, manufacturing also increased its contribution of goods to state commerce.

The Minnesota rail network began as ten miles in 1862 and reached 5,409.11 miles in 1890. By 1929, the number of miles of track had reached a peak of about 9,500 miles. From this peak, rail mileage declined during the years of the Great Depression as a result of competition from motor carriers, depletion of forests, and bankruptcy of many rail lines.

By 1900, automobiles were in Minnesota, but less than 75 miles of paved roads existed. The horse remained the people's engine. Steam-driven paddlewheelers still plied the Mississippi, trains had been operating for only 40 years, and electric trolley cars were introduced just nine years earlier. With mass production techniques developing rapidly, the Ford Motor Company opened its Minneapolis plant in 1912 that built 10 automobiles a day. In 1921 the Minnesota Department of Highways began contracting to build roads following the adoption of the trunk highway plan, and taxation of motor vehicles for trunk highway purposes was initiated. By 1925 more than 500,000 vehicles were registered in Minnesota, and in that year more than 15 million passengers traveled its roads by bus. Comfortable, fast trains now traversed the state.

Airports, heliports and seaplane bases have been established since the early 1900s for recreation, business and freight. Northwest Airlines had airmail contracts in 1926 and started scheduled passenger service as early as 1930. Air transportation boasts several pioneers from Minnesota, most notable among them was Charles A. Lindberg who flew solo, non-stop, from New York to Paris in May, 1927. In aeronautics, Minnesota's Dr. Jeannette R. Piccard is recognized as the first woman in space, after riding a high altitude, helium-filled balloon into the stratosphere in 1934.

Today, the movement of people and goods in Minnesota and the Upper Midwest focuses on the Twin Cities area. Regional, transcontinental, and international air rail and highway systems radiate outward from the Twin Cities, tying large and small communities into one interdependent network.

In 1950, passenger planes were rapidly replacing trains and buses as the preferred mode of long-distance travel. The Twin Cities, the air hub of the Upper Midwest, is served by

several scheduled commercial airlines and has direct, non-stop, flights to Europe. The Minneapolis/St. Paul International Airport handles 9.3 million passengers and 540 million pounds of freight annually. Minnesota ranks fourth in the nation with 139 municipally owned airports open to the public. It also has 17 privately-owned airports open to the public, 12 privately-owned airports, and 268 personal-use airports. Today there are 11 privately-owned heliports, with two open to the public, and six personal-use heliports. Seaplane bases include 26 privately-owned bases, 12 of which are open to the public, and 68 personal-use seaplane bases. In 1979, Minnesota made aviation history when the world's first binational airport was opened across the U.S./Canadian border between Pinecreek, Minnesota, and Piney, Manitoba.

More than one million automobiles were on the road in Minnesota in 1950. The first four-lane highways were in use as a result of an era of concentrated highway construction begun after the end of World War II. In 1956, the Interstate highway system was created, and today Minnesota has three major routes: I-35, I-90, and I-94. Opened to traffic in August of 1958, the first section of Interstate highway completed in Minnesota was an 8.3 mile section of I-35 near Owatonna. Minnesota has nearly four million motor vehicles on its 128,000 miles of roads and streets.

The trucking industry is dependent upon this road system. More than 84% of all Minnesota-grown fresh fruit and vegetables and 58 percent of Minnesota's manufactured products are shipped by truck. More than 30 class I and II intrastate motor-freight carriers operate in the state.

Shipping 36 million tons and receiving 42 million tons, 17 railroad companies operate 5,226 miles of track in Minnesota. Amtrak serves approximately 150,000 rail passengers to and from the Twin Cities, Winona, Red Wing, St. Cloud, Staples, and Detroit Lakes.

Independent of the major Twin Cities transportation network is the rail system of north-eastern Minnesota which brings iron ore and taconite products for transshipment at the commercial Lake Superior ports of Duluth/Superior, Two Harbors, Taconite Harbor, and Silver Bay. Since the opening of the Great Lakes waterway to ocean-going vessels in 1959, products of the Upper Midwest are carried directly to locations throughout the world. The port of Duluth-Superior has moved over 48 million tons of cargo through its terminals in a single year. The port of Duluth Superior, first in tonnage among Great Lakes ports, ranks 11th nationally, and is the largest fresh water port in terms of tonnage moved. Over \$25 million has been invested in the public docks alone since the opening of the St. Lawrence Seaway, making the port of Duluth one of the finest and most complete ports of its kind. Duluth's specialized docks for bulk shipments (among them the six iron ore docks) are world-renowned.

Barges on Minnesota's three navigable rivers carry as much as 21 million tons of freight into, out of, and within the state. There are 183 miles of navigable water on the Mississippi in the state, 21 on the Minnesota, and 18 on the St. Croix. The port areas in Minnesota, in order of tonnages, are St. Paul, Savage, Winona, Minneapolis, and Red Wing. Over 60% of the grain raised for export in Minnesota moves to market on the river. Minnesota's river terminals provide about 12% of all grain exported from the Gulf ports regardless of area of production or mode of transport. Other important river-borne freight includes coal, fertilizer, aggregate, petroleum, and scrap metal.

Minnesota has 5,794 miles of trunk pipelines used exclusively for intercity movement. They include 1,600 miles of crude oil lines, 2,055 miles of petroleum product lines, and 2,139 miles of natural gas lines. The petroleum lines carry all types of refined petroleum products such as all grades of gasoline and fuel oils, liquid fertilizers, and sometimes crude oil.

A wide range of public transit services are available in Minnesota today. The Twin Cities metropolitan area has regular route bus service, taxi service, special service for physically disabled people, and car and van pool programs. Transit services are also available in many of Greater Minnesota's large and small urban, and rural areas. These systems include the same types of service available in the Twin Cities, but tailored to meet the needs of the

local community. Funding for these public transit services comes from federal, state and local governments, and from fares charged to passengers.

During 1985, about 84 million passengers used public transit in Minnesota. In Greater Minnesota, 43 public transit systems provided service to over eight and a half million riders. About 75 million riders used public transit in the Twin Cities that same year.

Bus service is also available for traveling over longer distances. This service, known as inter-city bus service, began in Hibbing, Minnesota, as the Greyhound Bus Company. Greyhound started out as one bus and has now become a nation wide company. There are now nine inter-city bus companies serving approximately 240 Minnesota communities. Unlike the public transit services described above, inter-city bus companies do not receive funding from the government.

In 1980, Minnesota was the first in the nation to develop and implement a totally integrated statewide ridesharing program—Minnesota Rideshare.

## Art, Literature, Music, Theater, Dance

Minnesota's cultural life reflects a rich fabric of ethnic origins, a long tradition of sturdy, self-reliance, climate and geographical location. although the Twin Cities, are often perceived as the center for the arts in the Upper Midwest, arts activities thrive in nearly every town in the state. Because Minnesota's artists live, work and create throughout the state, their individual perceptions, visions and means of expressing themselves add depth to living in Minnesota, and make the arts of this state unique and vital, rejuvenating and inspiring.

A number of major literary figures in the nation have come from Minnesota or have been strongly influenced by its people and geography. One of the great works about the settlement of this country by European immigrants, *Giants in the Earth* was written by Norwegian settler and St. Olaf College professor, Ole Rølvaag. Carol Ryrle Brink, Wanda Gag, Laura Ingalls Wilder and Maud Hart Lovelace all wrote classic children's stories drawn from their Minnesota childhoods on the prairie. In 1930, Sinclair Lewis, a native of Sauk Centre, became the first American to win the Nobel Prize for literature. Minnesota experiences have not only been the basis of prose works, but also of poetry. John Berryman, Allen Tate, Robert Penn Warren, Robert Bly and Meridel LeSueur are but a few of the poets who have been recognized for their contributions to American literature.

Other writers of note are Knut Hamsun, F. Scott Fitzgerald, Selma Borg, Charles Flannery, Dr. Charles Eastman, Ignatius Donnelly, Thorstein Veblen, Arthur Upson, Martha Ostenso, Margaret Culkin Banning, Mabel Seeley, Ruth Sawtell Wallis, Eric Sevareid, and Garrison Keillor.

The literary works of the state are actively promoted by many small presses and literary magazines. This is where the works of many of the poets and novelists of the state are first available to the public. Writers such as Jon Hassler, Carol Bly, Susan Allen Toth, Judith Guest, Frederick Manfred, Tom McGrath, Joseph Maiolo, James Moore, Marisha Chamberlain, Patricia Hampl, to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all to share.

*"From the half, of the sky, that which lives there, is coming, and makes a noise."*

This translation of an American Indian song by Frances Densmore illuminates one of two musical traditions of Minnesota which we have inherited. While much of the tribal music of the state was recorded in the early part of this century, it has only recently been acknowledged by performers and composers outside of the American Indian community.

Concert music grew out of the influence of European traditions. As early as 1863 instrumental ensembles were offering public performances. Saint Paul and Minneapolis were also stopping places for the great operatic tours and keyboard stars of the 1880s and 1890s. This opportunity to present the great classical performers of the world to Minnesotans led to the founding in 1882 of the Schubert Club of Saint Paul and Duluth's Matinee Musicale. Both groups continue to offer a variety of musical performers and recitalists to the public.

German and Scandinavian settlements fostered a strong interest in choral music. The

singing societies of these communities were the origin of many high school, college, church, and community choruses which are performing today.

A summer vacation by Anton Dvořák in 1893 to Spillville, a little northeastern Iowa town just south of Minnesota, is believed to have been one of the inspirations for his Symphony Number 9 in E, *From the New World*.

In 1903 the Minneapolis Symphony Orchestra, later to become the Minnesota Orchestra, was founded and Emil Oberhoffer became its first conductor. He has been succeeded by a number of prominent conductors including Eugene Ormandy, Dimitri Miropoulos, Antal Dorati, Stanislaw Skrowaczewski, and Sir Neville Marriner. Under music director Edo de Waart, with assistance from guest conductors Charles Dutoit, Henry Charles Smith, Leonard Slatkin, and Skrowaczewski, the Minnesota Orchestra is prominent among the nation's orchestras. The Saint Paul Chamber Orchestra is hailed as one of the nation's top chamber orchestras. Its internationally acclaimed conductors have included Dennis Russell Davies and Pinchas Zukerman. Orchestras in Duluth, Fargo-Moorhead, and Rochester are cited for their commitment to new composers and the special musical needs of young people.

One of the nation's oldest community theaters, the Duluth Playhouse, was founded in 1914. The state's first professional theater, the Old Log, was founded in 1941. Community theaters have thrived in the state since the first one was founded. However, it was the opening of the Guthrie Theater in the early 1960s that marked the beginning of a "theater boom" in the Twin Cities and around the state. The Guthrie Theater is the nation's premier regional theater—the first when it was founded in 1960 by Sir Tyrone Guthrie, and renowned world wide for its artistic excellence. Today, Minnesota is home to a large number of outstanding theater companies including the Children's Theater Company, Theatre de la Jeune Lune, the Mixed Blood Theater, and prominent community theaters such as Theater in the Round, the Fargo-Moorhead Community Theatre, Chimera Theatre and Rochester Civic Theatre among many others. The Twin Cities is believed to host more theaters than any other metropolitan area in the country, except New York City. At last count there were over 75 community theaters in the area.

Minnesota is home to many other performing arts organizations including several opera companies. The Minnesota Opera Company, with its commitment to producing contemporary operatic works, is probably best known. Dance is an art form with a dedicated and strong following served by several companies and independent choreographers offering a variety of dance styles and viewpoints. Minnesota Dance Theatre offers ballet and contemporary dance to over a thousand students, and mounts a sophisticated classical and contemporary performance season. Its annual Nutcracker Fantasy is the single largest cultural attraction in the upper Midwest.

The 1970's marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, the Minnesota Dance Alliance, Film in the Cities, the Playwrights' Center, and UCVideo all offer unparalleled opportunities for individual artists to create and perform their works.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. Two patrons have left their imprint on the artistic life of the community—William Watts Folwell, first president of the University of Minnesota and Thomas Walker Barlow, businessman and timber baron, founder of the Walker Foundation and the Walker Art Center. In 1886 the Minneapolis School of Art was opened and in 1915 the school moved to its present location as part of the Minneapolis Institute of Arts complex. The University Gallery was established in 1933 and in Duluth the collection of the Tweed family was given to the University of Minnesota to establish the Tweed Museum. While private collections were the basis for establishing many museums, in the 1970s, the reuse of old buildings was an impetus for the establishment of art centers in many parts of the state. In Moorhead the Plains Art Museum is housed in a former post office, the Owatonna Art Center is in a former state school, the former Duluth Depot now houses the Saint Louis County Heritage and Arts Center, and the former fed-



eral courthouse and post office in St. Paul is now The Landmark Center and home to many arts groups.

Among the well known people in the history of Minnesota art are Peter Rindisbacher, George Catlin, Seth Eastman, John Rowson Smith, John Bovard, J.D. Larpenteur, Peter Gui Clausen, Frank Bass, Gilbert Munder, Charles (Carl) Guthertz, Alexis Fournier, Robert Koehler, Elizabeth Olds, Cameron Booth and Adolf Arthur Dehn. Sculptors include Peter Winnen, Jakob H.F. Fjelde, Daniel Chester French, Paul Manship, John B. Flannagan and Paul Granlund. Architects who have contributed to the state's visual environment include Robert Spencer Alden, Cass Gilbert, A.F. Knight, Franklin Bidwell Long, Leroy Buffington, E.P. Bassford, Frank Lloyd Wright, and Phillip Johnson.

The arts in Minnesota are supported primarily through earned income and private, philanthropic contribution. Since 1965 public money has supported the arts through the national Endowment for the Arts and the Minnesota State Arts Board. In 1976 regional arts councils were created to serve each of the state's development regions. The Arts Endowment, Arts Board, and regional arts councils offer a variety of grants programs which ensure that the arts are accessible to as many members of the public as possible. Further, this partnership of private and public support makes Minnesota unique in its support of arts organizations and artists.

Holding a central position in celebrating the arts and humanities, and standing out as the country's leading public radio network is Minnesota Public Radio. Supported by the people of the region, this innovative radio network has contributed its programs nationally, among them Garrison Keillor's *Prairie Home Companion Show*, and *Saint Paul Sunday Morning*.

Important museums serving the Upper Midwest and located in the Twin Cities are the Bell Museum of Natural History, the Minnesota Historical Society, the Minnesota Museum of Art, the American Swedish Institute, the Planetarium of the Minneapolis Public Library, the Science Museum of Minnesota and its William L. McKnight 3M Omnitheater, the University of Minnesota Landscape Arboretum, and the Como Zoo and Conservatory.

Two major arts information centers serve Minnesota: The Visitor Information Center (612) 870-3131, at the Minneapolis Institute of Arts, which maintains up-to-date information on arts activities and services throughout the state; and Tickets-To-Go, a metro-area ticketing service located in the IDS center in downtown Minneapolis and in Town Square in downtown Saint Paul (612) 333-6841.

## **Recreation, Travel, and Tourism**

Vacationers came to Minnesota even before the Civil War coaxed by "cascades and pine forests and cooling breezes." It is estimated that more than 10 million travelers spent \$5,300,000,00 in Minnesota in 1986. The tourist-travel industry provides a substantial contribution to Minnesota's economy and generates an estimated \$700 million in state tax receipts. Approximately 45% to 50% of all tourism dollars spent in Minnesota are spent by residents.

Minnesotans are outdoor people and at least half of them customarily vacation within their own state. In summer, campers and cars towing boats travel to northern lakes for swimming, boating, fishing, hiking, camping and canoeing, an exodus involving about a fifth of the population. In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear. From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, snowmobiling on 5,800 miles of trails, plus skating, tobogganing, snowshoeing, dog sled racing, ice boating and ice hockey. Winters also bring out over 250,000 ice fishermen and thousands of ice houses that dot frozen lakes with hundreds of seasonal "boom towns."

"Land of Ten Thousand Lakes" is an understatement for Minnesota. There are over 15,000 lakes of 10 acres or more, covering fully 5% of the state. Altogether, about 25,000 miles of streams and rivers flow through the land. Adding to these plentiful and varied waters

the state raises and distributes about 250,000,000 fish annually to stock 2.5 million acres of water used by 1.3 million licensed anglers.

Two major attractions in the northeastern "Arrowhead" region of the state are Voyageurs National Park and the Boundary Waters Canoe Area. Voyageurs National Park, established in 1971, is America's newest national park and covers some 219,000 acres of Minnesota lake country near the Canadian border. The Boundary Waters Canoe Area, a federally protected wilderness preserve, is the largest unit of the National Wilderness Preservation System and the nation's only wilderness canoe area.

At the Canadian border vast expanses of forest and lakes stretch out almost endlessly and contain the only sizeable population of timber wolves left in the United States south of Alaska. Moose and bear feed there, and bald and golden eagles can still be seen.

Four million acres of parks in over 70 locations, with about 900 miles of recreational trails, display some of the state's abundant natural wonders. Two National Monuments are located in Minnesota. Pipestone, in the southwestern area, memorialized in Longfellow's "Song of Hiawatha," is the site of quarries from which an unusual red stone has been taken for centuries by the Plains Indians to make ceremonial pipes. Grand Portage, in the northeast, is a faithful reconstruction of a North West Company trading post established in 1778. Located on Lake Superior, this was a major gateway to the Northwest territory and a vital link to the fur trade empire.

Many historic sites enrich the Minnesota landscape, including the 5,000 year old Jeffers Petroglyphs, the Sinclair Lewis museum in Sauk Centre, the boyhood home of Charles Lindbergh in Little Falls, the Sioux Agencies, Fort Snelling, the Mille Lacs Indian Museum, the Mayo house, fur trading establishments and one of the largest prehistoric Indian burial grounds.

Over 200 festivals celebrating ethnic heritages, historical events, arts and crafts and special industries are held throughout the year. Three of the best known are the Minneapolis Aquatennial in July, the Saint Paul Winter Carnival in late January and the Minnesota State Fair in Saint Paul during the twelve days prior to Labor Day, one of the countries' largest state fairs drawing over a million and a half people each year.

Minnesota is home for major league teams in soccer, hockey, basketball, football and baseball, and supports a variety of teams fielded by the University of Minnesota, state universities and colleges, and private schools. State high school championship playoffs for hockey and for boys' and girls' basketball attract large groups each year.

The newly opened Minnesota Zoological Garden is a 500 acre environmental, conservation, research and education center of national scope. The zoo provides unsurpassed animal management through special care for animal privacy to encourage normal breeding and rearing of animals. The \$30 million complex is four zoos in one, featuring a Northern Trek with elevated monorail, a Tropical Exhibit of 1 1/2 acres of jungle plants, waterfalls, streams and ravines under one free standing roof for year round visiting, a Children's Zoo with live animal contact and a Minnesota Exhibit. There are simulated animal habitats for 60 types of mammals, 120 types of birds, 30 types of reptiles, 75 types of fish and 24 types of assorted amphibians and invertebrates. A 35 channel television network allows visitors and researchers to observe undisturbed animals in their natural habitats. Special emphasis is given to preserving and breeding endangered species.

The Science Museum of Minnesota in Saint Paul features one of the finest collections of Highland Maya cultural materials, ancient reptiles, and one of the only three mounted triceratop dinosaurs in the country. The museum's William L. McKnight-3M Omnitheater uses a 76-foot domed screen to reflect a 7,300 square foot image as it presents unique science-related films in its 70 millimeter format.

Minnesota's Office of Tourism, along with cities' convention and visitor's bureaus are located throughout the state to provide information and assistance upon request. For more information, see the entry for the Office of Tourism with the Department of Trade and Economic Development, page 364.



MINNESOTA OFFICE OF TOURISM  
375 JACKSON ST., 250 SKYWAY LEVEL  
ST. PAUL, MN 55101 USA

OUTSIDE MINNESOTA, 1-800-328-1461.  
IN MINNESOTA, 1-800-652-9747.  
IN TWIN CITIES, 296-5029.

## Metroland

A cosmopolitan life pulses with innovative and renowned cultural activities: theaters (the best concentration and variety between the coasts), orchestras, museums, visual arts, nightclubs, major league sports, and gourmet delights in a region boasting 500 parks, 900 lakes and rivers, and camping areas close by.

A love of festivals, parades and pageantry elevates spirits in this metropolitan playground: The St. Paul Winter Carnival, pageant and King Boreas Treasure Hunt; the Minneapolis Aquatennial; Svenskarnas Dag; Rodeo Days; Renaissance Festival, and the Minnesota State Fair.

Sporting enthusiasts are drawn to the excitement of major league sports: baseball, football, hockey and soccer, and the driving University of Minnesota athletic competitions. More indoor tennis facilities per capita than anywhere in the nation combine with nine downhill ski areas, a few hundred miles of cross country ski trails and over 500 miles of groomed snowmobile trails.

Enthralling the eight-county Metroland Region of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington and Wright counties are the nationally acclaimed Tyrone Guthrie Theater, the adjoining Walker Art Center, the Minneapolis Institute of the Arts, the Minnesota Dance Theater, the Minnesota Orchestra, the St. Paul Chamber Orchestra, the Minnesota Opera, the Children's Theatre and School, the Minnesota Museum of Art, the Science Museum of Minnesota and spectacular Omnitheater, the Como Park Conservatory and Zoo, the Minnesota Zoological Garden, and many more.

## Arts—Performing: Metroland

**Actors Theatre of St. Paul:** Professional. Equity acting company dedicated to an ensemble approach to acting; produces a varied repertoire of classics, contemporary and original scripts. Contact: Hamm Bldg., 28 W. Seventh Pl., St. Paul, MN 55102. 612/227-0050.

**At the Foot of the Mountain:** The oldest continually producing women's theater in the country, a women's theater of transformation, celebration and hope; admission fee: group rates. Contact: 2000 S. Fifth St., Minneapolis, MN 55454, 612/375-9487.

**The Bach Society of Minnesota:** Oldest classical chorus in Minnesota, performs five annual programs at various locations under the direction of Henry Charles Smith; admission charged. Contact: P.O. Box 15021, Minneapolis, MN 55415. 612/333-7844.

**Brass Tacks Theatre Collective:** Occasional productions of new, untried plays. Contact: 200 Third Ave. N. #305, Minneapolis, MN 55401, 612/341-8207.

**Brave New Workshop:** America's oldest satirical revue has provided topical, political and social comedic commentary for over twenty-five years, operating under the banner of "Promiscuous Hostility: Positive Neutrality." Admission fee; group rates. Contact: 2605 Hennepin Ave. S., Minneapolis, MN 55408, 612/332-6620.

**Chanhasen Dinner Theatres:** The largest entertainment complex of its kind in the nation, featuring four professional theaters under one roof: open year-round nightly except M; W & Th matinees, S & Su brunch performances; price includes dinner, show and tax; admission charged; group rates. Contact: 501 W. Seventy-eighth St., Box 99, Chanhasen, MN 55317, 612/934-1525.

**The Children's Theatre Company:** The nation's leading theater for young people, six plays a year of classical children's literature or original dramas for young people and produced by a professional acting company, the 750-seat house is attended by people of all ages; admission fee. Contact: 2400 Third Ave. S., Minneapolis, MN 55404, 612/874-0400.

**Chimera Theatre Company:** St. Paul's oldest theater company, produces musicals and plays year round in the St. Paul Arts and Science Center. Contact: 30 E. Tenth St., St. Paul, MN 55101, 612/293-1043.

**Coffeehouse Extemporé:** Specializes in folk music concerts featuring both national and local artists. W-Su 8 pm; admission fee; children half price; group rates. Contact: 325 Cedar Ave., Minneapolis, MN 55454, 612/370-0004.

**Concentus Musicus:** The largest, most versatile Renaissance performing ensemble in the Midwest: presents an annual concert season of music and dance, in addition to feasts, banquets and commissioned entertainments; concerts; admission fee; group rates. Contact: 317 Seventeenth Ave. SE, Minneapolis, MN 55414, 612/379-4463.

**Dale Warland Singers:** Professional thirty-five-voice choir which performs classical choral repertoire and newly composed masterpieces in various locations, also has produced ten records and performs regularly on National Public Radio and Minnesota Public Radio; admission fee; group rates. Contact: 1643 Wellesley Ave., St. Paul, MN 55105, 612/292-9780.

**Dudley Riggs' ETC Theatre:** Offers the new and the funny, home of musical satire and stand-up comedy, and serves as home base for "Saturday Night Live's" Franken and Davis, and the Flying Karamozovs; admission fee; group rates. Contact: 1430 Washington Ave., S., Minneapolis, MN 55454, 612/332-6620.

**Ethnic Dance Theatre:** Ensemble of forty singers, dancers and musicians presenting folk music and dance from many regions of the world including Eastern Europe, the Middle East, Central Asia, Russia and the Americas. Contact: 1807 Elliot Ave. S. #6, Mpls., MN 55404, 612/872-0024.

**Festival of Nations:** Minnesota's largest ethnic celebration featuring the songs, dances, foods, demonstration and exhibits side by side in a display of cultural pride and diversity: last weekend in April. Admission fee. St. Paul Civic Center. Contact: 1694 Como Ave., St. Paul, MN 55108, 612/647-0191.

**Fuller Young People's Theater:** The most active touring theater for young people, by young people, ages ten-twenty, in the area; productions and residences tour throughout the state and overseas; season runs year-round; theater open weekdays; admission fee; group rates. Contact: 100 W. Forty-sixth St., Minneapolis, MN 55409, 612/824-9576.

**Gilbert & Sullivan Very Light Opera Company:** Community theater producing at least one full-length Gilbert and Sullivan operetta each year at the Howard Conn Fine Arts Center; admission fee; group rates opening nights only. Contact: PO. Box 172, Minneapolis, MN 55440, 612/925-9159.

**Greater Twin Cities Youth Symphonies:** Comprised of about 1,000 students through twelfth grade, largest organization of its kind in the country and is a model for others, performs in various locations; admission fee; free programs; group rates. Contact: 430 Oak Grove, Suite B-5, Minneapolis, MN 55403, 612/870-7611.

**Great North American History Theatre:** Professional theater devoted to producing original scripts on historical people, events and times of the Midwest; season runs Oct-May; admission fee. Contact: 327 Landmark Center, 75 W. Fifth St., St. Paul, MN 55102, 612/227-1416.

**The Guthrie Theater:** A Tony Award-winning theater dedicated to the innovative presentation of classical drama, the country's largest regional theater; season begins in Mar; admission fee; group rates and tours. Contact: 725 Vineland Place, Minneapolis, MN 55403, 612/377-2224.

**Illusion Theater:** Collaborative efforts on original works, plus mountings of rare, important plays. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., Minneapolis, MN 55403, 612/339-4944.

**In the Heart of the Beast Puppet and Mask Theatre:** Only performing puppet theater company in the Twin Cities and winners of the Mayor's Award for Public Art and the McKnight Excellency in the Arts Award; performs and tours year-round; admission fee; group rates and tours. Contact: 734 E. Lake St., Minneapolis, MN 55407, 612/825-0971.

**MacPhail Center for the Arts:** One of the nation's oldest existing community schools for the arts, providing continuing education in music, dance and photography; events and concerts for the public. Contact: 1128 LaSalle Ave., Minneapolis, MN 55403, 612/627-4020.

**Masquers Theatre Company:** Volunteer community theater presenting quality drama to provide cultural, educational and enjoyable experiences for the community; Jun-Aug, admission fee. Contact: P.O. Box 367, Forest Lake, MN 55025, 612/464-5823.

**Metropolitan Boys Choir:** A four-choir program of 150-200 boys ages five to sixteen, concert choir tours annually in and out of the U.S. and has earned the title of "Minnesota's Young Ambassadors of Song." Contact: 2850 Cavell Ave. S., Mpls., MN 55426, 612/933-4673.

**Minneapolis Chamber Symphony:** Primarily a summer orchestra offering a summer subscription series of five concerts at Willey Hall, U of M west bank, plus many community concerts; admission fee; group rates. Contact: Butler Square, 100 N. Sixth St., Suite 515B, Mpls., MN 55403, 612/339-0235.

**The Minnesota Choral:** A symphonic chorus of 105 members designated as the official choir of the Saint Paul Chamber Orchestra; season Sep-May; additional performances with Minnesota Orchestra during Sommerfest; admission fee; at O'Shaughnessy Auditorium and Calvary Lutheran Church. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., Suite 216, Minneapolis, MN 55403, 612/333-4866.

**Minnesota Composers Forum:** Sponsors and presents concerts of new music by local and national composers; concerts at Macalester College and the Walker Art Center; admission fee. Contact: Market House, 289 E. Fifth St., St. Paul, MN 55101, 612/228-1407.

**Minnesota Dance Theatre:** Performs contemporary works and classical ballets with a contemporary twist Feb-May; presents the *Nutcracker Fantasy* at Christmas, the single largest cultural attraction in the Upper Midwest; Loyce Houlton, artistic director. Contact: 528 Hennepin Ave., Minneapolis, MN 55403, 612/339-9150.

**Minnesota Jazz Dance Company:** An experimental music-dance company specializing in improvisational forms; performs year-round in various locations; admission fee, under 12 free. Contact: 3645 Cranbrook Dr., White Bear Lake, MN 55110, 612/429-1876 or 377-5002.

**Minnesota Opera Company:** Performs at least two classics and several contemporary operas at the Orpheum Theatre, also involved in various special events with the operatic and theater communities; season runs Jan-Apr. Contact: Park Square Court, 400 Sibley St., St. Paul, MN 55101, 612/221-0256.

**Minnesota Orchestra and Orchestra Hall:** One of the top ten orchestras in the nation, Neville Marriner, music director, bringing the world's great conductors, soloists and ensembles to Orchestra Hall for symphony concerts and recitals, summer pops, the four-week Viennese Sommerfest, and jazz and pop programs; seasons in Rochester and St. Cloud and an annual summer performance in Terrace, MN; year-round concerts. Contact: 1111 Nicollet Mall, Minneapolis, MN 55403, 612/371-5656.

**Minnesota Youth Symphony:** Aims to provide the highest possible level of musical training and experience for talented students through study, rehearsal and performance of works taken from a range of symphonic literature; musicians ages three-twenty-four; performances in various locations. Contact: 6121 Ridgeway Rd., Minneapolis, MN 55436, 612/929-5959.

**Mixed Blood Theatre Company:** Professional theater specializing in bold new pre-Broadway premieres; admission fee; group rates. Contact: 1501 S. Fourth St., Minneapolis, MN 55454, 612/338-6131.

**New Dance Ensemble:** Modern dance company performing exciting repertoire by acclaimed contemporary choreographers in concerts, tours, lecture/demonstrations and educational residences; performs in various locations. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., suite 204, Minneapolis, MN 55403, 612/341-3050.

**Northrop Dance Series:** Presents the most important companies on the dance horizon, the major stage for dance in the Upper Midwest, the Metropolitan Opera plays Northrop each May; dance season runs Oct-May, admission fee. Contact: University of Minnesota, 84 Church St. SE, Minneapolis, MN 55455-0202, 612/624-2345.

**Old Log Theater:** Oldest continually running stock theater in the country now in its forty-fourth year presenting the best in Broadway and English comedy with a professional cast; W-S 8:30 pm, Su 7:30 pm; dinner served nightly prior to performances, luncheons and matinees on most Th; admission fee. Contact: Box 250, Excelsior, MN 55331, 612/474-5951.

**Park Square Theatre:** Produces a full subscription season of seven productions and two to three summer season productions from the classic repertoire; group rates. Contact: 253 E. Fourth St., St. Paul, MN 55101, 612/291-7005.

**Penumbra Theatre:** Produces professional drama reflecting the Afro-American experience; Aug-Feb, admission fee. Contact: Martin Luther King Ctr., 270 N. Kent St., St. Paul, MN 55102, 612/224-4601.

**Saint Paul Chamber Orchestra:** The foremost chamber orchestra in the U.S., the SPCO has earned an international reputation for versatility and excellence through performances, programming and recordings; season runs Sep-May; admission fee; group rates. Contact: Ordway Box Office, St. Paul, MN 55102; 612/224-4222.

**Schubert Club:** Minnesota's oldest musical arts organization founded over one hundred years ago, presents world renowned artists as well as local and regional musicians weekly from KSJN radio; Schubert Club Keyboard Instrument Collection; season runs Sep-May; collection open M-F 11 am-3 pm. Contact: 302 Landmark Center, St. Paul, MN 55102, 612/292-3268.

**Sylmar Chamber Ensemble:** Chamber ensemble with unique instrumentation of flute, oboe, bassoon, violin, cello and keyboard; repertoire covers baroque through the latest music being written today; admission fee. contact: 1219 University Ave., Suite 210, Mpls., MN 55414, 612/331-3699.

**Theatre de la Jeune Lune:** Company spends half the year in France and half in the Twin Cities, performing innovative plays in English, styled in the European tradition. Contact: (Box 3265) Mpls., MN 55403, 612/333-6200.

**Theatre in the Round Players:** In its thirty-sixth season. TRP is one of the state's oldest and most respected community theaters offering a diverse season of comedies and dramas, old and new; admission fee; group rates and tours. Contact: 245 Cedar Ave., Minneapolis, MN 55454, 612/333-3010.

**University of Minnesota Centennial Showboat:** The University Theatre preserves Twin Cities' heritage by offering theater productions each summer aboard the Showboat, a real sternwheel riverboat moored on the Mississippi River; Jun-Aug, T-Su; group rates. Contact: 120 Rarig Center, 330 Twenty-first Ave. S., Minneapolis, MN 55455, 612/625-4001.

**University Theatre:** Quality plays, usually student directed, designed and acted, graduates include Peter Graves, Dave Moore and Loni Anderson; season runs Nov-May, performances Th-Su; admission fee; group rates and tours. Contact: 120 Rarig Center, 330 Twenty-first Ave. S., University of Minnesota, Minneapolis, MN 55455, 612/625-4001.

**Women's Theatre Project:** Produces new plays by women about issues of importance to women and employs women in all aspects of production, will perform at Hennepin Center for the Arts Little Theatre during May; tour schedule available upon request; admission on a sliding scale according to income; group rates. Contact: 203 N. Howel St., St. Paul, MN 55104, 612/647-1953.

## Arts-Visual: Metroland

**American Swedish Institute:** The largest Swedish ethnic museum in the country housed in a turn-of-the-century mansion; admission fee; under 6 free; group tours. Contact: 2600 Park Ave., Minneapolis, MN 55407, 612/871-4907.

**American Wildlife Art Gallery:** The original wildlife art gallery in the Midwest; M-F 9 am-4:30 pm. Contact: 926 Plymouth Bldg., Minneapolis, MN 55402, 612/338-7247.

**Asian Fine Arts:** A gallery offering works of art from Asian sources including prints, paintings, ceramics, furniture, lacquerware, and textiles, both contemporary and antique; M-F 9:30 am-5:30 pm, S 11 am-4 pm. Contact: 825 Second Ave. So., Minneapolis, MN 55402, 612/333-4740.

**Avanyu Gallery:** Continuous and special showings of Native American and Southwest arts and crafts, featuring Midwest's largest selection of Navajo weaving, Indian pottery and basketry, contemporary graphics and sculpture; T-TH 11 am-6 pm, F & S 11 am-10 pm also by appointment; group tours for art students. Contact: Butler Square, 100 N. Sixth St., Minneapolis, MN 55403, 612/331-4363.

**Bloomington Art Center:** A community art center with a three-fold purpose: 1) to serve artists and the community with a gallery; 2) to offer high quality arts education for all ages; 3) to reach out into community with arts; open year round, except two weeks at Christmas and July 2-6. Contact: 10206 Penn Ave. S., Bloomington, MN 55431, 612/887-9667.

**Bream Gallery:** Antique to modern art, including prints, oils, sculpture, stained glass. Contact: 961 Grand Ave., St. Paul, MN 55105, 612/221-0020.

**Daedalus Gallery:** A nationally-recognized facility specializing in formal exhibition of new works by emerging American artists, emphasis on development of national exposure for Minnesota and regional artists; group tours. Contact: Kickernick Bldg., 430 First Ave. N., Minneapolis, MN 55401, 612/332-2327.

**Edina Art Center:** Monthly art exhibits, programs, tours and special events throughout the year as well as art classes and workshops for all ages. Group tours. Contact: 4701 W. Sixty-fourth St. Edina, MN 55435, 612/929-4555.

**Film in the Cities:** Second largest of about fifty media art centers in the U.S., offering exhibitions, educa-

tion and service programs in film, photography, exhibitions year-round; photography gallery; group rates and tours. Contact: 2388 University Ave., St. Paul, MN 55114, 612/646-6104.

**Fingerhut Gallery:** Extensive collection of works by twentieth-century European, American and contemporary Chinese masters. contact: Galleria, 3560 W. Seventieth St., Edina, MN 55435, 612/929-1150.

**Goldstein Gallery:** A showcase for designed objects, collection includes decorative arts, costume/hat textiles focused on nineteenth and twentieth centuries of American, European and Oriental origin with emphasis on American items; M-F 8 am-4:30 pm, except holidays; group tours. Contact: 240 McNeal Hall, U of M, 1985 Buford St., St. Paul, MN 55108, 612/624-7434.

**Groveland Gallery:** Works by area artists, mostly representational. Contact: 25 Groveland Terrace, Minneapolis, MN 55403, 612/377-7800.

**Hui Arts:** A fine art gallery specializing in art work by contemporary Chinese artists from all over the world; original paintings, prints, sculpture and ceramics; by appointment. Contact: 123 Third St. N. #711, Mpls., MN 55401, 612/339-3399.

**J-Michael Galleries:** Large collection of signed and numbered limited edition graphics, also features works by local and regional artists; complete in-gallery frame shop; serves both residential and corporate clients. Contact: 3916 W. Fiftieth St., Edina, MN 55424, 612/920-6070.

**Judith Stern Gallery:** Art that reflects the southwestern U.S., most created by American Indian artists, contemporary originals, sculpture, etc., designs and sells unique clothing. Contact: 118 N. Fourth St., Minneapolis, MN 55401, 612/338-5292.

**Kramer Gallery:** Late nineteenth and early twentieth-century American and European art, including paintings, watercolors and sculpture; also specializes in art by Minnesota and regional painters from that period and in American Indian art and artifacts for collectors; year-round. Contact: 229 E. Sixth St., St. Paul, MN 55101, 612/228-1301.

**Lutheran Brotherhood Gallery:** Currently developing a collection of historic religious art; hosts a Wednesday at LB program offering the downtown community special noontime entertainment; group tours. Contact: 625 Fourth Ave. S., Minneapolis, MN 55430, 612/340-7331.

**Macalester Galleries:** College gallery emphasizing exhibitions of contemporary regional artists; student comprehensive exhibitions each spring; Sep-May. Contact: Macalester College, Janet Wallace Fine Arts Center, 1600 Grand Ave., St. Paul, MN 55105, 612/696-6416.

**Mills Gallery:** Fine art gallery representing Minnesota and Upper Midwest artists, paintings, original prints, sculpture, ceramics, weavings, and silver and gold jewelry exhibited and for sale; Sep-May. Contact: 18202 Minnetonka Blvd., Deephaven, MN 55391, 612/476-4042.

**Minneapolis College of Art & Design:** Gallery exhibits of contemporary artwork, featuring regional and local artists and lectures by leading national artists and designers; group tours. Contact: 133 Twenty-fifth St., Minneapolis, MN 55404, 612/870-3161.

**Minneapolis Institute of Arts:** One of the top ten museums in the U.S., houses world renowned objects and has treasures from every age and culture. Admission fee; group rates and tours. Contact: 2400 Third Ave. S., Minneapolis, MN 55404, 612/870-3046.

**Minnesota Museum of Art Landmark Center:** Features changing exhibitions of American art from the first half of the twentieth century, photography, Asian art from the museum's permanent collection, also art school offering adults and children's classes and KIDSPACE where children twelve and under can experiment; voluntary donation; for group tour, contact Nell McClure, 612/292-4371, three weeks in advance. Contact: 205 Landmark Center, W. Fifth St., St. Paul, MN 55102, 612/292-4355.

**The Nelson Rockefeller Collection Gallery:** A variety of limited edition paintings, bronzes, porcelain, brasses, folk and primitive art from Nelson Rockefeller's collection, as well as original works by well-known contemporary artists; group tours. Contact: 41 S. Ninth St., Minneapolis, MN 55402, 612/341-0011.

**The Raven Gallery:** Exclusive presentation of Indian, Eskimo and other tribal artists, fine arts with special exhibitions monthly; group tours. Contact: 3827 W. Fiftieth St., Minneapolis, MN 55410, 612/925-4474.

**Saint Paul Art Collective/Wall Street Gallery:** An artist-run nonprofit organization that encourages the creative and professional undertakings of its members, over one hundred members display works in the Wall Street Gallery, exhibits change monthly; year-round T-F 12-6 pm. S 10 am-3 pm; closed major holidays; group tours. Contact: 300 E. Fourth St., St. Paul, MN 55101, 612/291-1487.

**Suzanne Kohn Gallery:** Exhibits contemporary prints and paintings by Midwestern artists. Contact: 1690 Grand Ave., St. Paul, MN 55105, 612/699-0477.

**Tamarack House Galleries:** Features paintings, hard-pulled prints, posters, pottery, glass and sculpture

of thirty to fifty artists, six featured exhibits a year; year-round. Contact: 236 S. Main St., Stillwater, MN 55082, 612/439-9393.

**Three Rooms Up:** Selection of contemporary works by Minnesota artists and craftsmen, including stoneware, fiber, handmade paper and paintings. Contact: Galleria, 3515 W. Sixty-ninth St., Edina, MN 55435, 612/926-1774.

**University Film Society:** The best and the latest from internationally known—and unknown—film directors find their way to this college campus. Contact: Bell Museum, Seventeenth and University Ave. SE, Minneapolis, MN 55455, 612/625-0800.

**University Gallery:** Visual art exhibitions. Contact: 110 Northrop Auditorium, University of Minnesota, Minneapolis, MN 55455, 612/624-9876.

**Walker Art Center:** A highly acclaimed resource for contemporary art; conducts an extensive program of exhibitions, music, dance, film, theater and educational activities; permanent collection of paintings, drawings, prints, photographs and sculpture features works by important American and international artists. Contact: Vineland Place, Minneapolis, MN 55403, 612/375-7600.

**White Oak Gallery:** Traditional theme gallery of mainly moderate-priced works by contemporary local and national artists, major Midwestern gallery representing P. Buckley Moss; year-round M-S 10 am-6 pm, Th until 8 pm. Su by appointment. Contact: 3939 W. Fiftieth St., Edina, MN 55424, 612/922-3575.

**Women's Art Registry of Minnesota (WARM):** Largest women's art gallery in the country representing the work of thirty-seven visual artists and providing educational programs and services for the public, exhibitions rotate monthly; group tours. Contact: 414 First ave. N., Minneapolis, MN 55401, 612/332-5672.

**The Wyer-Pearce Gallery:** Retail sales of fine arts, including original prints, paintings and sculpture by top regional artists; custom framing; year-round. Contact: 201 Mill St., Excelsior, MN 55331, 612/474-6966.

## Attractions: Metroland

**African American Cultural Center:** African artifacts, history and artifacts relating to Black culture; admission fee, under 6 free; group rates and tours. Contact: 2429 S. Eighth St., Minneapolis, MN 55454, 612/332-3506.

**Ard Godfrey House:** Historic house. Admission fee; group tours. Contact: Chute Square, 28 University Ave., SE, Minneapolis, MN 55414, 612/870-8001. Mail: 4401 Parklawn Ave., Edina, MN 55435.

**Bakken Library of Electricity in Life:** Electrical apparatus dating back to 1740, history of the use of electricity; open by appointment; group tours. Contact: 3537 Zenith Ave. S., Minneapolis, MN 55416, 612/927-6508.

**Canterbury Downs:** Thoroughbred, Quarter Horse, and Standardbred harness racing at America's newest major racetrack. Admission fee; group rates. Contact: Box 508, Shakopee, MN 55379, 612/455-RACE.

**Cathedral of St. Paul:** Cathedral church of the archdiocese of St. Paul and Minneapolis: 6 am-6 pm year round. Contact: 239 Selby Ave., St. Paul, MN 55102, 612/228-1766.

**Children's Museum:** A "hands-on" participatory museum for children 3-12 and their families; children operate an electromagnet crane, a TV station, computers, an electron microscope and much more; Sept.-May, group visits by reservation; school vacations; admission fee. Group rates and tours. Contact: 1217 Bandana Blvd., St. Paul, MN 55108, 612/644-3818.

**Cokato Historical Society:** Local Scandinavian history: T-Su 1-5 pm. T by appointment; group tour available. Contact: 95 W. Fourth St., P.O. Box 269, Cokato, MN 55321, 612/286-2427.

**Como Park Zoo:** New marine-mammals building: 8 am-5 pm. Contact: Midway Parkway and Karfman Drive, St. Paul, MN 55103, 612/488-4041.

**Elko Speedway:** High-banked asphalt oval with late models, hobby and bomber stock car action; admission fee; group rates and tours. Contact: 26350 France Ave. S., Elko, MN 55020, 612/461-3321 or 475-3080.

**Governor's Residence:** Minnesota's Governor's Mansion; open first S, third Th of month, 2-4 pm; group tours. Contact: 1006 Summit Ave., St. Paul, MN 55105, 612/296-2881.

**Hay Lake School Museum and Erickson Log House Museum:** Historical buildings, local history; group tours. Contact: Scandia, MN 55073, 612/433-3783.

**Hopkins Historical Society:** City history; Su 2-5 pm; also by appointment. Contact: 33 Fourteenth St. N., Hopkins Community Center, Hopkins, MN 55343, 612/938-7315.

**James Ford Bell Museum of Natural History:** Natural history museum of Minnesota birds, mammals,



fish, amphibians, reptiles, fossils and seeds; group tours. Contact: 10 Church St. SE. Minneapolis, MN 55455, 612/624-7083.

**Little Six Bingo Palace:** One of the largest high-stakes bingo facilities in U.S., professionally run; highly exciting bingo played in 20,000 sq. ft., air-conditioned building designed specifically for operation; open 365 evenings year; must be 18; admission fee; group rates and tours. Contact: 2350 Sioux Trail NW, Prior Lake, MN 55372, 612/445-8350.

**Marine Historical Society:** Local history, historic buildings; mid-June-Aug., 2-5 pm; group tours. Contact: Marine-on-the-St. Croix, MN 55047, 612/433-2061.

**Minneapolis Planetarium:** 40-foot dome serves as backdrop for informative star shows, ranging from relaxing tours of the night sky to investigations of the latest discoveries in space science; admission fee; group tours. Contact: 300 Nicollet Mall, Minneapolis, MN 55401, 612/372-6644.

**Minneapolis Regional Native American Center:** Minnesota Indian history and artifacts; M-F 9 am-4 pm; group tours. Contact: 1530 E. Franklin Ave., Minneapolis, MN 55404, 612/871-9421.

**Minnesota North Stars:** Professional hockey games played in the Metropolitan Sports Center; Oct.-Mar. Contact: 7901 Cedar Ave., Bloomington, MN 55420, 612/853-9300.

**Minneapolis Pioneer Park:** Pioneer village, farm machinery; M-F 8 am-5 pm, S & Su 1-5 pm; group tours. Contact: Hwy. 55, Annandale, MN 55302, 612/274-8489.

**Minnesota Renaissance Festival:** Country's largest re-creation of a sixteenth-century marketplace village, be welcomed by costumed royalty and villagers, enjoy entertainment by itinerant performers, sample unique food and the finest handcrafted wares; open last two weekends in Aug. four weekends in Sept. plus Labor Day, 9 am-7 pm. Contact: 3525 W. 145th St., Shakopee, MN 55379, 612/445-7361.

**Minnesota State Fair:** One of the largest fairs in North America with its big-name grandstand entertainment, auto races, tractor pulls, horse shows, rodeos, the world's largest traveling carnival, livestock shows, creative activities and fine arts competition, and over 1,100 commercial exhibitors; twelve days ending Labor Day; admission fee; discount tickets available in advance. Contact: State Fairgrounds, Snelling Ave., St. Paul, MN 55108, 612/642-2200.

**Minnesota Twins:** Major league (American) baseball club; seasons runs Apr.-Sept.; games played at the Metrodome; admission fee. Contact: 501 Chicago Ave. S., Minneapolis, MN 55415, 612/375-1366.

**Minnesota Vikings:** Professional football; games played at H.H.H. Metrodome; Aug-Dec. Contact: 9520 Viking Dr., Eden Prairie, MN 55343, 612/333-8828.

**Minnesota Zoological Garden:** "A zoo for all seasons"; a theater of life starring more than 375 diverse animal species freely expressing their lifestyles within environments representing their homelands; admission fee; under 5 free; free days; group rates and tours. Contact: 12101 Johnny Cake Road, Apple Valley, MN 55124, 612/432-9000.

**Minnetonka Historical Society:** Historic Burwell House; open by appointment; group tours. Contact: 13209 McGinty Road E., Minnetonka, MN 55343, 612/933-1611.

**Murphy's Landing:** Historic buildings, local history, pioneer life; T-F 9 am-1 pm; also by appointment; admission fee, group rates and tours. Contact: Hwy. 101, Box 275, Shakopee, MN 55379, 612/445-6900.

**Padelford Packet Boat Co:** Public excursion rides, school field trips and private charters on a real Mississippi River sternwheel boat (Jonathan Padelford or Josiah Snelling); special trips available Memorial Day-Labor Day; excursion fee. Contact: Harriet Island, St. Paul, MN 55107, 612/227-1100.

**Raceway Park:** Asphalt quarter-mile track with figure-8 and late model stock cars; Apr. 29-Sept. 16. Su and holidays 7 pm; admission fee; group rates and tours. Contact: 6528 Hwy. 101, Shakopee, MN 55379, 612/445-2257.

**Richfield Historical Society:** General Bartholomew House, history of the area; May-Oct., also by appointment; group tours. Contact: 6900 Lyndale Ave., Richfield, MN 55423, 612/866-1294.

**Science Museum of Minnesota:** Attracts over 700,000 yearly visitors to its numerous exhibit halls with a focus on participation and its domed Omnitheater shows; closed M; Omnitheater performances adhere to wtr/summer schedules with 4-7 shows daily; admission fee; group rates. Contact: 30 E. Tenth St., St. Paul, MN 55101, 612/221-9488.

**Sibley and Faribault Houses:** Oldest house in Minnesota, local history; summer, M-S 10 am-5 pm, Su & holidays 1-6 pm; admission fee; group rates and tours. Contact: Mendota, MN 55150, 612/452-1596.

**University of Minnesota Landscape Arboretum:** Over 675 acres of rolling hills, open fields, formal gardens, two natural lakes and areas of marshland, over 4,000 species and cultivars of ornamental plants; grounds open 8 am-sunset; main building open M-F 8 am-4:30 pm, S & Su 11 am-4:30 pm; admission fee,

members no charge; group tours. Contact: 3675 Arboretum Dr., Box 39, Hwy. 5, Chanhassen, MN 55317, 612/443-2460.

**Valleyfair Family Amusement Park:** 55-acre theme park twenty min. SW of Twin Cities; exciting rides, delightful shows and entertaining attractions for children of all ages; May 19-Labor Day; weekends only Sept.; June 10 am-8 pm, July-Aug. 10 am-10 pm; admission fee; three and under free; price includes shows, rides and attractions, except liquid lightening waterslide. Contact: The Valleyfair Dr., Shakopee, MN 55379, 612/445-7600.

**Western Hennepin County Pioneers Association:** History of the area; June-Aug., T-Su 2-5 pm; Sept.-May, Su 2-5 pm; group tours. Contact: 1953 W. Wayzata Blvd., Long Lake, MN 55356, 612/473-6875.

**Wood Lake Nature Center:** 160-acre cattail marsh, woodland and restored prairie; three miles of wheelchair accessible trails; haven for migrating bird and waterfowl; cross-country skiing, rental skis, snowshoe tours; weekend family programs; building hours M-S 8:30 am-5 pm Su 1-5 pm; area hours sunrise to sunset. Contact: 735 Lake Shore Dr., Richfield, MN 55423, 612/861-4507.

## County Historical Societies: Metroland

**Anoka County Historical Society:** 1900-period furnitue, historic Banfill Tavern (1847), Anoka county history; T-F 12:30-4:30 pm; group tours. Contact: 1900 Third Ave. S., Anoka, MN 55303, 612/421-0600.

**Carver County Historical Society:** County history, woodworking and blacksmith tools; T, F & Su 1-4:30 pm; groups by appointment. Contact: 119 Cherry St., Waconia, MN 55387, 612/442-4234.

**Dakota County Historical Society:** Governor's exhibit (four state governors from Dakota County); county history, Indian artifacts from Kaposia village, excellent archives; T-F 8 am-4:30 pm, S 8 am-1 pm; group tours. Contact: 130 Third Ave. N., South St. Paul, MN 55075, 612/451-6260.

**Hennepin County Historical Society Museum:** Presents a history of the area and a miniature village, excellent archives; T-F 9 am-4:30 pm, Su 1-5 pm; public guided tours available by reservation. Contact: 2303 Third Ave. S., Minneapolis, MN 55404, 612/870-1329.

**Ramsey County Historical Society:** Gibbs Farm Museum; Apr-Dec, M-F 10 am-4 pm, Su 12-4 pm; admission fee; group rates and tours. Contact: 2097 Larpenetue Ave., St. Paul, MN 55113, 612/646-8629.

**Scott County Historical Society:** P.O. Box 354, Shakopee, MN 55379, 612/445-6900.

**Washington County Historical Society:** Warden's House (first state prison), county history; May-Oct., T, Th, S & Su 2-5 pm; also by appointment; admission fee, group rates and tours. Contact: 602 N. Main St., P.O. Box 167, Stillwater, MN 55082, 612/439-5956.

**Wright County Historical Society:** County history; M-F 8 am-4:30 pm, Su 2-5 pm; group tours. Contact: 101 Lake Blvd. NW, Buffalo, MN 55313, 612/339-6881.

## Historic Sites: Metroland

### Minnesota Historical Society

**Alexander Ramsey House:** A 15-room Renaissance house built in 1872 by Alexander Ramsey, Minnesota's first territorial governor, the state's second governor, two term U.S. senator, and secretary of war under President Rutherford B. Hayes. The house contains many handsome Victorian furnishings and includes a reconstructed carriage house. Open Tuesday through Sunday (except major holidays), April through December, weekdays 10 am-4:00 pm; Saturday and Sunday 1-4:30 pm, admission fee. Contact: 265 South Exchange Street, St. Paul, MN 55102, 612/296-8760 for individual and group tours.

**Historic Fort Snelling:** Built from 1819 to 1825 on a commanding bluff above the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government policy and administration and a haven for travelers and others who sought protection and society at this gateway to the wild Northwest frontier. Restored historic fort and history center (exhibits and films) open May through October, 10 am to 5 pm; history center only open November through April, 9 am to 4:30 pm. Monday through Friday; admission charge. Accessible from State Highways 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111, 612/726-9430 for individual and group tours.

**James J. Hill House:** Completed in 1891, the craggy, massive home of "Empire Builder" James J. Hill is a National Historic Landmark. It was acquired by the Minnesota Historical Society in 1978; today tours include a gallery of changing art exhibits and other restored portions of the house. Open Wednesday, Thursday and Saturday from 10 am to 4 pm year round, admission fee. Contact: 420 Summit Avenue, St. Paul, MN 55102, 612/297-2555 for individual and group tours.

**Minnesota Historical Society:** The society's headquarters—offering exhibits; libraries for maps, newspapers, reference materials and audio-visual materials; and a museum shop—was built between 1915-1917 in

a Renaissance style design by Clarence A. Johnson, Sr., of Waseca, MN. Open year round, Monday-Saturday 8:30 am-5 pm, Sunday 1-4 pm; admission free. Contact: 690 Cedar Street, St. Paul, MN 55101, 612/296-6126 for individual and group tours.

**Minnesota State Capitol:** Designed by Cass Gilbert, built between 1896 and 1904 and considered one of the most splendid and inspiring state capitols in the country, it is praised by architects and artists for its exterior, huge marble dome, self-supporting stairway, and magnificently decorated interior. Accessible from I-94, Marion Street exit. Open year round; Monday-Friday 9 am-4 pm, Saturday 10 am-3 pm, Sunday 1-3 pm, reservations for groups over ten; admission free. Contact: Aurora and Park Avenues, St. Paul, MN 55155. Contact Minnesota Historical Society for individual and group tours, 612/296-2881.

## State Parks—Metroland

**Afton:** Challenging hiking and skiing highlight this St. Croix River Valley park with its secluded campground, swimming beach and interior accessible only by trail and only 40 minutes east of the Twin Cities. Eagles and hawks soar over the bluffs 300 feet above the river and dive into the oak, aspen, birch and cherry tree ravines and valleys. (1,669 acres) Contact: Park Ranger, 6959 Peller Ave S., Hastings, MN 55033, 612/436-5391.

**Fort Snelling:** The state's gateway park borders historic Fort Snelling on the confluence of the Mississippi and Minnesota Rivers which welcomed Zebulon Pike's search for the Mississippi River headwaters as it does today's jet plane arrivals. Polo grounds, nature center, sandy beach, fishing, and an 18 mile/28 kilometer trail system for bikers, hikers, snowshoers and skiers are some of the pleasures awaiting visitors to this spring-fed Snelling Lake area. (3,370 acres.) Contact: Park Ranger, Hwy. 5 & Post Road, St. Paul, MN 55111, 612/727-1961.

**Lake Maria:** Almost entirely wooded, this northern end of the Big Woods Moraine region sports rolling hills, two small lakes, small ponds and marshes that provide excellent habitat for a variety of wildlife and over 205 bird species. Foot and ski trails, heated ski shelter, campgrounds and canoe rental await to send visitors on secluded adventures, (1,580 acres.) Contact: Park Ranger, Rt. 1, Monticello, MN 55362, 612/878-2325.

**Minnesota River Valley:** Boasting a soon to be completed 75 miles of trails connecting seven counties from Fort Snelling to LeSueur, this park invites hikers, bikers, skiers, horseback riders, canoeists, historians, and bird watchers to enter a mosaic of prairies, woodlands, meadows and wetlands, (4,759 acres.) Contact: Park Ranger, 19825 Park Blvd., Jordan, MN 55352, 612/492-6400.

**William O'Brien:** Near the oldest logging settlement in Minnesota this intriguing park welcomes visitors with an interpretive center, and miles of trails along the Wild and Scenic St. Croix. Its great variety of activities: canoeing, fishing, mushroom hunting, swimming, picnicking, camping, wildlife watching and skiing invite large numbers to its easy-to-reach location from the Twin Cities. (1,343 acres.) Contact: Park Ranger: 16821 O'Brien Trail N., Marine-on-the-St. Croix, MN 55047, 612/433-2421.

## Northern Minnesota

The variety of Minnesota's northern topography makes it a paradise for the vacationer in any season: venture deep into the scenic wilderness of the Boundary Waters Canoe Area, America's only wilderness canoe area; camp in the Chippewa and Superior National Forests and Voyageurs National Park where Minnesota's wildlife thrives undisturbed among virgin stands of white pine, deep, clear lakes and rushing rivers.

The Duluth-Superior port is one of the world's largest inland ports, one of the 10 busiest ports in the U.S. and the busiest port on the Great Lakes. Importing and exporting goods with countries around the world from the U.S.S.R. to Zaire. Alongside this international port a variety of cultural and fine arts activities, delicious ethnic dining, and modern hotels and motels await to be enjoyed by visitors.

Minnesota's largest lakes are found in the North; Lake of the Woods, Red, Leech, Cass, Mille Lacs, Osakis, and Winnebigoishish, all teeming with walleyes, muskie, northern, bass, and a variety of panfish. In this "Land of Blue Snow" the Mississippi begins its 2,552 mile journey to the Gulf of Mexico at Itasca State Park where you can leap across the headwaters on granite boulders.

Northern Minnesota's history is a story of the land. Economic development began with the fur trade then the lumber industry, and exploded with the discovery and exploitation of iron ore. The tale of the early French Voyageurs, and trappers is told at the North West Company Fur Post, and the many historical societies which preserve the homes and artifacts of the Indians and explorers. Iron World U.S.A., the Hull-Rust Mahoning Mine, the Cuyuna Range Mine, and the Tower-Soudan Mine, are some of the world's largest natural ore mines. Visitors are taken into the mines to see the huge mining equipment, conveyor systems, mine shafts, and methods the early miners employed.

The forty counties of northern Minnesota offer variety unlimited for any tourist. Make your vacation a challenge, and explore uninhabited woods, far from civilization; canoe along the shores of a northern lake with the call of the loon greeting you; relive the past with visits to historic sites; or relax with an evening of chamber music, and fine dining in one of Minnesota's northern cities.

## Arts—Performing: Northern Minnesota

**The Alexandria Big Band:** Eighteen-member uniformed band specializing in Big Band Swing of the thirties, forties, fifties for the past seventeen years. Contact Alexandria Chamber of Commerce for performance dates; admission charged. Contact: Alexandria, MN 56308, 612/846-3273.

**Arrowhead Regional Theatre:** The most extensive community theater season in NE Minnesota, excluding the Duluth metro area, a fully-staged opera is just one production; season runs Oct.-May. Contact: 1515 E. Twenty-fifth St., Hibbing, MN 55746, 218/262-6700.

**Bemidji Community Arts Council:** 426 Bemidji Ave., Bemidji, MN 56601, 218/751-7570

**County Stearns Theatrical Company:** Community theater in the fourteenth season presenting musicals, mysteries, comedies and dramatic productions, holiday presentation; admission charged; group rates. Contact: Sandra Ouellete, 22 S. Fifth Ave., St. Cloud, MN 56301, 612/253-8242.

**Duluth Ballet Company:** Only ballet company north of the Twin Cities, housed at the Depot Arts Museum; concerts throughout year: *Nutcracker*; admission charged. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-2314.

**Duluth Playhouse:** Celebrates its seventy-fifth anniversary producing plays. Oct.-Aug.; admission charge; group tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-0349.

**Duluth-Superior Symphony:** Professional symphony orchestra serving northern Minnesota, Wisconsin, Michigan; season runs Sept.-May; admission charged; group rates. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-7429.

**Elk River Community Theater:** Community theater designed to involve the surrounding communities with the fine arts; winter season. Mar. & Apr.; summer season, Jul. & Aug.; admission charged; group rates. Contact: P.O. Box 191, Elk River, MN 55330, 612/441-2220.

**Grand Rapids Players:** Grand Rapids area community theater, presents a major musical each fall, plus spring and summer productions; admission charged; musical at Reif Performing Arts Center, Grand Rapids High School; other productions at Davies Theater, Itasca Community College. Contact: P.O. Box 26, Grand Rapids, MN 55744, 218/326-2607.

**Grand Rapids Showboat:** Variety show on the banks of the Mississippi patterned after old-time showboats that brought entertainment to small villages along the river; performances last three weekends in July, begin at 9 pm when the boat comes around the bend of the river; admission charged. Contact: Box 321, Sixteenth Ave. W. and Third St., Grand Rapids, MN 55744, 218/326-3491.

**Heartland Symphony Orchestra:** Semi-professional community ensemble presenting a winter series of three concerts in Brainerd and Little Falls. Contact: Sharon Carlson, 1612 S. Seventh St., Brainerd, MN 56401, 218/829-7415.

**Minnesota Center Chorale:** Area singers performing choral masterworks of past and present eras in central Minnesota communities and churches; admission charged. Contact: R.R. 2, St. Joseph, MN 56374, 612/363-4467.

**The Paul Bunyan Playhouse:** The oldest professional summer theater in the state, providing seven plays in nine weeks during the summer at Ruttgers Birchmont Lodge; season runs mid June-Aug.; admission group charged; group rates and tours; all seats reserved. Contact: Birchmont Beach Rd. (NE at Ruttgers, Bemidji, MN 56601, 218/751-7270 (in season).

**St. Cloud Community Arts Council:** Box 323, St. Cloud, MN 56301, 612/252-2105.

**Theatre at the Fort:** Outdoor/semi-professional theater, produces five plays during July; unlimited seating; F & S 7 pm, Su 3 pm; free with park sticker; group tours. Contact: 802 Pine, Olivia, MN 56277, 612/523-1853.

**Thief River Falls Community Arts Council:** 1524 Cartway Dr., Thief River Falls, MN 56701, 218/681-5916.

**The Troupe Theatre:** Community summer theater, performs at County Stearns. Contact: (summer only) P.O. Box 553, St. Cloud, MN 56302, 612/253-8752.

**Two Harbors Theatre in the Park:** Two different melodramas for four consecutive Fridays in July in an outdoor amphitheater; 7 pm; donations for the food shelf. Contact: Community Education, Two Harbors High School, Two Harbors, MN 55616, 218/834-5524.

**UMD Summer Repertory Theatre:** Largest summer theater in northern Minnesota producing five shows a summer—two musicals and three comedies that revolve each night from July 5-Aug. 20; perform W-Su; admission charged; group rates and tours. Contact: U of M Duluth, 2400 Oakland Ave., Duluth, MN 55812, 218/726-8561.

## Arts—Visual: Northern Minnesota

**Benedicta Art Center:** Major regional theater, auditorium and gallery presenting annual lively arts series Sept.-May; group tours and rates. Contact: Benedicta Art Center, College of St. Benedict, St. Joseph, MN 56374, 612/363-5921.

**The Depot, Saint Louis County Heritage and Arts Center:** Relive Duluth's vintage years, stroll the streets of a 1910 village, explore the antique trains, ride the trolley, enjoy four levels of exciting historical and contemporary exhibition; Memorial Day-Labor Day, M-S 10 am-5 pm; winter, M-S 10am-5 pm, Su 12-5 pm; admission charged, children under 6 free; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-8025.

**Duluth Art Institute:** Contemporary artwork by local, regional and sometimes nationally known artists, fully equipped studios for weaving, ceramics, photography; housed in Depot; M-Su 1 pm-5 pm, fall & winter, Su 1-5 pm; admission charged. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-9013.

**Fifth Avenue Gallery:** A cooperative gallery showing watercolors, drawings, prints, glass and more representative of St. Cloud area artists; T-S 11 am-5:30 pm; group tours. Contact: 26 Fifth Ave. S., St. Cloud, MN 56301, 612/253-1339.

**Indian Room and Art Gallery, Fort Mille Lacs Village:** Minnesota's largest publically exhibited private collection of American Indian art and artifacts; daily May-Oct.; group tours. Contact: Star Rt., Onamia, MN 56359, 612/532-3651.

**Made in the Shade—American Handicrafts:** Unique shop gallery carrying a wide variety of fine quality crafts made by American artisans; M-S 9:30 am-5 pm summer, early fall and Su 12-4 pm; Christmas season, 12-4 pm and M-F until 8 pm. Contact: 325 W. Superior St., Duluth, MN 55802, 218/722-1929.

**North Country Museum of Arts:** Houses a permanent collection of seventeenth and eighteenth-century European school paintings, import exhibits from other major museum and galleries, gallery for regional art; May-Sept., T-Su 11 am-5 pm; close M; admission charged; group rates and tours. Contact: Third and Court streets, P.O. Box 328, Park Rapids, MN 56470, 218/732-5237.

**Plains Art Museum:** Special and permanent exhibitions of regional and nationally recognized contemporary art housed in a 1913 historic building, also exhibits African and Native American art and ethnographic materials; W-Su 12-5 pm; admission charged; group rates and tours. Contact: 521 Main Ave., Moorhead, MN 56560, 218/236-7171.

**Rourke Art Gallery:** Special and permanent exhibitions for regional and nationally recognized contemporary art; W-Su 12-5 pm; admission charged; group rates and tours. Contact: 523 Fourth St., Moorhead, MN 56560, 218/236-7171.

**Saint Cloud Community Arts Council:** Information and ticketing center for arts in the St. Cloud area; seasonal calendar available. Contact: Jon D. Tufte, Box 323, St. Cloud, MN 56302, 612/252-2105.

**St. John's Abbey and University:** Benedictine monastery renowned for abbey and church design by 20th-century master architect Marcel Breuer, and for Hill Monastic Manuscript Library housing on microfilm more than 20 million pages of hand-written Medieval, Renaissance and early modern documents, some dating from as early as the Third Century B.C. and are available for study by American researchers. Contact: Information Center, St. John's University, Collegeville, MN 56321, 612/363-2011.

**Tweed Museum of Arts:** Located in the heart of UMD campus, six galleries for exhibition of permanent collections, traveling exhibitions and works by faculty, students and local artists; year-round T-F 8 am-4:30 pm, S & Su 12-5 pm; closed M and major holidays; group tours with advance notice. Contact: U of M Duluth, Duluth, MN 55812, 218/726-8222.

**Woodland Gallery:** Displays original art and fine crafts by area artists; art supply store also located in gallery; T-Th & S 9:30 am-5:30 pm, M & F 9:30 am-9 pm. Contact: 823 Washington Ave., Detroit Lakes, MN 56501, 218/847-7692.

## Attractions: Northern Minnesota

**Alworth Planetarium:** Each month the Marshall W. Alworth Planetarium offers a chance to learn about and experience a different celestial marvel of our amazing universe; open year round; public showings W 7 pm; group tours. Contact: University of Minnesota-Duluth, Duluth, MN 55812, 218/726-7129.

**Animal Acres Zoo:** Birds and animals from around the world, museum, souvenir shop, picnic and play-

ground; Apr.-Oct, Su-F; admission charged; group rates and tours. Contact: Rt. 3, Box 203, Leaf River Rd., Wadena, MN 56482, 218/631-1336.

**Assumption Chapel:** Built in honor of the Blessed Virgin Mary after the deliverance of the area from grasshoppers in 1877, granite chapel now stands where a tornado demolished the original on June 28, 1894; open for visitation spring-fall, closed winter; group tours. Contact: St. Boniface Catholic Church, 501 Main St., Cold Spring, MN 56320, 612/685-3280.

**Canal Park Marine Museum:** The most visited marine museum on the Great Lakes operated by the U.S. Army Corps of Engineers with exhibits and programs on upper lakes commercial shipping. Duluth ship canal and aerial bridge; May 1-Sept. 5, 10 am-9 pm; Spring Fall, 10 am-6 pm; Dec. 1-Apr. 30, F-Su 10 am-4:30 pm; group tours. Contact: Duluth, MN 55802, 218/727-2497.

**Chisholm Museum:** Children's museum; M-S 10 am-5 pm, Su 1-5 pm; admission charged, under 6 free; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-8563.

**Christie Home Historical Society:** Historic house, city history; Memorial Day-Labor Day, W-Su 1:30-4:30 pm; also by appointment; group tours. Contact: 110 Second Ave. N., Long Prairie, MN 56347, 612/732-3632.

**Cuyuna Range Historical Society:** History of the area and the Cuyuna iron mining; June-Aug. M-S 10 am-4 pm. Contact: 101 First St. NE, Crosby, MN 56441, 218/546-6178.

**Deer Town:** A complete family fun entertainment place, an old western town setting with animals, birds, fish, playground, museum, stagecoach rides, picnic area, gifts, food; Memorial Day-Labor Day, M-S 9 am-6 pm, Su 10 am-6 pm; admission charged; group rates. Contact: Rt. 2, US 71, Park Rapids, MN 56470, 218/732-5135, or 3228.

**Duluth-Superior Excursions:** Two-hour narrated tours of Duluth-Superior Harbor; also Lake Superior fish boils and dinner cruises; May 1-Mid-Oct., 9:30 am-7:30 pm; admission charged; group rates. Contact: Fifth Ave. W. and Waterfront, Duluth, MN 55802, 218/722-6218.

**Esko Historical Society:** Finnish history; June-Aug., Su 1-5 pm. Contact: Ray Mattinen, 5 Elizabeth Ave., Esko, MN 55733, 218/879-4400.

**Evelyn Payne Hatcher Museum of Anthropology:** Archaeological and ethnographic museum; M-F 9 am-4 pm; group tours. Contact: St. Cloud State University, St. Cloud, MN 56301, 612/255-3021.

**First Settlers Museum:** Hundreds of photographs of the town that moved, original ore samples from mines of Hull-Rust Mahoning Mine, birthplace of the Greyhound Bus; June-Sept., M-F 8:30 am-4:30 pm; summer bus tours daily 12:30 pm; (call 218/262-3895 for reservations and tour price). Contact: Twenty-first St. and Fourth Ave., Hibbing City Hall, Hibbing, MN 55746, 218/262-3486.

**Fort Mille Lacs Village:** Animal forest, history hall, interesting shops and paddle boats; open May-Oct. Contact: Star Rt., Hwy. 169, Onamia, MN 56359, 612/532-3651.

**Glen Sheen Mansion:** A 7.6 acre historical site operated by the University of Minnesota; a unique estate reflects the way of life in Duluth at the turn of the century; mid-May-mid Oct., daily except W 9 am-5 pm (last tour 3 pm); mid-Oct.-mid May, M-F except W, tours 1 and 2 pm; S and Su tours 1-3 pm; admission charged. Contact: 3300 London Rd., Duluth, MN 55804, 218/724-8864.

**Grandma's Marathon:** One of the Midwest's most popular races that draws World Class runners and thousands of spectators to the region. This exciting event is held annually in June. Its 26.2 mile course runs along the scenic North Shore of Lake Superior. For additional information on the race write Grandma's Marathon, P.O. Box 6234, Duluth, MN 55806.

**Grand Portage National Monument:** Indian artifacts, fur trade artifacts and history, reconstructed Northwest Company Fur Trading Depot; mid-May-mid-Oct., 8 am-5 pm; Information Center open mid-June-Labor Day, 8 am-5 pm; group tours. Contact: P.O. Box 666, Grand Marais, MN 55604, 218/387-2788.

**Hibbing First Settlers Associations:** City history, Hull-Rust Mine Interpretive Center; June-Sept., M-F 9 am-4:30 pm; Oct.-May, W 9 am-4 pm; group rates. Contact: City Hall, Twenty-first St. and Fourth Ave., Hibbing, MN 55746, 218/262-3486.

**Hinckley Fire Museum:** Restored 1894 St. Paul and Duluth Railroad Depot housing artifacts and stories from the Great Hinckley Fire of 1894, a firestorm that devastated six towns in east central Minnesota, causing the end of the lumbering industry in the area and the growth of agriculture; May-Oct., 10 am-5 pm; admission charged, 12 and under free w/adult; group tours. Contact: 106 Old Hwy. 61, Hinckley, MN 55037, 612/384-7338.

**Hockey Hall of Fame:** Official United States Hockey Hall of Fame honoring Americans who have significantly contributed to hockey in the U.S. as players, coaches and administrators; areas also devoted to high school, amateur, college, professional, and international hockey; winter, M-S 9 am-5 pm, Su 12-5 pm; June

15-labor Day, M-S 9 am-8 pm, Su 10 am-8 pm; admission charged; group rates and tours. Contact: P.O. Box 657, Hat Trick Ave., Eveleth, MN 55734, 218/744-5167.

**Hull-Rust Mahoning Mine:** World's largest open pit iron ore mine, a National Historic Landmark; mid-May-Oct. 9 am-6 pm; group tours. Contact: Hwy. 169, Hibbing, MN 55746, 218/262-3895.

**Iron Range Interpretative Center:** Tells the exciting story of the iron mining regions of Minnesota and highlights the ethnic culture and heritage of the many nations that contributed to the unique character of the area; winter, 9 am-5 pm; Memorial Day-Labor Day, 9 am-9 pm; admission charged; group rates and tours. Contact: Box 392, Chisholm, MN 55719, 218/254-3323.

**Iron Range Resources—Hill Annex Mine Tour:** One of the largest natural iron ore mines in the U.S.; on the trip to the bottom see huge mining equipment, conveyor system, loading packet and underground mine shaft; from atop the ore stockpile, enjoy a fantastic view of the mine below and the surrounding territory; unparalleled man-made scenic beauty; special group tours by reservation Apr. 15-Nov. 1; regular tours Memorial Day-Sept. 30; tourist center, M-Su 9 am-6 pm; tours at 10 a.m., 12 pm, 2 pm, and 4 pm; admission charged, 6 and under free; group rates. Contact: Hwy. 169, P.O. Box 376, Calumet, MN 55716, 218/247-7215.

**Lake Superior Museum of Transportation:** Railroad equipment and history, Williams Crooks (first locomotive in MN); M-S 10 am-5 pm, Su 1-5 pm; admission charged; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-0687.

**Military History Society of Minnesota:** Minnesota military museum; M-Th, 12-7 pm; group tours. Contact: Box 288, Camp Ripley, Little Falls, MN 56345, 612/632-6631.

**Minnesota Museum of Mining:** Contains the largest amount of mining artifacts in the world; May 15-Oct. 1; admission charged, under five free; group tours. Contact: Memorial Park, P.O. Box 271, Chisholm, MN 55719, 218/254-5543.

**Old Logging Artifacts and Wildlife Museum:** Logging artifacts, local history, wildlife museum; summer, M-F 9 am-5 pm; group tours. Contact: Box 1088, Birch St., Cass Lake, MN 56633, 218/335-6778.

**Paul Bunyan Amusement Center:** Complete amusement center with entertainment on weekends, rides, miniature golf, more; Memorial Day-Labor Day. Contact: P.O. Box 563H, Brainerd, MN 56401, 218/829-6342.

**Paulucci Planetarium:** Presents multimedia programs on astronomy, space exploration, area orientation, and environmental interpretation using a 40-foot-diameter tilted-dome screen, a star projector, and a wide variety of audio visual effects; open June-Aug.; multimedia shows 2, 4 & 7 pm, telescope observing M 9 pm; Sept.-May, multi-media shows F 7 pm, S 2 & 7 pm, Su 2 pm; current sky shows (w/telescope observation) M 8 pm; admission charged; group rates, tours and showings. Contact: 1515 E. Twenty-fifth St., Hibbing, MN 55746, 218/262-6720.

**Paynesville Historical Society:** Local history, historic house; Memorial Day-Labor Day, T-S 9 am-12 pm and 1-5 pm; Su 1-5 pm by appointment; group tours. Contact: 570 River St., Paynesville, MN 56362, 612/243-4433.

**Runestone Museum:** Kensington Runestone, Fort Alexandria Agricultural Museum, area history, area resort slide-tape history; summer, M-F 9 am-5 pm; admission charged, under 11 free; group rates and tours. Contact: 206 N. Broadway, Alexandria, MN 56308, 612/763-3161.

**Saum School Musuem:** 1903 log school with original furnishings, 1912 first consolidated school in Minnesota; by appointment only. Contact: Saum, MN 56674, 218/647-8673.

**Seasons of Yesteryear Pioneer Museum:** A living museum containing northeastern Minnesota's largest collection of pioneer artifacts displayed in authentic buildings from its pioneer era, with demonstrations and displays depicting every aspect of pioneer life; Memorial Day-Oct. 31, 10 am-8 pm; admission charged; group rates and tours. Contact: Rt. 1, Box 214, Hwy. 133, Meadowlands, MN 55765, 218/427-2743.

**Sinclair Lewis Museum and Interpretive Center:** Sinclair Lewis Boyhood Home, exhibits on Sinclair Lewis; Memorial Day-Labor Day, daily 10 am-6 pm; Labor Day-Memorial Day, Interpretive Center only, M-F 8:30-6 pm; S-Su 9:30 am-6 pm, also by appointment; admission charged; group rates and tours. Contact I-94 and Hwy. 71, Sauk Centre, MN 56378, 612/352-5201.

**Straw Hat Players:** Summer stock June 20-Aug. 4. Phone information 10-4 MT, 10- performance time W-Sa, 218/236-2271. Contact: Straw Hat Players, c/o Moorhead State University, Moorhead, MN 56560.

**Theatre L'Homme Dieu:** Summerstock June 27-Aug. 26, P.O. Boxdf 1086, Alexandria, MN 56308, 612/846-3150.

**Tower-Soudan Historical Society:** Local history, railroad equipment; Memorial Day-Labor Day, 11 am-4 pm. Contact: Train Coach, Tower, MN 55790, 218/753-4343.

**Vermillion Interpretive Center:** Local history, mining history, Indian artifacts; M-S 10 am-4 pm, Su 1-4 pm; group tours. Contact: 1900 E. Camp St., Ely, MN 55731, 218/365-3256.

## County Historical Societies: Northern Minnesota

**Aitkin County Historical Society:** History and artifacts of Aitkin County and its residents: W & S 1-5 pm; also by appointment. Contact: 20 Pacific St. SW, Aitkin, MN 56431, 218/927-3104.

**Becker County Historical Society:** Wildlife dioramas, Becker County history, M-F 8:30 am-5 pm; group tours. Contact: 915 Lake Ave., Detroit Lakes, MN 56501, 218/847-2938.

**Beltrami County Historical Society:** John G. Morrison Indian Artifact Collection, animal dioramas, Beltrami County history; May 15-Labor Day, 9 am-9 pm; admission fee; group tours and rates. Contact: Chamber of Commerce, Third and Bemidji Ave., P.O. Box 683, Bemidji, MN 56601, 218/751-3540.

**Benton County Historical Society:** Benton County history; M-F am-5 pm; also by appointment; group tours. Contact: 218 First St. N., Sauk Rapids, MN 56379, 612/253-9614.

**Carlton County Historical Society:** County history; Sep 4-May 30, W-F 12-4 pm; group tours. Contact: Garfield Community Center, Fourteenth St. and Carlton Ave., Cloquet. MN 55720, 218/879-1938.

**Cass County Historical Society:** Cass County history, historic schoolhouse. Contact: Main St., Walker, MN 56484, 218/547-1313.

**Chisago County Historical Society:** Taylors Falls, MN 55084, 612/257-5232, Hours: During county fair & by appointment.

**Clay County Historical Society:** Clay County history, 15,000 glass negatives taken between 1872 and 1930; M-F 9 am-5 pm; also by appointment. Contact: 22 N. Eighth St., Moorhead, MN 56560, 218/233-4604.

**Clearwater County Historical Society:** History of county; summer, M-F 9 am-4:30 pm, S 12-4 pm; also by appointment; winter, M-F 8 am-4 pm; admission fee; under 12 free. Contact: 112 Second Ave., Bagley, MN 56621, 218/694-6574.

**Cook County Historical Society:** County history, 1896 lighthouse keepers' residence; Jun-Sep, M-S 1-5 pm. Contact: Lightkeepers House, Grand Marais, MN 55604, 218/387-1678.

**Crow Wing County Historical Society:** Restored sheriff's quarters and old county jail converted into museum, county history; Jun-Aug, T-Su 1-5 pm; Sep-May, T-F 1-5 pm; also by appointment; group tours. Contact: 320 Laurel St., Brainerd, MN 56401, 218/829-3268.

**Douglas County Historical Society:** 206 Broadway, Box 805, Alexandria, MN 56308, 612/762-0382. Hours: 8:00 am-4:30 pm Mon thru Fri & by appointment.

**Grant County Historical Society:** Indian artifacts, agricultural implements. Grant County history; T-S 10 am-4 pm. Su 2-5:30 pm; also by appointment; admission fee; group rates and tours. Contact: Hwy. 59 & 79, Elbow Lake, MN 56531, 218/685-4340.

**Hubbard County Historical Society:** County history. Civil War exhibits; Jun-Sep, daily 11 am-5 pm; admission fee; group tours. Contact: Old County Courthouse, Hwy. 34, Park Rapids, MN 56470, 218/732-3291.

**Isanti County Historical Society:** West Riverside School Museum at Cambridge, history of county at Braham; open by appointment. Contact: Cherry St. and Central Dr., Braham, MN 55006, 612/396-3957.

**Itasca County Historical Society:** P.O. Box 664, Grand Rapids, MN 55744, 218/326-6764. Museum closed during renovation of building.

**Kanabec County Historical Society:** History of county; M-F 9 am-5 pm, S & Su 12-5 pm; admission fee; children under fourteen free; group rates and tours. Contact: Forest Ave., Mora, MN 55051, 612/679-1665.

**Kittson County Historical Society:** County history, farm machinery; weekends during summer, 1-5 pm; group tours. Contact: Lake Bronson, MN 56734, 218/754-4100.

**Koochiching County Historical Society:** County history, located in Smokey Bear Park, Int'l Falls; Memorial Day-Labor Day, M-S 10 am-4 pm, Su 2-5 pm; admission fee; group rates and tours. Contact: Box 1147, International Falls, MN 56649, 218/283-4316.

**Lake County Historical Society:** County history, railroad locomotives on display; May-Oct, M-S 9 am-4 pm, Su 1-4 pm; group tours. Contact: Depot Museum, Two Harbors, MN 55616, 218/834-4898.

**Lake of the Woods County Historical Society:** County history; T-S 10 am-5 pm; also by appointment; group tours. Contact: Eighth Ave. SE, Baudette, MN 56623, 218/634-1200.

**Mahnomen County Historical Society:** Route 2 (mailing), Mahnomen, MN 56557, 218/935-2175.

**Marshall County Historical Society:** County history, farm machinery; May-Aug, M-F 8 am-5 pm; Sep-



Apr, M-F 1-5 pm also by appointment; group tours. Contact: Box 103, Marshall County Fairgrounds, Warren, MN 56762, 218/745-4803.

**Mille Lacs County Historical Society:** County history; M-F 12-4 pm; also by appointment. Contact: Depot Museum, 104 Tenth Ave., Princeton, MN 55371, 612/389-2033.

**Morrison County Historical Society:** County history; T-S 10 am-5 pm; May-Oct., Su 1-5 pm; group tours. Contact: S. Lindbergh Dr., Little Falls, MN 56345, 612/632-4007.

**Norman County Historical Society:** County history, pioneer village; T, Th, S & Su 2-5 pm; summer only; \$.50; group tours. Contact: 404 W. Fifth Ave., Ada, MN 56510, 218/784-4989.

**Otter Tail County Historical Society:** County history, farm implements; M-F 11 am-5 pm, S & Su 1-4 pm; also by appointment; admission fee; group rates and tours. Contact: 1110 Lincoln Ave. W., Fergus Falls, MN 56537, 218/736-6038.

**Pennington County Historical Society:** County history, pioneer village; summer, M-F 2-4:30 pm, S-Su 2-5 pm; also by appointment; group tours. Contact: Oakland Park Rd., Box 127, Thief River Falls, MN 56701, 218/681-5767.

**Pine County Historical Society:** County history; May-Sep, T-Su 1-4 pm. Contact: R.R. 1, Box 168, Sandstone, MN 55704, 612/245-2574.

**Polk County Historical Society:** County history; M-S 9 am-6 pm, Su 12-6 pm; also by appointment; admission fee; group rates and tours. Contact: P.O. Box 214, Hwy. 2, Crookston, MN 56716, 218/281-1038.

**Pope County Historical Society:** County history, farm machinery, Indian artifacts; Oct-Apr, M-F 9 am-5 pm; May-Sep, M-F 9 am-5 pm, S & Su 1-5 pm; adults \$1, children \$.50; group rates and tours. Contact: Hwy. 104 S., Glenwood, MN 55334, 612/634-3293.

**Red Lake County Historical Society:** Red Lake Falls, MN 56750, 218/253-2143.

**Roseau County Historical Society:** County history, largest collection of bird eggs in the state; T-S 9 am-4 pm; admission fee; group rates and tours. Contact: Second Ave., Roseau, MN 56751, 218/463-2452.

**Sherburne County Historical Society:** County history; M-F 9 am-4 pm. Contact: Rt. 1, County Bldg., Becker, MN 55308, 612/253-6623.

**St. Louis County Historical Society:** Eastman Johnson paintings, county history; M-S 10 am-5 pm, Su 1-5 pm; admission fee; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-8011.

**Stearns County Historical Society:** New museum, county history; open daily; group tours. Contact: St. Cloud, MN 55302, 612/253-8424.

**Stevens County Historical Society:** County history; summer, W, Th & F Su 1:30-4:30 pm; winter, Su 1:30-4:30 pm; group tours. Contact: W. Sixth and Nevada, Morris, MN 56267, 612/589-1578.

**Todd County Historical Society:** County history; W-F 10 am-12 pm, 1-4 pm; also by appointment; group tours. Contact: Courthouse, 215 First Ave. S., Long Prairie, MN 56347, 612/732-2331.

**Wadena County Historical Society:** Box 141, Wadena, MN 56482, 218/631-3202.

**Wilkin County Historical Society:** County history; T-S 11 am-4 pm, Su 1:30-4:30 pm; admission fee; Breckenridge, MN 56502, 218/643-1303.

## Historic Sites: Northern Minnesota

### Minnesota Historical Society

**Comstock House:** Built in 1883 as the home of Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years. His daughter, Ada Comstock, was the first dean of women at the University of Minnesota and president of Radcliffe College from 1923 to 1943. Open week-ends Memorial Day through September 30, 1-5 p.m.; also by appointment; admission fee. Contact: 506 Eighth Street South, Moorhead, MN 56560, 218/233-0848 for individual and group tours.

**Forest History Center:** Authentically reconstructed turn-of-the-century logging camp with fire tower and ranger's cabin. A modern interpretive center tells of human life in the forests of Minnesota from prehistoric times to the present. Daily demonstrations and weekly special programs are presented by living history interpreters. Open Tuesday through Sunday (also open Memorial Day and Labor Day) May 15-October 15, 10 a.m.-5 p.m.; open Tuesday through Sunday October 16-May 14, 12-4 p.m.; also by appointment; admission fee. Contact 2609 County Road 76, Grand Rapids, MN 55744, 218/327-4482 for individual and group tours.

**Grand Mound Interpretive Center:** The largest of prehistoric Indian burial mounds in Minnesota lies at

the junction of the Rainy and the Big Fork rivers. The Grand Mound and several other area mounds were built by the Laurel culture, a middle Woodland people who lived in the upper Great Lakes latitudes from 200 B.C. to A.D. 800. A modern interpretive center tells the story of prehistoric Indian life in northern Minnesota. Open Tuesday through Sunday May 1-September 7, 10 a.m.-5 p.m.; also by appointment; admission free. Contact: Route 7, Box 453, International Falls, MN 56649, 218/279-3332 for individual and group tours.

**Lindbergh House and Interpretive Center:** Built in 1906 by C.A. Lindbergh, distinguished lawyer and outspoken Minnesota congressman, and home of Charles Lindbergh, Jr., famous aviator who made the first solo flight from New York to Paris in 1927. Charles A. Lindbergh State Park is two miles south of Little Falls on Lindbergh Drive. Open Tuesday through Sunday, (also open Memorial Day and Labor Day) May 1 through September 7, 10 a.m.-5 p.m. Contact Charles A. Lindbergh Interpretive Center, Little Falls, MN 56345, 612/632-3154 for individual and group tours.

**Mille Lacs Indian Museum:** A fine collection of Ojibway artifacts is used to explain the customs and beliefs of these woodland Indians. Featured are life-sized dioramas of seasonal activities. On U.S. Highway 169 on southwest shore of Mille Lacs near Onamia. Open Tuesday through Sunday (also open Memorial Day and Labor Day) May 1-September 7, 10 a.m.-5 p.m.; also by appointment; admission charge. Contact: Star Route, Highway 169, Onamia, MN 56359, 612/532-3632 for individual and group tours.

**North West Company Fur Post:** Authentically reconstructed six-room stockaded wintering post, the original post was built by a fur trader and a small crew of voyageurs who in 1804-05 canoed up the Snake River to trade with the Ojibway Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1½ miles west on Pine County Highway 7. Open Tuesday through Sunday (also open Memorial Day and Labor Day) May 1-September 7, 9:30 a.m.-4:30 p.m.; admission free. Contact: Route 2, Box 62B, Pine City, MN 55063, 612/629-6356, or from September 8-April 31, 612/726-1171 for individual and group tours.

**Oliver H. Kelley Farm:** Family farm of Oliver H. Kelley, founder of the National Grange of the Patrons of Husbandry, an organization that promoted educational, social, and cultural opportunities for farmers and which evolved into a forceful, nationwide, populist movement in the 1870s. An interpretive center tells Grange and farming history through exhibits and an audio-visual program. Farming practices of the 1860s and 1870s are demonstrated. On U.S. Highway 10, 2½ miles east of Elk River. Open Tuesday through Sunday (also open Memorial Day and Labor Day), May 1-October 31, 10 a.m.-5 p.m.; November 1-April 30, Saturday 10 a.m.-4 p.m., Sunday 12-4 p.m.; also by appointment; admission charge. Contact: 15788 Kelley Farm Road, Elk River, MN 55303, 612/441-6896 for individual and group tours.

**Split Rock Lighthouse and History Center:** Born out of the infamous November gale of 1905 that wreaked havoc on the great ships of the booming iron ore industry, this isolated landmark on a harsh promontory overlooking Lake Superior was commissioned in 1910. A modern interpretive center tells the story of the lake in a film and exhibits. Open daily May 15-October 15, 9 a.m.-5 p.m.; October 16 to May 14 Friday, Saturday, and Sunday from 12 to 4 p.m. On U.S. Highway 61, 18 miles northeast of Two Harbors, park sticker. Contact: Split Rock Lighthouse History Center, 2010 Highway 61 East, Two Harbors, MN 56616, 218/226-4372 for individual and group tours.

**W. H. C. Folsom House:** Operated by the Taylors Falls Historical Society, and overlooking the scenic St. Croix River Valley, is a rare Minnesota example of the Greek Revival architecture built in 1855 by Folsom, an enterprising Maine lumberman, with 300 acres of landscaped grounds that include a garden of native Minnesota wild flowers. Memorial Day-Oct 15, 1-4 pm; admission charged, under 6 free; group rates and tours. Contact: Folsom House, Government Road, Taylors Falls, MN 55084, 612/465-3125.

## State Forest Campgrounds: Northern Minnesota

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

### Beltrami Island State Forest

**Bemis Hill Campground**—from Warroad take Co. Rd. 5 S. 12 mi. to ranger station; turn W. on gravel road 7 mi. (not on a lake or river). 218/386-1304. Shelter, ski slope, toboggan slide, 4 campsites, 6 picnic sites, ½ mi. hiking trail. Forester, Warroad, MN 56763.

**Blueberry Hill Campground**—from Williams take State Hwy. 11 W. 4 mi. (not on lake or river). 218/634-2172. 8 campsites, 4 picnic sites. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

**Faunce Campground**—from Williams take Co. Rd. 2 S. 12 mi. (not on lake or river). 218/634-2172. 2 campsites, 1 picnic site. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

### **Big Fork State Forest**

**Harrison Landing Campground**—from Wirt take Co. Rd. 29 E. 2 mi. to Co. Rd. 14; continue E. 2½ mi. (on Big Fork River). 218/835-6684. 2 campsites, dirt boat ramp, fishing, canoe route. Forester, Blackduck, MN 56630.

**Long Lake Campground**—from Talmoon take State Hwy. 6 N. 6 mi. 218/246-8343. 9 campsites, camp fee, 3 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

### **Birch Lakes State Forest**

**Birch Lake Campground**—from Melrose take Co. Rd. 13 N. 5½ mi. to Co. Rd. 17; turn right (E.) 1½ mi.; turn left (N.) 2 mi.; turn right (E.) on Forest Rd. 612/689-2832. 22 campsites, camp fee, 8 picnic sites, swimming, concrete boat ramp, fishing, 2 mi. hiking trail. Forester, Cambridge, MN 55064.

### **Bowstring State Forest**

**Cottonwood Lake Campground**—from Deer River take State Hwy. 6 N. 4 mi. to Co. Rd. 19. Turn right (E.) 3 mi.; turn left (N.) 1½ mi.; turn right (E.) 1½ mi.; turn left (N.) and follow signs about 1 mi. 218/246-8343. 15 campsites, no fee. 2 picnic sites, swimming, concrete boat ramp, fishing. Forester, Box 157, Deer River, MN 56636.

**Jim's Point Canoe Site**—about 2½ mi. via Mississippi River from Little Winnibigoshish Lake, (No road access.) 218/246-8343. 2 campsites on canoe route. Forester, Box 157, Deer River, MN 56636.

### **Chengwatana State Forest**

**Snake River Campground**—from Pine City take Co. Rd. 8 & 118 E. 9 mi. and N. ½ mi. 218/485-4474. 26 campsites, camp fee, on canoe route, fishing, hiking and horse trails. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

### **Cloquet Valley State Forest**

**Cedar Bay Campground**—from Brimson take Co. Rd. 52 E. 1¾ mi. to Co. Rd. 44; turn right (S.) 5 mi. to Bear Lk. Forest Rd.; turn right (W.) 4½ mi., turn left (E.) ¾ mi. (on Bear Lk.). 218/723-4669. 17 campsites, camp fee, 6 picnic sites, swimming, concrete boat ramp, fishing, canoe route, 1 mi. hiking trail. Forester, 6163 Rice Lake Road, Duluth, MN 55803.

**Dr. Barney's Landing Campground**—from Duluth 17 mi. N. on Co. Rd. R and 4 mi. E. on Carrall Trail. 218/723-4669. 4 campsites, boat access, canoe route, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Indian Lake Campground**—from Wales take Co. Rd. 55 W. 5½ mi. to Co. Rd. 44; turn right (N.) 1 mi. (on Cloquet River). 218/723-4669. 9 campsites, camp fee, 8 picnic sites, swimming, concrete boat ramp, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Whiteface River Campground**—from Biwabik take Co. Rd. 4 S. 17 mi. (boat access on Whiteface Reservoir). 218/723-4669. 6 campsites, 3 picnic sites, fishing. Forster, 6163 Rice Lake Rd., Duluth, MN 55803.

### **Crow Wing State Forest**

**Greer Lake Campground**—from Crosby take State Hwy. 6 N. 12 mi. to Co. Rd. 36; turn left (W.); 3 mi. to Co. Rd. 14; turn left (S) 1½ mi.; turn right (W.) and follow signs 2 mi. 218/828-2565. 34 campsites, camp fee, 2 picnic sites, swimming, boat ramp, fishing, 1 mi. hiking trail. Forester, 203 W. Washington St., Brainerd, MN 56401.

### **D.A.R. State Forest**

**D.A.R. Campground**—from Askov take State Hwy. 23 N.E. 2 mi. (not on lake or river). 218/485-4474. 5 campsites, 3 picnic sites, no fee. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

### **Finland State Forest**

**Eckbeck Campground**—from Finland take State Hwy. 1 S. 3 mi. (on Baptism River). 218/723-4669. 35 campsites, camp fee, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Finland Campground**—from Finland take Co. Rd. 6 E. ¼ mi. (on Baptism River). 218/723-4669. 19 campsites, camp fee, 10 picnic sites, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Rocky Shores Campground**—from Two Harbors take Co. Rd. 2 N. 40 mi. 218/723-4669. 4 campsites, fishing, boat ramp. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Sullivan Lake Campground**—from Two Harbors take Co. Rd. 2 N. 36 mi. to Co. Rd. 15; turn left (W.) ½

mi.; turn left (S.) about ½ mi. 218/723-4669. 10 campsites, 2 picnic sites, camp fee, fishing, boat ramp, 1½ mi. hiking trail. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

### **General C. C. Andrews State Forest**

**Willow River Campground**—in Village of Willow River take N. St. E. to service road of Int. Hwy. 35; turn left (N.) ½ mi. (on Willow River Flowage.). 218/485-4474. 32 campsites, camp fee, 1 picnic site, boat ramp, fishing. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

### **Geo. Washington State Forest**

**Bear Lake Campground**—from Nashwauk take State Hwy. 65 N. 23 mi. to Co. Rd. 52 (Venning Rd.); turn left (W.) 2 mi.; turn left (S.) 2½ mi. 218/262-6760. 28 campsites, camp fee, swimming, boat ramp, fishing, 2 hiking trails. Forester, 1208 E. Howard, Hibbing, MN 55746.

**Beatrice Lake Campground**—from Hibbing take Hwy. 169 N. 5 mi., Co. Rd. 5 N. 17 mi. W. 3½ mi. 218/254-2411. 25 campsites, camp fee, boat access, fishing. Park Manager, Star Rt. 2, Hibbing, MN 55746.

**Button Box Lake Campground**—from Togo take State Hwy. 1 W. 4½ mi. to ranger station, turn right (N.W.) 4 mi. 218/262-6760. 12 campsites, camp fee, 3 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

**Larson Lake Campground**—from Effie take State Hwy. 1 E. 11 mi. to Bass Lk. Rd.; turn right (S.) about 1½ mi. to jct. (½ mi. S. of Bass Lake); turn right (W.) 1 mi. 218/246-8343. 6 campsites, camp fee, 2 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

**Lost Lake Campground**—from Bigfork take Scenic Hwy. (Co. Rd. 7) S.E. 10 mi. to Co. Rd. 340; turn left (E.) about 7 mi. to ranger station; turn left (N.) across from ranger station and follow signs 3½ mi. 218/246-8343. 20 campsites, camp fee, swimming, concrete boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

**Owen Lake Campground**—from Bigfork take Scenic Hwy. (Co. Rd. 7) S.E. 10 mi. to Co. Rd. 340, turn left (E.) 7 mi. to ranger station, turn left (N.) across from ranger station and follow signs 3½ mi. 218/246-8343. 26 campsites, 2 hiking trails, camp fee, swimming, boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

**Thistledew Lake Campground**—from Togo take Hwy. 1 W. 4½ mi. to ranger station, turn left (S.) 2 mi. 218/262-6760. 20 campsites, camp fee, 9 picnic sites, swimming, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

### **Huntersville State Forest**

**Shell City Landing Campground**—from Menahga take Co. Rd. 17 E. 4 mi. to Co. Rd. 23; turn left (N.) 1 mi. to Co. Rd. 18; turn right (E.) 6 mi. to Co. Rd. 25; turn left (N.) 2 mi. (on Crow Wing River on Crow Wing Saddle Trail). 218/947-3232. 18 campsites, camp fee, boat access by portage, fishing, canoe route. Forester, Box 34, Backus, MN 56475.

**Huntersville Forest Landing Campground**—from Menahga take Co. Rd. 148 E. 4 mi.; continue E. 3 mi. on Co. Rd. 150; continue E. 1½ mi. on Forest Rd. (on Crow Wing River on Crow Wing Saddle Trail). 218/947-3232. 13 campsites, camp fee, boat access by portage, fishing, canoe trail. Forester, Box 6, Backus, MN 56475.

**Big Bend Landing Campground**—from Shell City Landing Campground about 10 mi. by canoe on Crow Wing River. 218/947-3232. 6 campsites, camp fee, boat access on canoe route, fishing. Forester, Box 6, Backus, MN 56475.

**Huntersville Township Campground**—9½ mi. down river from Shell City Campground. From Huntersville Store, take the township road 1½ mi. S., turn right (W.) ¾ mi. (on Crow Wing River & on Crow Wing Saddle Trail). 218/947-3232. 10 campsites, camp fee, water access, fishing & canoe route. Forester, Backus, MN 56475.

### **Kabetogama State Forest**

**Ash River Campground**—from Orr take U.S. Hwy. 53 N. 26 mi. to Ash River Rod. (Co. Rd. 765); turn right (E.) 9 mi. 218/757-3274. 9 campsites, camp fee, 2 picnic sites, concrete boat ramp, fishing. Forester, Orr, MN 55771.

**Hinsdale Island Campground**—from Cook take Co. Rd. 24 N. to Co. Rd. 78; turn right (E.) 6 mi. to Co. Rd. 540; continue E. about 2 mi. to public access (accessible only by boat) (in Vermilion Lake). 218/757-3274. 11 campsites, fishing, boat access. Forester, Orr, MN 55771.

**Wakemup Bay Campground**—from Cook take Co. Rd. 24 N. 2½ mi. to Co. Rd. 78; turn right (E.) 3 mi.; left (N.) 1 mi. (on Lake Vermilion). 218/757-3274. 21 campsites, camp fee, 2 picnic sites, fishing, swimming change houses, boat ramp. Forester, Orr, MN 55771.

**Woodenfrog Campground**—from Orr take U.S. Hwy. 53 N. 30 mi. to Co. Rd. 122 (Gamma Rd.); turn right (N.) and follow signs about 6 mi. (on Kabetogama Lake). 218/757-3274. 59 campsites, camp fee, 5 picnic sites, swimming, concrete boat ramp. Forester, Orr, MN 55771.

### Koochiching State Forest

**Johnson Landing Campground**—from Big Falls take State Hwy. 6 S. 10 mi.; turn left (E.) and follow signs 1 mi. (on Big Fork River). 218/278-6651. 2 campsites, boat access by portage, fishing, canoe route. Forester, Little Fork, MN 56653.

### Land O'Lakes State Forest

**Clint Converse Memorial Campground**—from Outing take State Hwy. 6 N. 2 miles to Co. Rd. 48; turn left (W) 2 mi. 281/485-4474. 30 campsites, camp fee, 7 picnic sites, swimming, fishing, boat ramp, 20 mi. hiking trails. Forester, Box 34, Backus, MN 56475.

### Mississippi Headwaters State Forest

**Bear Den Landing Campground**—from Solway take Co. Rd. 5 S. 5 mi.; turn left (E) on Rice Lake Forest Rd. 1 mi.; turn right (S.) 2 mi. (on Mississippi River), 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

**Iron Bridge Landing Campground**—from Bemidji take Co. Rd. 7 W. about 7½ mi. (on Mississippi River). 218/755-2265. 2 campsites, fishing, canoe routes. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

**Pine Point Landing Campground**—from Becida take Co. Rd. 3 N. 3 mi. to Stecker Forest Rd.; continue (N.) 2½ mi. (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

**Stumphges Rapids Campground**—from Lake Itasca Take Co. Rd. 2, N. 6 mi. to Co. Rd. 40; turn right (E.) 2 mi. turn left (N.) 1½ mi. to Coffee Pot Landing then N. 8 mi. (on Mississippi River). 218/755-2265. 2 campsites, fishing, canoe route, bring own water. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

**Wannagan Landing Campground**—from Lake Itasca N. 4 mi. on Co. Rd. 2, W. 1½ mi. to landing (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing. DNR-Trails. Rt. 5, Box 41A, Bemidji, MN 56601.

### Nemadji State Forest

**Gavert Campground**—from Doquette take State Hwy. 23 N.E. 3 mi. to Nickerson; turn right (E.) 2½ mi. to Nett Lake Forest Rd.; turn right (S.) 1½ mi.; turn left (E.) about ½ mi. (on Pickerel Lake). 218/485-4474. 9 campsites, camp fee, 1 picnic site, fishing, boat ramp. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

### Paul Bunyan Forest

**Gulch Lake Recreational Area**—from Lake George take Co. Rd. 4 S. 2½ mi. to forest road; turn left (E.) 3 to 9 mi. (comprised of six individual units on different lakes). 218/755-2890. 8 campsites, 11 picnic sites, portages and ramps. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

**Mantrap Lake Campground**—from Park Rapids take Co. Rd. 4 N. 12 mi. to Emmaville (Co. Rd. 24); turn right (E.) 1½ mi. to Co. Rd. 104; turn left (N.) and follow signs ¾ mi. 218/732-3309. 38 campsites, camp fee, 5 picnic sites, swimming, boat ramp. Forester, 607 W. 1st St., Hwy. 34, Park Rapids, MN 56470.

### Pillsbury State Forest

**Rock Lake Campground**—from Pillager take State Hwy. 210 W. ½ mi. to Co. Rd. 1; turn right (N.) 6 mi.; turn left (W) and follow road along lake. 218/828-2565. 18 campsites, camp fee, 4 picnic sites, swimming, boat ramp, fishing. Forester, 203 W. Washington St., Brainerd, MN 56401.

### Pine Island State Forest

**Benn Linn Landing Campground**—from Big Falls take Co. Rd. 13 N. 1½ mi.; turn left (W) and follow signs 3½ mi. (on Bigfork River). 218/278-6651. 3 campsites, boat access by portage, fishing, canoe route. Forester, Littlefork, MN 56653.

**Giant Pine Campground**—from Big Falls take Co. Rd. 30 W. 9 mi., then Twomey Williams Rd. 8 mi., Mannila Forest Rd. N. 3 mi. (not on lake or river). 218/278-6651. 3 campsites. Forester, Littlefork, MN 56653.

**Gowdy Landing Campground**—on Bigfork River. By boat from Sturgeon River Campground. 218/278-6651. 2 campsites, boat access, fishing, canoe route. Forester, Littlefork, MN 56653.

**Sturgeon River Landing Campground**—from Big Falls take Co. Rd. 30 W. 3½ mi.; turn right (N.) 1½ mi. (at jct. of Sturgeon & Bigfork Rivers). 218/278-6651. 2 campsites, boat access by portage, fishing, canoe route. Forester, Littlefork, MN 56653.

### Sand Dunes State Forest

**Ann Lake Campground**—from Elk River take State Hwy. 169 N. mi. to Co. Rd. 4 (Zimmerman); turn left (W.) 6 mi.; turn left (S.) and follow signs 1½ Mi. 612/689-2832. 26 campsites, camp fee, 7 picnic sites, swimming, fishing, 18 mi. hiking and horse trails. Forester, 915 S. Hwy. 65, Cambridge, MN 55008.

### Savanna State Forest

**Hay Lake Campground**—from Jacobson take State Hwy. 65 S. 2½ mi.; turn left (E.) 3 mi.; turn right (S.) 1 mi. 218/697-2476. 20 campsites, camp fee, group camping available, 10 picnic sites, swimming, boat ramp, fishing, hike hiking trail. Forester, P.O. Box 9, Hill City, MN 55748.

### St. Croix State Forest

**Boulder Campground**—from Sandstone take Co. Rd. 30 E. 17 mi. to Co. Rd. 24 (Duxbury); turn right (S.) 2 mi. to Co. Rd. 25; turn left (E.) 4 mi. to Co. Rd. 173; turn right (S.) ¼ mi. to Tamarack Forest Rd.; turn left (E.) about 5 mi.; (on Rock Lake on hiking & riding trail). 218/485-4474. 16 campsites, camp fee, 6 picnic sites, boat ramp, 21 mi. of hiking and riding trails. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

**Tamarack River Equestrian**—from Sandstone take Co. Rd. 30 W. 17 mi. then 2 mi. S. on Co. Rd. 24 and 3 mi. E. on Co. Rd. 25, then S. ¼ mi., Tamarack Forest Rd. 4 mi. (on Rock Lake). 218/485-4474. Horse corral, 6 campsites, camp fee, horse trail. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

### Two Inlets State Forest

**Hungry Man Lake Campground**—from Park Rapids take State Hwy. 71 N. 10 mi. to Co. Rd. 41; turn left (W.) 1½ mi.; turn right (N.) 1 mi. 218/732-3309. 14 campsites, camp fee, 4 picnic sites, swimming, concrete boat ramp, fishing. Forester, 607 W. 1st St., Park Rapids, MN 56470.

### White Earth State Forest

**Arrow Point Campground**—from Park Rapids, 71 mi. N. on Hwy. 17, 19 mi. W. on Hwy. 113, N. 5 mi. on Height of Land Forest Rd., walk E. ½ mi. (on Big Rock Lake). 218/732-3309. 6 campsites, boat access, fishing. Forester, 607 W. 1st St., Park Rapids, MN 56470.

### Not in State Forest

**Coffee Pot Landing Campground**—from Lake Itasca take Co. Rd. 2 N. 6 mi. to Co. Rd. 40; turn right (E.) 2 mi.; turn left (N.) ½ mi. (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

**Gambler's Point Landing Campground**—from Ball Club 1½ mi. S. on Co. Rd. 18 to bridge, 2 mi. by boat on Mississippi. 218/246-8343. 6 campsites, boat access, fishing. Forester, Deer River, MN 56636.

**Island Point Landing Campground**—from Bemidji take Co. Rd. 8 E. 7 mi. to Co. Rd. 411; turn left (N.) ¾ mi. to forest road; turn left (W.) 1 mi. (on Mississippi River). 218/755-2890. 2 campsites, boat access by portage, fishing, canoe route. Forester, 2220 Bemidji, Ave., Bemidji, MN 56601.

**LeGrande Landing Campground**—from Guthrie 2 mi. E. on Co. Rd. 16, S. 2 mi. (on Steamboat River). 218/755-2890. 2 campsites, boat access, fishing. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

**Moose Lake Campground**—from Deer River take State Hwy. 6 N. 4 mi. to Co. Rd. 19; turn right (E.) 5½ mi.; turn left (N.) 1 mi. 218/246-8343. 14 campsites, camp fee, 1 picnic site, swimming, concrete boat ramp. Forester, Deer River, MN 56636

**Waskish Campground**—at Waskish just S. of bridge (on Tamarack River). 218/835-6684. 42 campsites, camp fee, 22 picnic sites, boat ramp, fishing. Forester, Blackduck, MN 56630.

## State Parks: Northern Minnesota

**Banning:** Featuring "Hells Gate Rapids," one of the state's most challenging river experiences for canoe or kayak, and the abandoned Banning townsite and quarry renowned for its warm pink sandstone prized by stonecutters as a valuable building material. The part forest, completely burned over in the great Hinckley fire in 1894, and now in its second growth, offers hiking and ski trails that follow the Wild and Scenic Kettle River. (5,877 acres.) Contact: Park Manager, P.O. V. Sandstone, MN 55072, 612/245-2668.

**Bear Head Lake:** A variety of wildlife roam the forests around Bearhead and Eagles Nest Lakes. Volcanoes, ancient seas and glaciers combined to shape the eby greenstone, giants range granite and rolling hills of this quiet campground hidden deep in Minnesota's northwoods. Some of the best fishing lakes yield trout, walleye and panfish, and with swimming, camping, hiking, skiing and snowmobiling these modern and rustic campsites offer a family wilderness experience long remembered. (4,375 acres.) Contact: Park Manager, Star Route 2, Box 5700, Ely, MN 55731, 218/365-3150.

**Buffalo River:** One of the largest and finest virgin prairies in Minnesota, over 200 species of birds, 40 species of mammals, and over 250 species of wildflowers and grasses delight visitors to this Red River Valley area, once the site of massive Glacial Lake Agassiz. Active resource management preserves and perpetuates the virgin prairie and riverine forest communities while offering camping, hiking, picnicking, swimming and skiing. (1,240 acres.) Contact: Park Ranger, R.R. 2, Box 118, Glyndon, MN 56547, 218/498-2124.

**Cascade River:** Thundering, spectacular falls shoot out of the Sawtooth Mountains, squeezing through a twisting narrow gorge and drop 225 feet in a quarter-mile. The largest winter deer yard in Minnesota, the Jonvik deer yard protects deer from cold and wind and also shelters moose, wolves, pine martins, fishers and many other animals. Camping, hiking, berry picking, skiing and fishing available. (2,813 acres.) Contact: Park Manager, E. Star Route, Box 450, Lutsen, MN 55612, 218/387-1543.

**Charles A. Lindbergh:** The Minnesota Historical Society conducts tours of the boyhood summer home of Minnesota's famous aviator whose solo trans-Atlantic flight made history in 1927. The site is named for the famed progressive Republican Congressman who represented central Minnesota from 1907 to 1917 and was an unsuccessful candidate for governor in 1918. The park features privacy and solitude amid a variety of mixed hardwoods and some large white and red pine, several miles of hiking and ski trails, a modern campground, ample picnic area, boat access to the Mississippi, the Lindbergh Interpretive Center and the Weyerhaeuser Museum. (328 acres.) Contact: Park Ranger, Route 3, Box 246, Little Falls, MN 56345, 612/632-9050.

**Crow Wing:** On the confluence of the Crow Wing and Mississippi Rivers and named after the shape of the island in the river, the park was the scene of a major Indian battle in 1768 between the Dakota and Ojibwa. Once a prosperous frontier town for voyageurs and then loggers, the railroad passed it by and it turned into a ghost town which the forest and wildlife reclaimed. (2,042 acres.) Contact: Park Ranger, Route 3, Box 342, Brainerd, MN 56401, 218/829-8022.

**Father Hennepin:** Located on the southeast shore of Mille Lacs Lake, known as the best walleye lake in the world, the park offers two modern campgrounds; an excellent beach for swimming, strolling and sunning; primitive campgrounds for groups; picnicking; and hiking and ski trails. September and October offer uncrowded leisure and blazing fall splendor. (316 acres.) Contact: Park Ranger, Box 397, Isle, MN 56342, 612/676-8763.

**Franz Jevne:** The western gateway to the border lakes and the Rainy River, this park features outstanding fishing and rustic camping. (118 acres.) Contact: Park Ranger, Birchdale Forestry, Rte. 3, Box 201, Birchdale, MN 56629 (no phone).

**George H. Crosby Manitou:** In Minnesota's North Shore highlands the wild Manitou River cascades through a rugged river valley to Lake Superior, and park trails lead hikers and backpackers into habitats of black bears and timber wolves. (3,400 acres.) Contact: Park Ranger, Box 482, Finland, MN 55603 (no phone).

**Glacial Lakes:** This unique spring-fed lake and adjoining lakes, ponds, marshes, rolling hills and valley were formed as the last glacier receded 11,000 years ago. The lake's entire drainage system lies within the park and accounts for its year-round clarity and purity, and its ring of spectacular hills offers a rare scenic panorama. Campers, picnickers, and hikers can enjoy wildflowers galore, while trails for winter use are active with skiers and snowmobilers. (1,345 acres.) Contact: Park Ranger, Route 2, Box 126, Starbuck, MN 56381, 612/239-2860.

**Gooseberry Falls:** Water tumbles over five waterfalls; the Upper Falls drops 30 feet into a pool, glides to the two-tiered Lower Falls, plunges 60 feet into the last pool, and meanders on to Lake Superior. The park's forests offer five hiking trails, a deer yard, herring gull nesting colonies, 146 species of birds, 46 species of animals, and ten species of reptiles. (1,662 acres.) Contact: Park Ranger, E. Star Route, Box 104, Two Harbors, MN 56616, 612/834-3855.

**Hayes Lake:** Bordering some of Minnesota's wildest lands, this quiet, secluded park offers excellent camping, swimming, canoeing and is well known for its blueberry patches. Adjacent to the wild Beltrami Island State Forest, visitors may see Minnesota's less common wildlife: black bear, moose, fisher, otter, bobcat, lynx and hear the howl of a timber wolf. Miles of wooded trails offer recreation to hikers, skiers, snowmobilers and snowshoers. (2,950 acres.) Contact: Star Rt. 4, Roseau, MN 56751, 218/425-7504.

**Interstate:** On the Wild and Scenic St. Croix, about 55 miles northeast of the Twin Cities and on the southern edge of Taylors Falls. One of the oldest parks in Minnesota, and on the first river in the nation designated as a Wild and Scenic River, the park offers trails, boating and fishing, picnic and campgrounds, historic and natural points of interest, and known as one of the best rock climbing areas in Minnesota. (293 acres.) Contact: Park Ranger, Box 254, Taylors Falls, MN 55084, 612/465-5711.

**Itasca:** Headwaters of the 2,552 mile long Mississippi River, this year-round international landmark offers over 100 lakes and 50 square miles of forests, and virgin pine, one of which is a 300 year old tree that is the

second largest living red (Norway) pine on record. Other highlights are a historic log hotel, a massive log and stone lodge, Indian Mounds, archeological sites, primitive and modern camping, lodging, restaurants, gift shops, picnicking, canoe caravans, interpretive and campfire programs and a lookout with a panoramic view. (30,223 acres.) Contact: Park Ranger, Lake Itasca, MN 56460, 218/266-3656.

**Jay Cooke:** Water has carved massive rock and steep valleys in the beautiful hardwood forests of the St. Louis River dells. An all season park, it delights visitors with camping and hiking in summer, beautiful viewing and animal and bird watching in spring and fall, and a challenging array of winter activities. (8,813 acres.) Contact: Park Ranger, 500 E. Hwy. 210, Carlton, MN 55718, 218/384-4610.

**Judge C. R. Magney:** On the Boise-Brulé River, 2/3 of the river mysteriously disappears into the Devils Kettle as it plunges over the 70 foot waterfall. Its trails reveal a variety of birds and animals and a rugged view of the true northern forest. (4,514 acres.) Contact: Park Ranger, Grand Marais, MN 55604, 218/387-2929.

**Lake Bemidji:** Featuring Rocky Point bluff in the pine-moraine setting high above the blue water of Lake Bemidji, the park gives visitors special lake country and northern forest experiences. Among them is the conifer bog, an interesting northern Minnesota plant community, that displays some of Minnesota's most unusual plant and animal species. A boardwalk leads into a wet, fragile world of orchids, mosses, pitcher-plants, insect eating sundews, and other plants. (1,688 acres.) Contact: Park Ranger, 3401 State Park Rd. N.E., Bemidji, MN 56601, 218/755-3844.

**Lake Bronson:** Overcoming the problems of quicksand 100 feet deep, engineers dammed the South Fork Two River, and created a popular and sizable artificial lake for swimming, waterskiing, boating, sailing and great year-round fishing. Skiers have learned to share the park's intriguing trails with wintering moose, and hikers explore the oak savanna, prairie wildflower and grass habitats encountering 200 bird species, 53 kinds of mammals (including black bears) and 24 species of reptiles and amphibians. Park shelters, a look-out tower and excellent facilities abound. (2,983 acres.) Contact: Park Ranger, Box 218, Lake Bronson, MN 56734, 218/754-2200.

**Lake Carlos:** Within Minnesota's Leaf Hills Region, a transition zone between the southwest prairies and the northeast coniferous forests, the landscape is dominated by a pastoral setting of massive, rolling hills rising 50 to 150 feet, grassy meadows, and a 150-foot deep, clean lake acclaimed for its abundance of walleyes, northern pike, bass and crappies. The park boasts an excellent multiple-use trail system popular year-round for skiing, snowmobiling, horseback riding and hiking; and offers group camp facilities, beautiful campgrounds, water sports and summer interpretive programs. (1,261 acres.) Contact: Park Ranger, Route 2, Box 240, Carlos, MN 56319, 612/852-7200.

**Little Elbow:** Solitude and peace, almost secretly hidden in this lightly used, and little known scenic park are nestled in the northern hardwood hills of the White Earth State Forest. Delicate wildflowers carpet the woods in the spring, fiery foliage in the fall, and good fishing, beautiful hiking trails, boat access, picnic grounds and campsites attract repeat visitors to this quiet, secluded natural setting. (3,127 acres.) Contact: Park Ranger, Route 2, Box 147, Waubun, MN 56589, 218/734-2233.

**Maplewood:** Along the Park Landscape hills, part of the Alexandria Moraine, the prairie rises abruptly to a high point of 1,600 feet producing magnificently rolling hills, generously sprinkled with 20 lakes, and an outstanding trail system for hiking, horseback riding, and skiing. In the fall, 9,000 acres of hardwoods blaze in glorious colors, and spring-to-fall forest and prairie wildflowers bloom. Visitors enjoy herons and other large wading birds seeking food in the shallows, beaver ponds and marshes. Boat access is available to Lake Lida and Beers Lake, both offering excellent walleye, northern and panfishing. (9,250 acres.) Contact: Park Ranger, Route 3, Box 422, Pelican Rapids, MN 56572, 218/863-8383.

**Mille Lacs Kathio:** On the west shore of Mille Lacs Lake this park offers excellent fishing and access to the source of the Rum River. Artifacts dating back 4,000 years indicate this region was an important settlement, and served as the capital of the Dakota (Sioux) nation, until they were driven out after a three-day battle with the Ojibwa (Chippewa) in 1745. The park has an outstanding wooded trail system for hikers, horse riders, skiers and snowmobilers, and features an interpretive center, museum and 100-foot observation tower. (10,577 acres.) Contact: Park Ranger, Star Route, Box 85, Onamia, MN 56359, 612/532-3523.

**McCarthy Beach:** Sturgeon Lake's sandy beach and a chain of five clear lakes offer swimming and fishing for trout, walleye, northern pike, bass and panfish. Boat rental and access are available as well as trails along ridge tops of the park's moraines, and abundant wildlife watching. Two men named Hibbing and Trimble started the first sawmill at the nearby townsite of Hibbing where once giant red and white pines reached as far as the eye could see. (2,566 acres.) Contact: Park Ranger, Star Route 2, Box 341, Hibbing, MN 55746, 218/254-2411.

**Moose Lake:** Uncrowded, hilltop camping catches breezes from Echo Lake for mosquito-free picnicking. Trails over rolling hills, boat rentals, and a spring-fed swimming area provide summer refreshment less



than a minute from a major interstate highway (I-35). (965 acres.) Contact: Park Ranger, 1000 County 137, Moose Lake, MN 55767, 218/485-4059.

**Old Mill:** An oasis in a sea of cropland, the park preserves native prairie and river bottom forests as they were seen by the first settlers over a century ago. A 100-year old steam-powered mill grinds out flour and bran amid tales of pioneer lore. Trails for hikers, skiers and snowmobilers pass beaver ponds, moose, raccoon, white-tailed jackrabbit and snowshoe hare habitats, and about 100 species of birds. The swimming beach and picnic areas are favorite summertime sports with their magnificent stone buildings. (287 acres.) Contact: Park Ranger, Route 1, Box 42, Argyle, MN 56713, 218/437-8174.

**Savanna Portage:** Site of a grueling 5-day portage for the voyageurs linking the St. Louis River watershed with the Upper Mississippi River, visitors can now hike an 8 mile trail marking their route. Also available are two fishing lakes offering swimming and boating. (15,818 acres.) Contact: Park Ranger, HCR3, Box 591, McGregor, MN 55760, 218/426-3271.

**Scenic:** Magnificent stands of virgin red and white pine thrill visitors to the shores of Coon and Sandwick Lakes where fishing, boating and swimming also await to refresh visitors. Year-round electrified campsites vary with backpacking campsites accessible only by trail or canoe. (2922 acres.) Contact: Park Ranger, Bigfork, MN 56628, 218/743-3362.

**Schoolcraft:** Along the banks of the Mississippi River this park offers boating, canoeing and fishing, and the solitude of the north country away from the crowds. Visitors can camp among giant pines in the seclusion of screened sites or along the river in the privacy of canoe sites. (295 acres.) Contact: Park Ranger, Star Route, Box 181, Ball Club, MN 56622, 218/566-2383.

**Split Rock Lighthouse:** Featuring a redeveloped walk-in campground, this Lake Superior park is home to the Minnesota Historical Society's Split Rock Lighthouse, built in 1909-10 after a tragic shipwreck. Historic mine and fishing sites join spectacular vistas, trails, picnic areas and some of the best fishing on the North Shore to entice visitors. (2,042 acres.) Contact: Park Ranger, E. Star Route, Box 104, Two Harbors, MN 55616, 218/226-3065.

**St. Croix:** Largest of Minnesota's state parks, it has 127 miles of trails for horseback riders, snowmobilers, hikers and skiers; three large family campgrounds; canoeing and fishing on the confluence of the Kettle and St. Croix Rivers; three camps with barracks, lodges, and dining halls for groups up to 150; canoe and bike rental; and rippling trout streams. (34,037 acres.) Contact: Park Ranger, Rt. 3, Box 174, Hinckley, MN 55037, 612/384-6591.

**Temperance River:** Camp on the shore where the waves lull you to sleep. Hike by the potholes, cauldrons, and cascades of the tumultuous Temperance River gorge. Try your luck casting for the elusive steelhead. (133 acres.) Contact: Park Ranger, Box 33, Schroeder, MN 55613, 218/663-7476.

**Tettegouche:** The Baptism River falls 100 feet into the trout pools of this undeveloped park which also includes rugged semi-mountainous terrain, four remote inland lakes, scenic trails and the rocky shoreline of Lake Superior. (4,691 acres.) Contact: Park Ranger, Star Route 91B, Silver Bay, MN 55614, 218/353-7386.

**Tower Soudan:** The only underground iron mine tour in the country, visitors descend a half-mile into the earth where temperatures are 52° F year-round, ride a train ¾ miles, and descend a 32-step spiral staircase to the Montana stope, one of the richest ore deposits in the country. Tours: Memorial Day through Labor Day, school tours in late May. Fees. (1,300 acres.) Contact: Park Ranger, P.O. Box 335, Soudan, MN 55782, 218/753-2245.

**Wild River:** Excellent year-round canoeing, boating, fishing, and camping area located in the primitive St. Croix River Valley. Available are ski trails and a trail center with equipment rental, excellent horse trails and separate horseriders' campground, and a heated sanitation building. All amid a mixed hardwoods forest and bounding wildlife with eagle and osprey. (6,707 acres.) Contact: Park Ranger, Rt. 1, Box 75, Center City, MN 55012, 612/583-2125.

**Zippel Bay:** Oceanlike in size and mood, giant Lake of the Woods (950,000 acres of water) offers three miles of beach, pounding surf, 14,000 islands and superior fishing. Swim, hike, pick berries by the bucketful or relax in a spacious campsite surrounded by pine, birch, wildlife, and the pure northwoods air. (2,946 acres.) Contact: Park Ranger, Williams, MN 56686, 218/783-6252.

## Southern Minnesota

Explore the river valley of southeast Minnesota and find rolling, wooded bluffs carved during the age of the glaciers; share secluded camp grounds with white tail deer, rabbits, raccoons, and shy bob cats; probe caves formed by ancient underground rivers waiting to be rediscovered by the veteran spelunker and weekend vacationer; and fish more than 300 miles of fast trout streams inviting anglers and fly fishers.

The Mississippi River and the Great River Road (Hwy. 61) wind through charming rivertowns: Red Wing, famous for shoes, boots, pottery and Memorial Skyline Drive; Frontenac, where waterskiing began in 1922 and where a 1723 French fort has been reconstructed; Lake City and Lake Pepin, haven for sailors and agate hunters; Wabasha, "white bass capital of the world;" and site of the state's oldest operating hotel; Winona, site of the Steamboat museum in Levee Park and host of the annual "Steamboat Days." Visit the historic palatial family estate, Mayowood, and the Medical Museum in Rochester; find the 1800s reconstructed in Mantorville; the only Civil War recruiting station remaining in Minnesota in the frontier village of Wasioja; and lakes, caves and natural wonders in Harmony and Spring Valley.

Southwestern Minnesota is a soothing retreat for the city dweller. The rolling prairies of the Minnesota River Valley have changed little since the time of the first pioneers. Country drives along the fields and valleys of this gold, and green countryside reveal intriguing spots for exploring and picnicking.

Four of Minnesota's finest canoeing rivers wind through acres of gallery forest; downhill and cross country skiers find action in several major ski areas; and more than 1500 miles of groomed trails await snowmobilers.

More than 50% of the state's historical sites, representing the life of the Indian tribes of Minnesota, and the settlers are found in this region. The Pipestone National Monument, Jeffers Petroglyphs, and the Chipewewa County Historical Museum tell the story of the Indians who traveled the southwest prairies. The background, hardships, triumphs, and daily life of the early settlers can be seen at the Birch Coulee Battlefield site, Fort Ridgely Interpretive Center, and the Luara Ingalls Wilder Museum.

There are a variety of attractions, entertainments, and accommodations for the visitor to Minnesota's southern 39 counties; fine family resorts; modern motels; spacious campgrounds; beautiful river valleys; and good fishing lakes; (also good for swimming when the fishing isn't).

## Arts—Performing: Southern Minnesota

**Albert Lea Community Theater:** In its twenty-fourth year, ALCT uses primarily local talent to produce four to five plays each season, including comedies, musicals and drama, bringing live theater to a yearly audience of 10,000 South-central Minnesotans; season runs Sep-Jun; performances begin at 8 pm, admission charged; group rates and tours. Contact: 147 N. Broadway, Box 115, Albert Lea, MN 56007, 507/377-4371, or toll-free 1-800-247-0947.

**Chatfield Brass Band and Free Music Lending Library:** Community band drawing players from twenty-six communities in Minnesota and Iowa, plays traditional band music for concerts and parades throughout Upper Midwest; summer concerts in Chatfield City Park, Th nights, June-first week in Aug; band plays Jan-Nov at public concerts and parades by invitation; only free sheet music lending library in the world. Contact: 81 Library Lane, Chatfield, MN 55923, 507/867-3275.

**Cherry Creek Theatre:** The only full-time professional theater company situated outside the Twin Cities metro area, performs adaptations of original scripts and new original works developed by the company from Sept-Jun; Th-S 8 pm; group rates and tours. Contact: 120 S. Broad St., Mankato, MN 56001, 507/345-7885.

**Civic Summer Theatre:** A community theater of area amateur performers in its twentieth year, produces two plays a year. Contact: P.O. Box 66, Fairmont, MN 56031, 507/238-1381.

**Concord Singers:** A forty-member men's chorus performing traditional songs in German with authentic accompaniment; tours Upper Midwest and frequently to Germany and Austria; also performs at traditional German celebrations of Heritage Fest (Jul), Oktoberfest (Oct), and Fasching (S before Lent) in the city of New Ulm. Contact: P.O. Box 492, New Ulm, MN 56073, 507/354-8850.

**Green Earth Players:** Southwestern Minnesota community theater group that performs in the historic Palace Theatre, one of the last all-hemp theaters in the country; weekday performances 8 pm, Su 2 pm; admission charged; group tours upon arrangement. Contact: Box 207, Luverne, MN 56156, 507/283-2575.

**Lac Qui Parle Players:** Community theater presenting three plays each year—musicals, comedy, drama; street plays in summer at "Stinker Days." Open year round; admission charged. Contact: 216 Park Ave., Madison 56256, 612/598-7628.

**Litchfield Community Theatre:** Community theater in eleventh season, produces a summer musical, winter comedy or drama and Christmas holiday production at Litchfield Jr. High School. Contact: District

465 Community Education, 126 N. Marshall Ave., Litchfield, MN 55355, 612/693-2354.

**Little Theatre of Owatonna:** Produces three adult plays and one children's play a year, including comedies, dramas and musicals; performances Nov, Feb, May: 7:30 pm in the Merrill Building; admission charged; group tours. Contact: P.O. Box 64, Owatonna, MN 55060, 507/451-0764, or 4660.

**Mantorville Opera House.** 1918 vaudeville theater now presents melodrama by community theater company. Weekends June-Sept. Contact: Fifth St. (Box 194), Mantorville, MN 55955, 507/635-5420.

**Northfield Musical Theater:** Founded in 1973, brings musical theater entertainment to audiences in Aug and Sep; admission charged; group rates and tours. Contact: P.O. Box 21, 304 Division and 411 W. Third, Northfield, MN 55057, 507/645-8878.

**Rochester Civic Music Association:** Features the Rochester Symphony Orchestra and Chorale, Rochester City Band, Rochester String Quartet and Rochester Symphony Chamber Orchestra; concert series extends from Sep 11-May 12; group rates. Contact: City Hall, Rochester, MN 55901, 507/285-8076.

**Ye Olde Opera House:** Produces summer musical in a natural amphitheater with seating on the hillside; performances at 8:30 pm; picnic suppers on the green before shows encouraged. Contact: 155 Main St., Spring Grove, MN 55974, 507/498-5221 or 498-5859—two weeks before production.

## Arts—Visual: Southern Minnesota

**Albert Lea Art Center:** Exhibits, lectures, classes, workshops, permanent collection on display; Su 1-4 pm. Contact: 501 W. Main St., P.O. Box 946, Albert Lea, MN 56007, 507/373-5665.

**Gallery 39:** Original artworks and selected crafts on exhibit; daily except M; group tours. Contact: Rt. 4, Hwy. 246 and Co. Rd. 22, Northfield, MN 55075, 507/645-5761.

**NAGallery:** Exhibitions feature Minnesota artists and craftsmen, known for its contemporary vivacity; T-S 11 am-5 pm, Th 7-9 pm. Contact: Box 21, 304 Division and 411 W. Third, Northfield, MN 55057, 507/645-8877.

**Nobles County Art Center:** Monthly exhibitions by Midwestern artists; year-round, M-S 2-4:30 pm; group tours. Contact: 318 Ninth St., Gov't. Center, Worthington, MN 56187, 507/372-7711.

**Owatonna Arts Center:** Located in the historic Old Minnesota State School for Orphans, has gallery featuring rotating shows of area artists in variety of media; sculpture garden with three Minnesota sculptors' works displayed and Marianne Young Costume Collection; T-S 1-5 pm, Su 2-5 pm. Contact: P.O. Box 134, 435 Dunnell Drive, Owatonna, MN 55060, 507/451-4540, #36.

**Rochester Art Center:** Brings changing exhibitions of contemporary fine arts and crafts throughout the Midwest and the U.S. to the Rochester area and explores current art issues; year-round, T-S 10 am-5 pm; closed major holidays; no exhibitions last two weeks in Aug; group tours. Contact: 320 E. Center St., Rochester, MN 55904, 507/282-8629.

## Attractions: Southern Minnesota

**Alden Community Historical Society:** Community history; S & Su 1-4 pm; also by appointment. Contact: Alden, MN 56009, 507/874-2610.

**Arches Branch Museum:** Historic buildings, local history, antique farm and home articles; summer, W-S 10 am-5 pm; admission charged; group rates and tours. Contact: R.R. 1, Box 33, Lewiston, MN 55952, 507/523-3114.

**Browns Valley Historical Society:** Sam Brown Log House, Indian artifacts, local history; Memorial Day-Labor Day, 1-7 pm; \$.50. Contact: Box 334, Browns Valley, MN 56219, 612/695-2110.

**Bunnell House Museum:** Historic house; Jun-Aug, M-S 9 am-5 pm, Su 10 am-5 pm; admission charged; group rates and tours. Contact: Homer, MN 55942, 507/454-2733.

**Cannon Falls Area Historical Society:** 1888 town fire hall containing history of the area; F 1-5 pm, S 10 am-3 pm; also by appointment; group tours. Contact: W. Main St., Cannon Falls, MN 55009.

**Chatfield Historical Museum:** City history; open by appointment. Contact: 314 S. Main St., Chatfield, MN 55923, 507/867-3175.

**Eitzen Store Museum:** Area history; May-Oct, Su 1-5 pm; group tours. Contact: Eitzen, MN 55931, 507/495-3186.

**End-O-Line Railroad Park Historical Society:** Railroad history, railroad equipment, hand-operated roundtable, model railroad equipment; Memorial Day-Labor Day, 10 am-12 pm and 1-5 pm, tours S-Su 1-5 pm, evenings by appointment. Donation appreciated. Contact: End-O-Line Park, Currie, MN 56123, 612/763-3113.

**Dr. Engberg Museum:** Hospital museum (deaf and mute); Second W each month 2-4 pm; also by ap-

pointment; group tours. Contact: Faribault State Hospital, Oak Bldg., Faribault, MN 55021, 507/332-3000.

**Ernie Tuff Museum:** A complete 1890s country store with 7,000 antique items, nine rooms on display including blacksmith shop, Indian items, farm machinery and automobiles; May-Nov. 10 am-5 pm; also by appointment; admission charged; group rates and tours. Contact: Hwy. 43, Rushford, MN 55971, 507/864-7173.

**Fort Belmont:** One of the first Upper Midwestern forts built, was used for protection from the Sioux Indians; Memorial Day-Labor Day, M-S 9 am-6 pm, Su 11 am-6 pm: admission charged; group rates and tours. Contact: Hwy. 71 S., Jackson, MN 56143, 507/847-3261.

**Heritage House:** Local history, telephone equipment exhibit; M-S 10 am-12 pm, and 1-5 pm; Su 1-5 pm. Contact: Mountain Lake, MN 56159, 507/427-3456.

**Jackson County Courthouse Museum:** History of city and county; M-F 8:30 am-4:30 pm. Contact: County Courthouse, Jackson, MN 56143, 507/662-5505.

**Jackson VFW Speedway:** Minnesota's fastest and finest half-mile dirt track, featuring open-wheel sprint cars and drivers from the U.S., Canada and Australia; operated by the Veterans of Foreign Wars for over 30 years; Memorial Day-Labor Day, S 7:30 pm. Admission charged. Contact: Jackson Chamber of Commerce, Jackson, MN 56143, 507/847-3867.

**Laura Ingalls Wilder Museum:** Laura Ingalls Museum; June-Sept., 10 am-7 pm; Apr., May, Sept. & Oct., daily 12-4 pm; also by appointment. Contact: Walnut Grove, MN 56180, 507/859-2358.

**Mayo Clinic:** Nationally known medical diagnostic clinic; tours M-F 10 am and 2 pm; group tours upon reservation. Contact: Rochester, MN 55905, 507/284-2653.

**Mayo Medical Museum:** Concerned with questions of health and medicine, films and exhibits explain medical and surgical problems to the public; Sept.-May, M-F 9 am-9 pm, S 9 am-9 pm, Su 1-5 pm; June-Aug., M-F 8 am-9 pm, S 9 am-5 pm, Su 1-5 pm. Contact: 200 First St. SW, Rochester, MN 55905, 507/284-3280.

**Mecca:** Historic Lund House; summer daily, also by appointment; group tours. Contact: MECCA, Canby, MN 56220, 507/223-7315.

**Minnesota Agricultural Interpretive Center (Farmamerica):** Minnesota's Agricultural Interpretive Center, presenting live interpretation of farming from the late 1800s-present and into the future; group tours. Contact: Box 111, Waseca, MN 56903, 507/835-2052.

**Minnesota Valley Regional Library:** The Maud Hart Lovelace Wing of the library offers many items of interest to Betsy/Tracy fans, including a large mural, original drawings, an autographed collection, a slide-tape presentation, a scrapbook and many items of memorabilia; prepared to direct to other points of interest concerning Mrs. Lovelace; M-Th 9:30 am-8 pm, F & S 9:30 am-5 pm. Contact: 100 E. Main St., Mankato, MN 56001, 507/387-1856.

**Mystery Cave:** See fossils, stalactites, subterranean turquoise lake and many other unusual and educational sights; open weekends May and Sept., Memorial Day-Labor Day, 10 am-4 pm; admission charged; group rates and tours. Contact: Rt. 2, Spring Valley, MN 55975, 507/937-3251.

**Northfield Historical Society:** Jesse James Days, site of the famous Northfield Bank robbery, local history; Mar.-Dec., M-F 9 am-4 pm, S 10 am-4 pm, Su 1-4 pm; Jan & Feb, M-F 9 am-4 pm, S 10 am-4 pm; admission charged; group rates and tours. Contact: 408 Division St., Northfield, MN 55057, 507/645-9268.

**1877 Peterson Station Museum:** Area history; Memorial Day-Labor Day, Su 2-4 pm. Contact: Peterson, MN 55962, 507/875-2247.

**Pipestone National Monument:** National monument, Indian pipestone artifacts; summer, 8 am-6 pm; winter, 8 am-6 pm; group tours. Contact: P.O. Box 727, Pipestone, MN 56164, 507/825-5463.

**Plummer House of the Arts:** Serves as a facility for weddings, receptions, meetings, instructional classes, and parties; 11 acres of beautifully landscaped grounds, formal gardens, bird trail, quarry and water tower highlight the parks features; summer open house hours 1-7 pm; admission charged; group rates and tours. Contact: 1091 Plummer Lane SW, Rochester, MN 55902, 507/282-2368.

**The Pottery Building:** A restored, turn-of-the-century factory that produced the famous "Red Wing" pottery; many artifacts of this production, such as the boiler and the kilns; M,T,W,S, 10 am-6 pm, Th-F 9 pm; group tours. Contact: 2000 Historic Old W. Main St., Red Wing, MN 55066, 612/388-1428.

**St. Peter State Hospital Museum:** Hospital museum (mental hospital); M-F 9 am-3 pm; group tours. Contact: 100 Freeman Dr., St. Peter, MN 56082, 507/931-2200.

**Wilkie Steamboat Center:** A steamboat replica, first deck is a museum and gift shop, second deck is the elegantly decorated Adele Wilkie Grande Salon; May-Oct. M-S 9 am-5 pm; admission charged; group rates and tours. Contact: Main St.-Levee Park, P.O. Box 733, Winona, MN 55987, 507/454-6880.

**Winnebago Area Museum:** Area history, Indian history and artifacts from the area; T 9 am-12 pm; June-Nov.; group tours. Contact: 36 N. Main St., Winnebago, MN 56098, 507/893-3196.

**Yellow Medicine Agricultural and Transportation Museum:** Agricultural equipment and history; May-Oct., T-Su 1-5 pm; group tours. Contact: Hanley Falls, MN 56245, 507/768-3522.

**Zumbrota Covered Bridge Society:** Last covered bridge in Minneosta, log cabin; now in park; closes 11 pm. Contact: 15 Mill St., Zumbrota, MN 55992, 612/732-5726.

## County Historical Societies: Southern Minnesota

**Big Stone County Historical Society:** 755 Grace Street, Ortonville, MN 56278, 612/748-7561.

**Blue Earth County Historical Society:** 1871 historic house and carriage house, Blue Earth County history, Indian and pioneer artifacts; T-S 1-5 pm; also by appointment; group tours. Contact: 606 S. Broad St., Mankato, MN 56001, 507/345-4154.

**Brown County Historical Society:** Minnesota Indian war history, area history: M-S 1-5 pm; also by appointment. Contact: 27 N. Broadway, New Ulm, MN 56073, 507/354-2016.

**Chippewa County Historical Society:** 22-building pioneer village, Swenson Farm; May 30-Sept. 30, M-F 9 am-5 pm, S & Su 1-5 pm; Oct.-May 30, M-F 9 am-5 pm; admission fee; under 6 free; group rates and tours. Contact: Hwy 59 & 7, Montevideo, MN 56265, 612/269-7636.

**Cottonwood County Historical Society:** County history; M-F 9 am-4 pm, S & Su 1-4 pm; group tours. Contact: 812 Fourth Ave., Windom, MN 56101, 507/831-1134.

**Dodge County Old Settlers Historical Society:** County history, 1860s Civil War recruiting station; May-Nov. 1, T-Su 1-5 pm; also by appointment; admission fee; group rates and tours. Contact: Hilltop Church, Mantorville, MN 55955, 507/477-2579.

**Faribault County Historical Society:** Historic Wakefield House Museum (1867 house), area history; T-F 2-5 pm; also by appointment; group tours. Contact: 405 E. Sixth St., Blue Earth, MN 56013, 507/526-5421.

**Fillmore County Historical Society:** County history: M-F 1-4 pm, first and third Su of the month; also by appointment; group tours. Contact: Fillmore County Courthouse, Preston, MN 55965, 507/765-2100.

**Freeborn County Historical Society:** Pioneer village, county history, art museum; June-Aug., T-Su 1:30-4:40 pm; Apr. & May and Oct & Nov, W, W & Su 1:30-4:30 pm; also by appointment; group tours. Contact: Freeborn County Fairgrounds, Bridge Ave., Albert Lea, MN 56007, 507/373-8003.

**Goodhue County Historical Society:** Outstanding geological and archaeological exhibits; county history; T-Su 1-5 pm; admission fee; group rates and tours. Contact: 1166 Oak St., Red Wing, MN 55066, 612/388-6024.

**Houston County Historical Society:** County history; June-Aug., Su 1:30-4:30 pm; group tours. Contact: Fairgrounds, Hwy. 44, Caledonia, MN 55921, 507/482-6758.

**Jackson County Historical Society:** County history; M-F 9 am-4 pm, S & Su 2-4 pm; also by appointment; group tours. Contact: 307 Hwy. 86, Lakefield, MN 56150, 507/662-5505.

**Kandiyohi County Historical Society:** County history, historic house; Memorial Day-Labor Day, 2-5 pm; group tours. Contact: 610 NE Hwy. 71, Willmar, MN 56201, 612/235-1881.

**Lac qui Parle County Historical Society:** County history, pioneer village; summer, W, F & Su 1:30-5 pm; winter, W, F 1-4 pm; group tours. Contact: Hwy. 75 S., Madison, MN 56256, 612/598-7678.

**Le Sueur County Historical Society:** County history, art exhibits of famous local artists; June-Aug., W-Su 1:30-5:30 pm; May-Sept., weekends 1:30-5:30 pm; also by appointment; group tours. Contact: Box 557, Elysian, MN 56028, 507/267-4620.

**Lyon County Historical Society:** County history; Jan-Nov., M, W & F 9 am-4 pm; also by appointment; group tours. Contact: Courthouse, Marshall, MN 56258, 507/532-4694.

**Lincoln County Historical Society:** County history; W, F & Su 2-5 pm; also by appointment; group tours. Contact: 610 W. Elm, Hendricks, MN 56136, 507/275-3537.

**Martin County Historical Society:** County history; May-Oct. 1, T-F 1:30-4:30 pm; also appointment; group tours. Contact: 304 E. Blue Arth Ave., Fairmont, MN 56031, 507/235-3940.

**McLeod County Historical Society:** County history; Apr.-Sept., M-F 1-5 pm; also by appointment; group tours. Contact: Biscay, MN 55336, 612/864-4650.

**Meeker County Historical Society:** G.A.R. Museum, county history, Civil War artifacts; M-F 9 am-5 pm, S & Su 1-5 pm; group tours. Contact: 218 N. Marshall, Litchfield, MN 55355, 612/693-8911.

**Mower County Historical Society:** County history, telephone exhibit building, Indian artifacts; June-Aug.,

10 am-5 pm; also by appointment; group tours. Contact: Twelfth St. SW, County Fairgrounds, Austin, MN 55912, 507/433-1868.

**Murray County Historical Society:** County history; winter, M-F 1-5 pm; summer, W-Su 1-4 pm; also by appointment. Contact: County Fairgrounds, Slayton, MN 56172, 507/425-2583.

**Nicollet County Historical Society:** County history, historical house, museum; T-S 1-4 pm; Cox House, May-Nov., T-Su 1-4 pm; also by appointment; Cox House admission fee; group tours. Contact: 100 W. Nassau, P.O. Box 153, St. Peter, MN 56082, 507/931-2160.

**Nobles County Historical Society:** Pioneer village, county history, museum; M-F 2-4:30 pm; Pioneer Acres, June-Sept. 15, daily 9:30 am-4:30 pm; also by appointment; Pioneer Acres admission fee; group rates and tours. Contact: 415 Twelfth St., P.O. Box 213, Worthington, MN 56187, 507/376-4431.

**Olmstead County Historical Society:** County history, farm machinery, Mayowood; Apr.-Oct. 1, M-F 9 am-5 pm, S & Su 12-4:30 pm; Oct.-Mar., M-Th 9 am-5 pm, F 9 am-12 pm; also by appointment; Mayowood admission fee; group rates and tours. Contact: Co. Rd. 122 SW, Box 6411, Rochester, MN 55901, 507/282-9447.

**Pipestone County Historical Society:** County history, Indian artifacts; June-Sept., M-S 10 am-5 pm, Su 1-5 pm; Oct.-May, T-S 10 am-5 pm; also by appointment; group rates and tours. Contact: 113 S. Hiawatha, Pipestone, MN 56164, 507/825-2563.

**Redwood County Historical Society:** County history, farm machinery; May-Sept. 30, W-Su 1-5 pm; also by appointment; group tours. Contact: R.R. 2, Hwy 19 W, Redwood Falls, MN 56283, 507/637-2311.

**Renville County Historical Society:** County history; June-Labor Day, 1-5 pm. Contact: Morton, MN 56270, 612/329-3541.

**Rice County Historical Society:** County history, historic Faribault House, Indian artifacts, historic church, school and log cabin; May-Oct. 30, T-F 10 am-4:30 pm, S & Su 1-4 pm; Oct. 31-Apr. 30, T-F 1-4:30 pm; admission fee; group rates and tours. Contact: 1814 NW Second Ave., P.O. Box 5, Faribault, MN 55021, 507/332-2121.

**Rock County Historical Society:** County history; T, Th & Su 2-5 pm; also by appointment. Contact: Hinkly House, Luverne, MN 56156, 507/283-2761.

**Sibley County Historical Society:** County history; May-Oct. Su 2-5 pm; also by appointment, group tours. Contact: 700 Main St., Henderson, MN 56044, 612/964-2207.

**Steele County Historical Society:** Historic Bunnell House, pioneer village, county history; May 15-Sept. 15, W, F & Su 1-4 pm; also by appointment; group tours. Contact: Steele County Fairgrounds, P.O. Box 204, Owatonna, MN 55060, 507/451-7653.

**Swift County Historical Society:** County history; M-F 9 am-4:30 pm; also by appointment; group tours. Contact: W. Hwy. 12, P.O. Box 4D1, Benson, MN 56215, 612/843-4467.

**Traverse County Historical Society:** County history; mid-May-mid-Oct. T-S 9 am-5 pm, Su 1-6 pm; group tours. Contact: 507 Twelfth St. N., Wheaton, MN 56296, 612/563-4654.

**Wabasha County Historical Society:** County history; May 16-Sept. 15, S & Su 2-5 pm; also by appointment; group rates and tours. Contact: Museum Rd., Reads Landing, MN 55968, 612/345-2647.

**Waseca County Historical Society:** County history; Apr.-Dec., T-F 9 am-5 pm, S & Su 1-5 pm; group tours. Contact: 315 Second Ave. NE, Waseca, MN 56093, 507/835-7700.

**Watsonwan County Historical Society:** County history, farm equipment, drugstore exhibit; May-Oct., W, S & Su 1-4 pm; group tours. Contact: Box 126, Madelia, MN 56062, 507/642-3247.

**Winona County Historical Society:** County history, Mississippi River history; T-S 10 am-5 pm, Su 1-5 pm; group tours. Contact: 160 Johnson St., Winona, MN 55987, 507/454-2723.

**Yellow Medicine County Historical Society:** County history, oldest rock in the world, Indian artifacts; Mar.-Apr./Oct.-Dec, T-F 1-5 pm; May-Sept., T-Su 1-5 pm; group tours. Contact: Hwy. 67, P.O. Box 160, Granite Falls, MN 56241, 612/564-4479.

## Historic Sites: Southern Minnesota

### Minnesota Historical Society

**Birch Coulee Battlefield:** Site of 31-hour siege of 170-man unit which suffered the heaviest military casualties of the 1862 Dakota (Sioux) Indian conflict. No public programs or tours are offered. One mile north of Morton off U.S. Highway 71 on Renville County Highway 2. Contact: Rural Route 1, Box 125, Morton, MN 56270, 507/697-6321.

**Fort Ridgely and Interpretive Center:** Unprotected by a stockade and situated on an open prairie plateau,

Fort Ridgely was successfully defended by 200 volunteer soldiers with several cannons and civilian refugees against greater numbers of Indians in two battles that turned the tide of the 1862 Dakota Conflict. Off State Highway 4, seven miles south of Fairfax. Open Tuesday through Sunday (also open Memorial Day and Labor Day), May 1-September 7, 10 a.m.-5 p.m.; also by appointment; park sticker. Contact: Fort Ridgely State Park, Route 1, Box 32, Fairfax, MN 55332, 507/426-7888 or 507/697-6321 for individual and group tours.

**Harkin Store:** Operated by the Brown County Historical Society, Alexander Harkin's General Merchandise Store was once the social and commercial center of West Newton in the Minnesota River Valley, where farm families could buy a pound of coffee for 35¢, trade butter and eggs for flour and sugar, pick up mail at the store's tiny post office, or obtain a favorite patent medicine. On Nicollet County Hwy. 21, eight miles northwest of New Ulm. May 1-Sept. 15, 10 am-5 pm; Sept. & Oct. by appointment; group tours. Admission free. Contact: Co. Rd. 21, RR. 3, Box 29, New Ulm, MN 56073, 507/359-9729.

**Jeffers Petroglyphs:** Set in the virgin prairie of the Little Cottonwood River Valley are nearly 2,000 rock carvings representing human figures, weapons and animals, some made perhaps as long ago as 3,000 B.C. and others as recently as the 18th century. At junction of U.S. Highway 71 and Cottonwood County Highway 10, turn east on Highway 10 for three miles, turn south on County Highway 2 for one mile. Open Tuesday through Sunday (also open Memorial Day and Labor Day) May 1-September 7, 10 a.m.-5 p.m.; open weekends September 8 through October 31 from 10 a.m. to 5 p.m.; admission free. Contact: Highway 71 and County Road 10, Jeffers, MN 56145, 507/877-3647 or 507/678-2311 for individual and group tours.

**Lac qui Parle Mission:** Operated by the Chippewa County Historical Society. A replica of a chapel built in 1841 by Protestant missionaries and Dakota women. Exhibits inside tell of early missionary life in Minnesota. Accessible from Chippewa Co. Hwy. 13, off U.S. Hwy. 59, eight miles northwest of Montevideo. May 1-Sept. 30, 10 am-5 pm, admission free. Contact: Watson, MN 56295, 507/697-6321.

**Lower Sioux Agency Interpretive Center:** Scene of the first organized Indian attack in the Dakota conflict of 1862 and the culmination of a century in which the Dakota saw their hunting grounds reduced and the fur trade decline as white settlers established farms. Open Tuesday through Sunday (also open Memorial Day and Labor Day) May 1-September 7, 10 a.m.-5 p.m.; September 8-April 30, 1-5 p.m.; also by appointment; free admission. Contact: Rural Route 1, Box 125, Morton, MN 56270, 507/697-6321 for individual and group tours.

**Mayo House:** Operated by the Mayo House Interpretive Society. Reflecting the modest circumstances of a mid-19th century country doctor, this small Gothic-style house was built in 1859 by William Warrall Mayo, who practiced medicine there for nearly five years before moving to Rochester, where he and his two sons, William J. and Charles H. Mayo, later established the world-renowned Mayo Clinic. Memorial Day-Labor Day, 1-4:30 pm; May, Sept. & Oct. weekends 1-4:30 pm; admission charge; group tours. Contact: 118 N. Main St., Le Sueur, MN 56058, 612/665-3250.

## State Forest Campgrounds: Southern Minnesota

**State Forest campgrounds** are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

### Dorier Memorial Hardwood State Forest

**Kruger Recreation Area**—from Wabasha take Co. Rd. 60 W. 5 mi. then Co. Rd. 81 S. ½-mi. (on Zumbro River). 612/345-3216, 8 campsites, camp fee, 13 picnic sites, boat access, fishing, on canoe route, 5 mi. hiking and 4 mi. horse trails. Forester, Box 69, Lake City, MN 55041.

**Wetbark Trail**—from Houston go W. 4.8 mi. on Co. Rd. 13. 507/523-2183, 8.8 mi. of trails, 5 campsites, trail shelter, horse corral, bring own water, cross country ski, horse trail, hiking. Forester, Box 278, Lewiston, MN 55952.

## State Parks: Southern Minnesota

**Beaver Creek Valley:** In the crystalline purity of spring fed Beaver Creek watercress grows year-round, burdens and problems rush and babble away and anglers delight in luring trout from quiet pools beneath rugged limestone bluffs. Hikers seek out this beautiful valley and campers are lulled to sleep by the hoot of owls and its murmuring waters. (1,214 acres.) Contact: Park Ranger, Rt. 2, Box 57, Caledonia, MN 55921, 507/724-2107.

**Big Stone:** Headwaters of the Minnesota River where visitors can surround themselves in the silence and

solitude of the prairie in oak shaded, lakeside camping, fishing, hiking and picnicking. Prairie wildflowers and wildlife delight nature lovers, perch and walleye lure anglers, and the prairie's big sky retells ancient star lore. (1,118 acres.) Contact: Park Ranger, R.R. 1, Box 153, Ortonville, MN 56278, 612/839-3663.

**Blue Mounds:** Buffalo roam and six foot tall prairie grasses and wildflowers, coyotes howl at the big sky prairie moon, and the setting sun appears blue on the red, mile long, 100 feet high Sioux quartzite. On top of the red stone mound is a 1,250 foot long stone wall, mysteriously aligned precisely east and west. Nearby Longfellow's "Song of Hiawatha" is reenacted each year, commemorating this ancient peace monument where Indian pilgrims, guaranteed safe passage through various tribal lands, came to quarry the red pipestone for their peace and ceremonial pipes. (2,028 acres.) Contact: Park Ranger, R.R. 1, Luverne, MN 56156, 507/283-4892.

**Camden:** Cool, wooded valleys descend from the open prairie near the summit of the Couteau des Prairies, and take visitors into a maple/basswood forest to observe woodland plants and animals, and cool off in a spring fed swimming pond. From the flora and fauna of the prairie, the Sioux Lookout Trail leads to a visitor center, pioneer camp, picnic grounds, swimming beach and trout fishing. (1,592 acres.) Contact: Park Ranger, Lynd, MN 56157, 507/865-4530.

**Carley:** Established to preserve an outstanding grove of virgin white pine, later severely damaged by an extremely harsh hail storm, its trails wander from valley floor to scenic Mississippi River bluffs. The north fork of the Whitewater River flows through the park; its surging, raging currents were named by the Indians impressed by its wild waters following spring thaw and after each heavy rain. (211 acres.) Contact: Park Ranger, Rt. 1, Box 65, Plainview, MN 55964, 507/534-3400.

**Flandrau:** The Cottonwood River valley is a refreshing oasis in the prairie, its steep slopes covered with cool, moist forests and oak shaded bluffs dotted with dry prairie knolls. Oxbow marshes and lakes trace the river's meanderings in the habitat of abundant birds and animals. The surrounding countryside with its Indian artifacts, campsites and petroglyphs tells of earlier inhabitants. Indian Point Trail, a sandbottom swimming pool and beachhouse, picnic and campgrounds welcome visitors to a restful stay. (805 acres.) Contact: Park Ranger, 1300 Summit Ave., New Ulm, MN 56073, 507/354-3519.

**Forestville:** Variety delights visitors here: horseriding trails through the hundreds of acres of virgin hardwoods; nearby Mystery Cave with several miles of underground passageways; winding trout streams; spring wildflowers and birds; and the unique "karst" geology with its caves, sinkholes and bubbling springs. (2,643 acres.) Contact: Park Ranger, Rt. 2, Box 128, Preston, MN 55965, 507/352-5111.

**Fort Ridgely:** Site of the 1862 battle of Fort Ridgely, an interpretive center tells of the events leading up to and about the siege of the fort by the Dakota (Sioux) Indians. Hiking, horse, snowmobile and cross-country ski trails wander through the park's forests, ravines, meadows and prairie knolls and bluffs. A nine hole, sand green golf course challenges visitors. (584 acres.) Contact: Park Ranger, Rt. 1, Box 65, Fairfax, MN 55332, 507/426-7840.

**Frontenac:** Named after the governor of New France from 1671-1698 the park was a French fort in 1723 and later a high society haven and a bustling river town with renowned, high quality limestone quarries. Today it is recognized for its excellence as a site for watching bird migration along the Mississippi flyway, with over 200 species of birds observable every year. Trails through the hardwoods are used year long with picnic, campgrounds, and shelters on a 400 foot bluff above Lake Pepin. (2,689 acres.) Contact: Park Ranger, Rt. 2, Box 230, Lake City, MN 55041, 612/345-3401.

**Helmer Myre:** One of the best bird watching areas in southern Minnesota in fall and spring, one can see 3,000 white pelicans, as well as herons, cormorants and egrets among others on their migratory journeys, laying over in the park's shallow lake. Springtime wild flowers carpet the park's Big Island, and in late summer this prairie oasis is in full bloom. Housed in the park's year-round Interpretive Center is one of North America's largest surface collections of prehistoric Indian artifacts. (1,535 acres.) Contact: Park Ranger, Rt. 3, Box 33, Albert Lea, MN 56007, 507/373-5084.

**Kilen Woods:** A tranquil woodland oasis in the prairie farmland the park lies along the west bank of the Des Moines River where campers are treated to spectacular prairie sunsets. Rare plants thrive in the park's hillside fens. Visitors enjoy Dinosaur Ridge Overlook; a lookout tower; the prairie meadows; walleye, northern pike and catfish fishing; bird and animal watching; summer and winter trails; camp and picnic grounds; and a year round multipurpose shelter. (228 acres.) Contact: Park Ranger, Rt. 1, Box 122, Lakefield, MN 56150, 507/662-6258.

**Lac Qui Parle:** The "Lake That Talks" borders a 27,000 acre game preserve and is considered both prime hunting grounds and one of the biggest and most popular goose management areas in the U.S. thunderous flocks of migrating geese, whistling swans, pelicans and other waterfowl churn waters and spirits alike. Fishing, hiking, and fine camp and picnic grounds offer visitors a pleasant retreat on this Minnesota River



oxbow (u-shaped bend). (530 acres.) Contact: Park Ranger, Rt. 5, Box 74A, Montevideo, MN 56265, 612/752-4736.

**Lake Louise:** This natural oasis of woods and water in the rich farmland of southeastern Minnesota, called the Wildwood, delights visitors with woodland wildflowers along its trails. Two spring-fed streams join to form the Iowa River, and a dam and pond site of an 1800s grist mill invite canoeing and fishing. Nearby is the Hambrecht Historical Museum displaying the early history of the oldest, continuous recreation site in Minnesota. (1,168 acres.) Contact: Park Ranger, Rt. 1, Box 184, LeRoy, MN 55951, 507/324-5249.

**Lake Shetek:** Largest lake in southwestern Minnesota and the headwaters of the Des Moines River, called "Pelican" by the Dakotah Indians, superb year-round fishing is a result of stocking and an aeration system. Woodlots of oak, hackberry, basswood, elm and ash from pioneer farms have become buffers against the winds of the great plains and habitat for animals and birds. Loon Island bird sanctuary, sandy beaches, motorized boat access, food service, woodland marsh trails and interpretive displays add up to please visitors. (1,175 acres.) Contact: Park Ranger, Rt. 1, Box 164, Currie, MN 56123, 507/763-3256.

**Minneopa:** "Water falling twice," two waterfalls are close together, the only major waterfalls in southwestern Minnesota, the lower plunges 30 feet. Giant erratic boulders dot the flat, oak-strewn prairie along the wooded banks of the Minnesota River. Nearby is the bed of blue clay the Dakota Indians called "Mankato" or blue earth, used as paint and thought to ward off bad luck in sickness and war. On a knoll within the park are the silent remains of a 125 year old wind-powered grist mill. Pleasant hiking, canoeing, camping, picnicking and cross-country skiing await visitors in this picturesque park. (1,145 acres.) Contact: Park Ranger, Rt. 9, Box 143, Mankato, MN 56001, 507/625-4388.

**Monson Lake:** On the Glacial Ridge Trail, following spectacular scenery provided by the Alexandria Glacial Moraine Complex, this unusually deep southwestern Minnesota lake offers year-round fishing. Bird-watchers view pelicans, a variety of herons, western grebes, shorebirds, waterfowl, pheasants and Hungarian partridge. A quiet park that offers solitude, and once the site of pioneer settlers, it has a forest of oak, ash and basswood shading a mix of wildflowers. (187 acres.) Contact: Park Ranger, Sunburg, MN 56289, 612/366-3797.

**Nerstrand Woods:** Picturesque Hidden Falls highlights these magnificent secluded valleys with their many trails through an everchanging carpet of wildflowers in spring and brilliant palette of color in fall. Stories tell of the Jesse James gang hiding out in the woods after their calamitous raid on the Northfield Bank. (1,280 acres.) Contact: Park Ranger, Nerstrand, MN 55053, 507/334-8848.

**O.L. Kipp:** Within the Richard J. Dorer Memorial Hardwood Forest, the park tantalizes visitors with breathtaking vistas from atop the Mississippi River bluffs, unique sidehill "goat prairies," oak-hickory and maple-basswood forests, pine groves, wild woodland and prairie flowers, mushroom hunting, blackberry picking and a constant parade of migratory birds. Its trails are on one of the most popular cross-country ski facilities in southeast Minnesota. (2,835 acres.) Contact: Park Ranger, Rt. 4, Winona, MN 55987, 507/643-6849.

**Rice Lake:** Once a vast oak savanna, known as Minnesota's southern Oak Barrens, the park's original prairie vegetation is being reintroduced and added to its colorful wildflowers. Its shallow lake is the only natural remaining lake between Owatonna and the Mississippi River and draws spring migrations of whistling swans; Canada, snow, and blue geese; diving and surface feeding ducks and other birds. (1,056 acres.) Contact: Park Ranger, Rt. 3, Owatonna, MN 55060, 507/451-7406.

**Sakatah Lake:** From pasque flower and bloodroot to goldenrod and aster, delicate wild flowers mark the passing of the seasons. Its rolling hills and ravines, covered with mixed oak forest and prairie, overlooking Sakatah Lake, present a variety of recreational opportunities. The 42-mile Sakatah Singing Hills Trail invites hiking, bicycling, skiing and snowmobiling. (843 acres.) Contact: Park Ranger, Rt. 2, Box 19, Waterville, MN 56096, 507/362-4438.

**Sibley:** Highest point for 50 miles, Mt. Tom (elev. 1,375 feet), offers an excellent view of the woods of Kandiyohi, used as hunting grounds by Minnesota's first governor, and where the grasslands of the West meet the big woods of the East. After birdwatching, boating, fishing, viewing woodland and prairie wildflowers, visitors can cool off in Lake Andrew and take in an interesting park naturalist program. Canoe, foot, cross-country, bicycle, horse, and snowmobile trails ring the park's camp and picnic grounds and interpretive center. (3,067 acres.) Contact: Park Ranger, Rt. 2, Box 700, New London, MN 56273, 612/354-2055.

**Split Rock Creek:** With the only lake in the county, the park boasts the best year-round fishing in Pipestone County and is a haven for waterfowl, songbirds, beaver and mink. A glimpse of the native prairie settlers viewed 150 years ago is awaiting on a hillside never furrowed by a plow where it still holds many species of wild flowers and grasses: the mayflower or pasque flower, the pinkish-purple blazing star, and the yellow goldenrod. Swimming, fishing, camping, exploring nearby Pipestone National Monument, picnicking, hiking,

and skiing offer recreation for all visitors. (380 acres.) Contact: Park Ranger, Rt. 2, Jasper, MN 56144, 507/348-7908.

**Upper Sioux Agency:** On the confluence of the Minnesota and Yellow Medicine Rivers, all-season trails weave through open prairie knolls and bluffs, cool deep wooded slopes, sunny oldfield meadows and wander along the rugged scenic beauty of the river valleys. Within the park is the site of the 1850's Indian Agency, destroyed in the Uprising of 1862. An interpretive center tells about the area's wildlife, rivers, prairies and woods; the rivers offer walleye, northern pike, bullheads, catfish and small mouth bass; a winter sliding hill invites everyone; a boat access opens the Minnesota River, and camping and picnicking abound. (1,280 acres.) Contact: Park Ranger, Rt. 2, Box 92, Granite Falls, MN 56241, 612/564-4777.

**Whitewater:** Wild turkeys, caves, black walnut groves, wintering bald eagles, thrilling trout fishing and hunting in the nearby wildlife management area combine to make this a very popular park. A near total lack of mosquitoes, majestic cliffs and blufftop trails, and cool waters in the spring-fed beach beckon visitors to the park's modern and walk-in camping. (1,822 acres.) Contact: Park Ranger, Rt. 1, Box 256, Altura, MN 55910, 507/932-3007.

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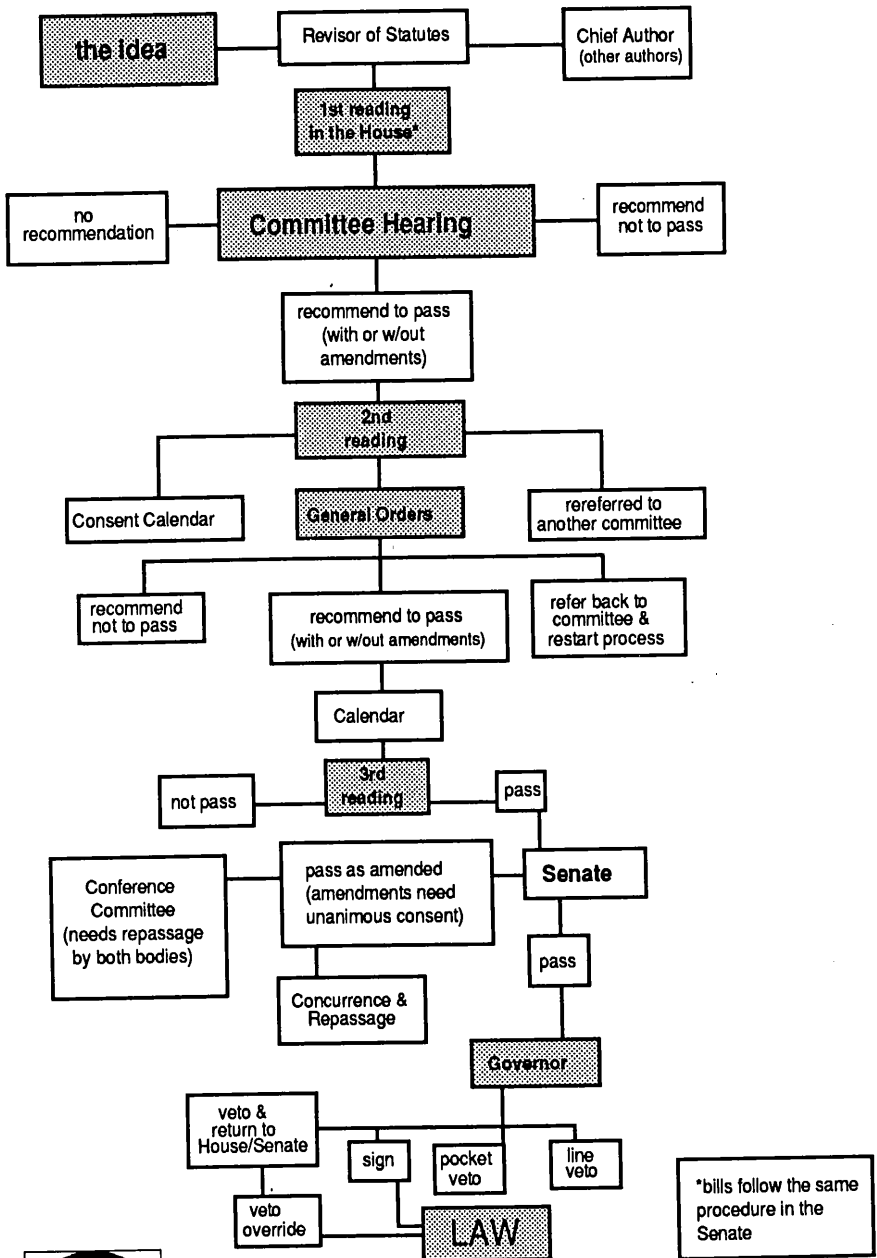
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# How a Bill Becomes Law



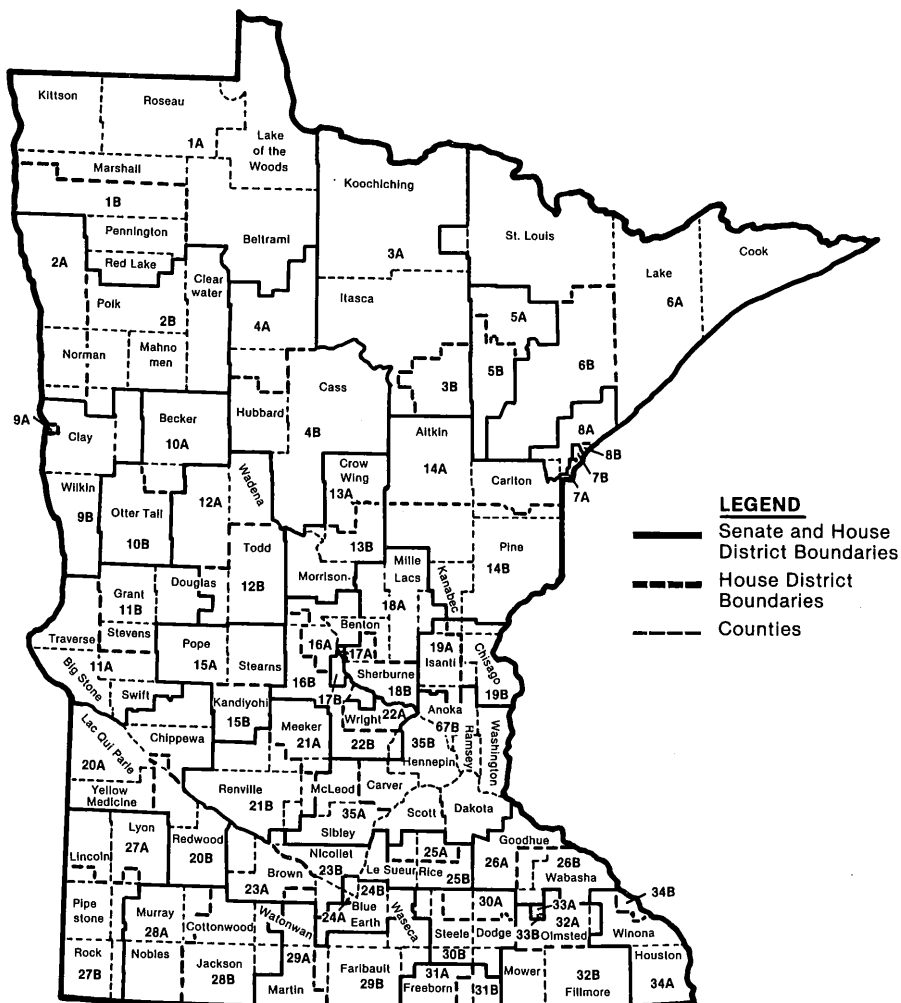
\*bills follow the same procedure in the Senate



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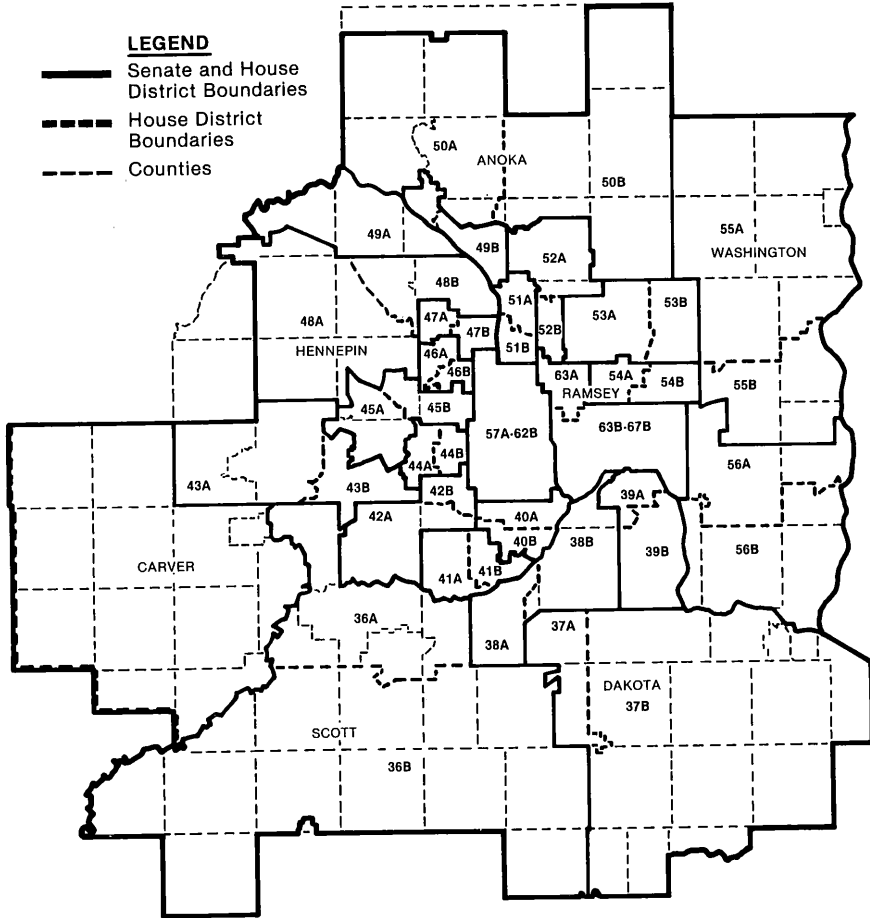
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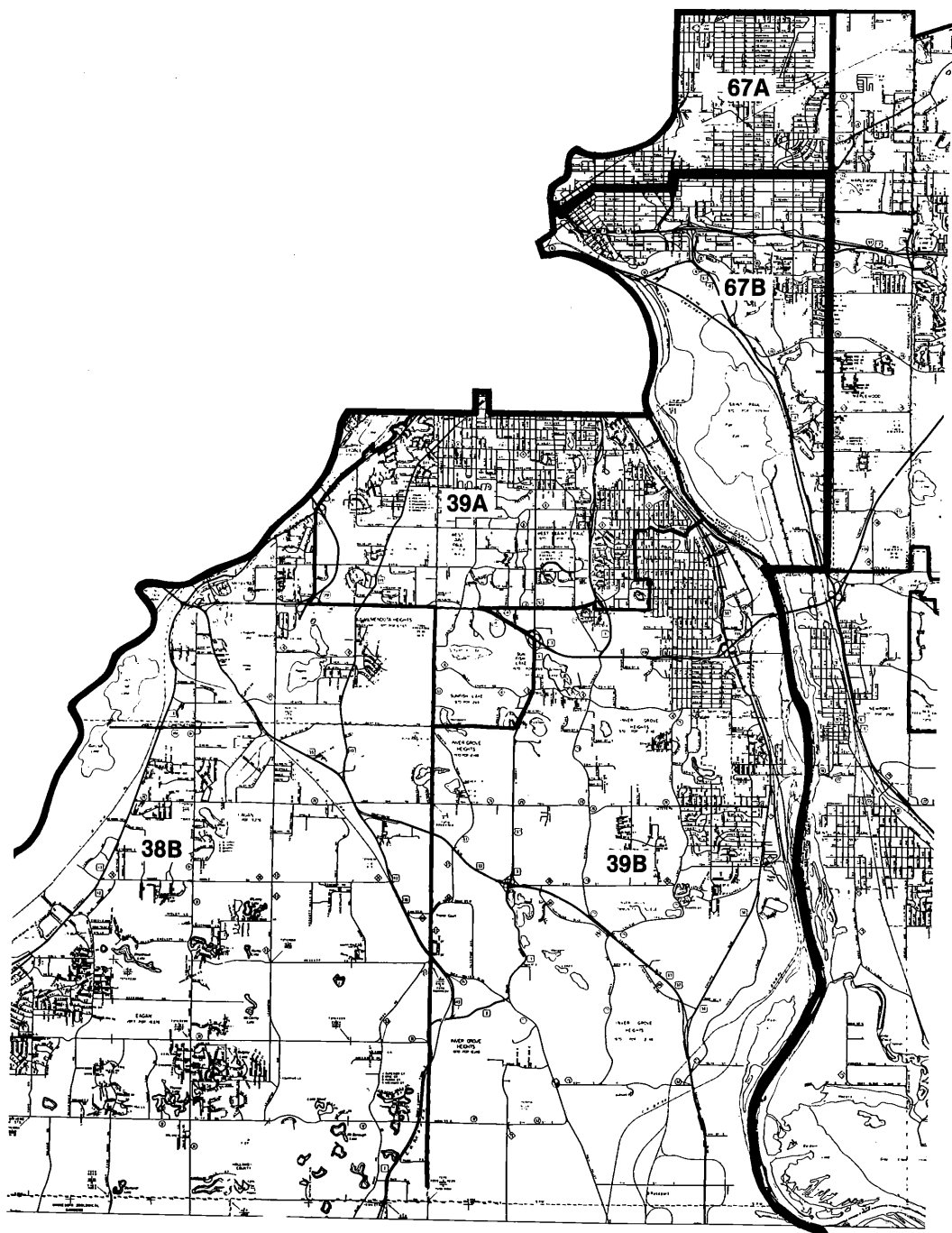


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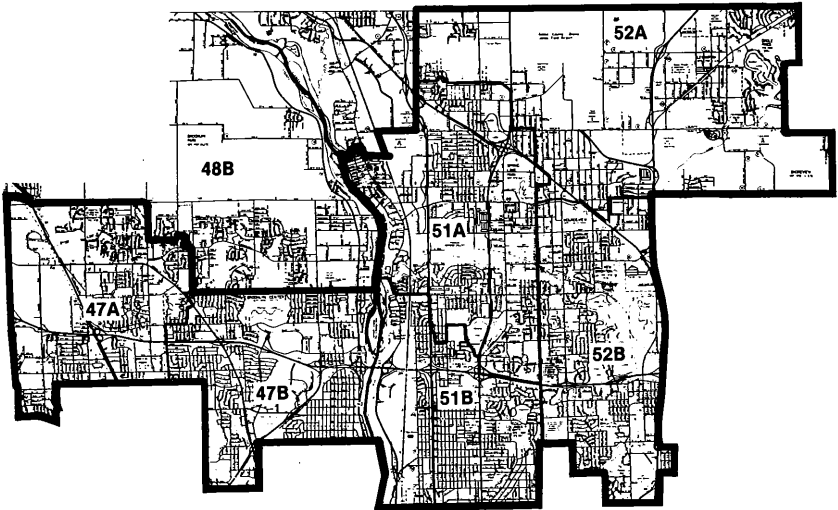
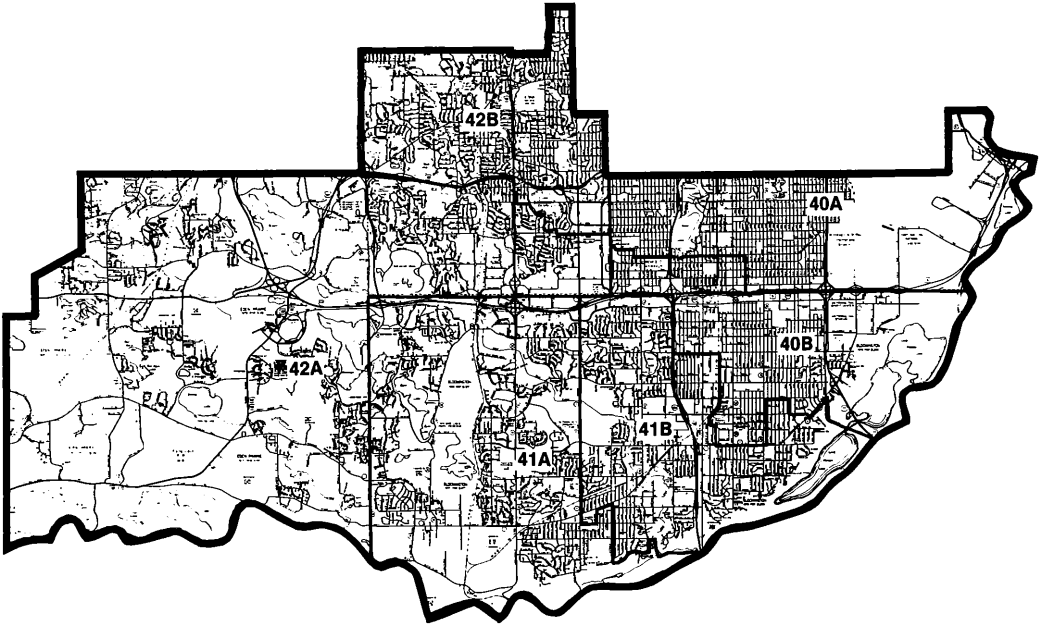


The United States district court for the district of Minnesota ordered a reapportionment of Minnesota legislative districts on March 11, 1982. The legislature adopted the court plan with an adjustment between districts 39A and 39B. Maps in this manual are provided for information only; the controlling district descriptions are detailed in Appendix A of the court order (4-81 Civil 152). Maps follow for the Twin Cities metropolitan area: (38B, 39A, 39B, 67A, 67B); (40A, 40B, 41A, 41B, 42A, 42B); (43B, 44A, 44B, 45A, 45B, 46A, 46B); (47A, 47B, 51A, 51B, 52A, 52B); (53A, 53B, 54A, 54B); (57A, 57B, 58A, 58B); (59A, 59B, 60A, 60B, 61A, 61B, 62A, 62B); and (63A, 63B, 64A, 64B, 65A, 65B, 66A, 66B), Duluth: (7A, 7B, 8A, 8B), St. Cloud: (17A, 17B) and Rochester: (33A, 33B).

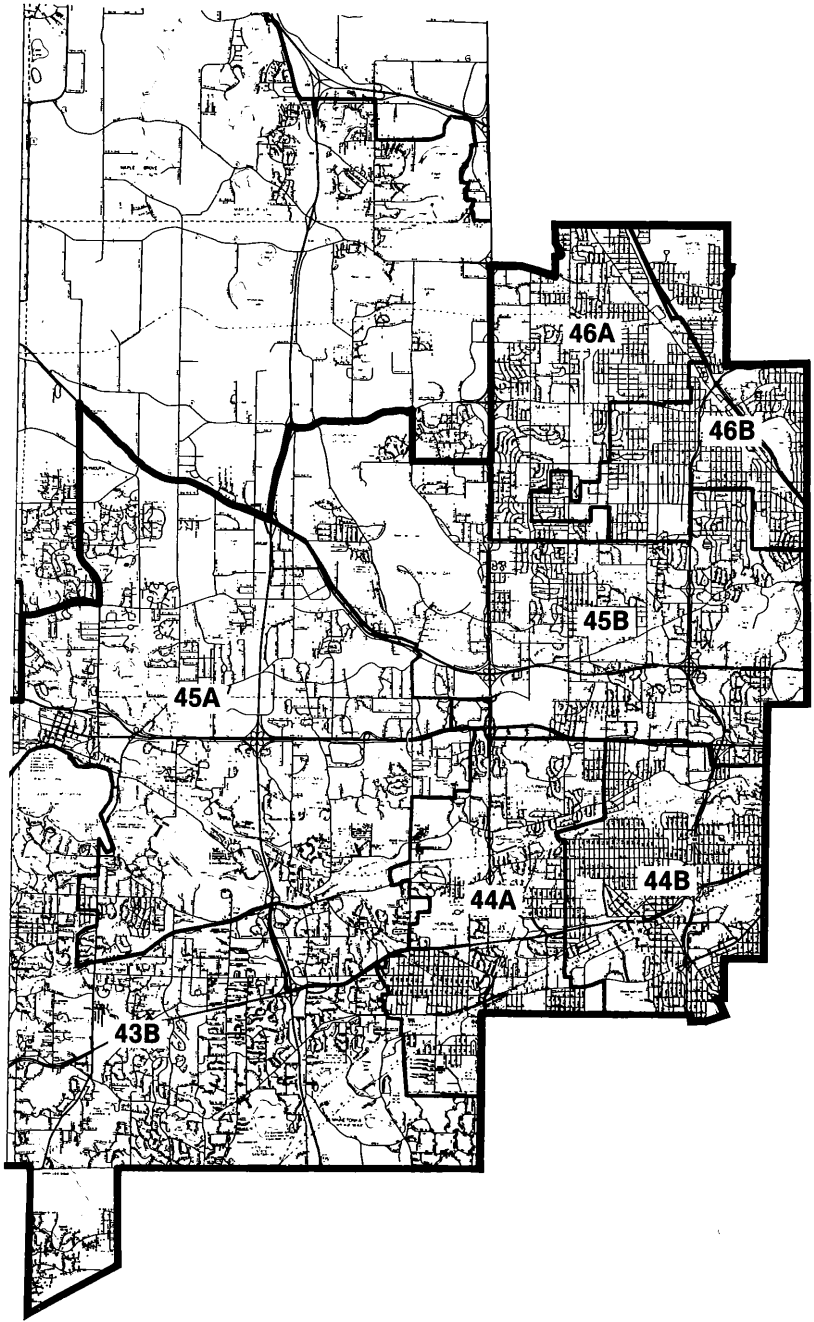




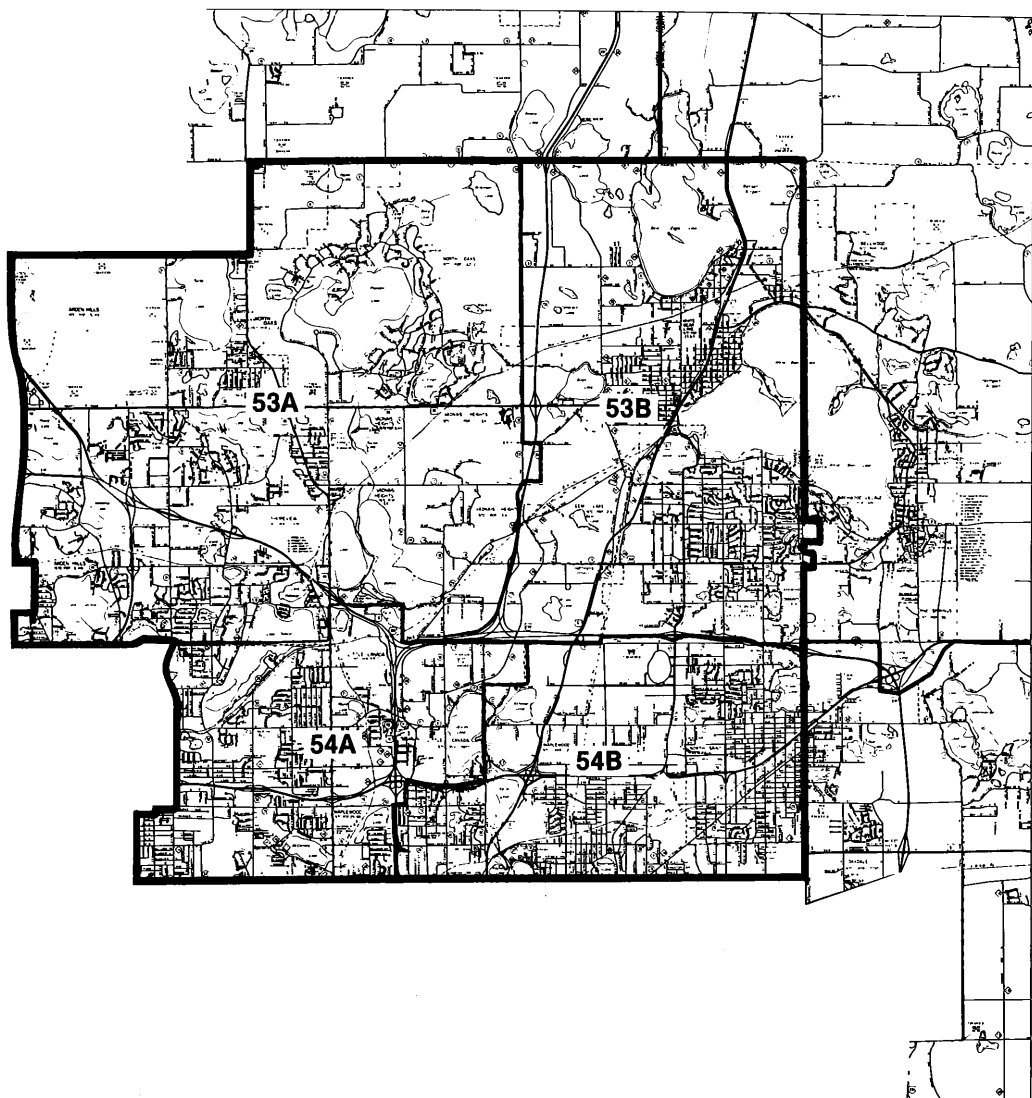
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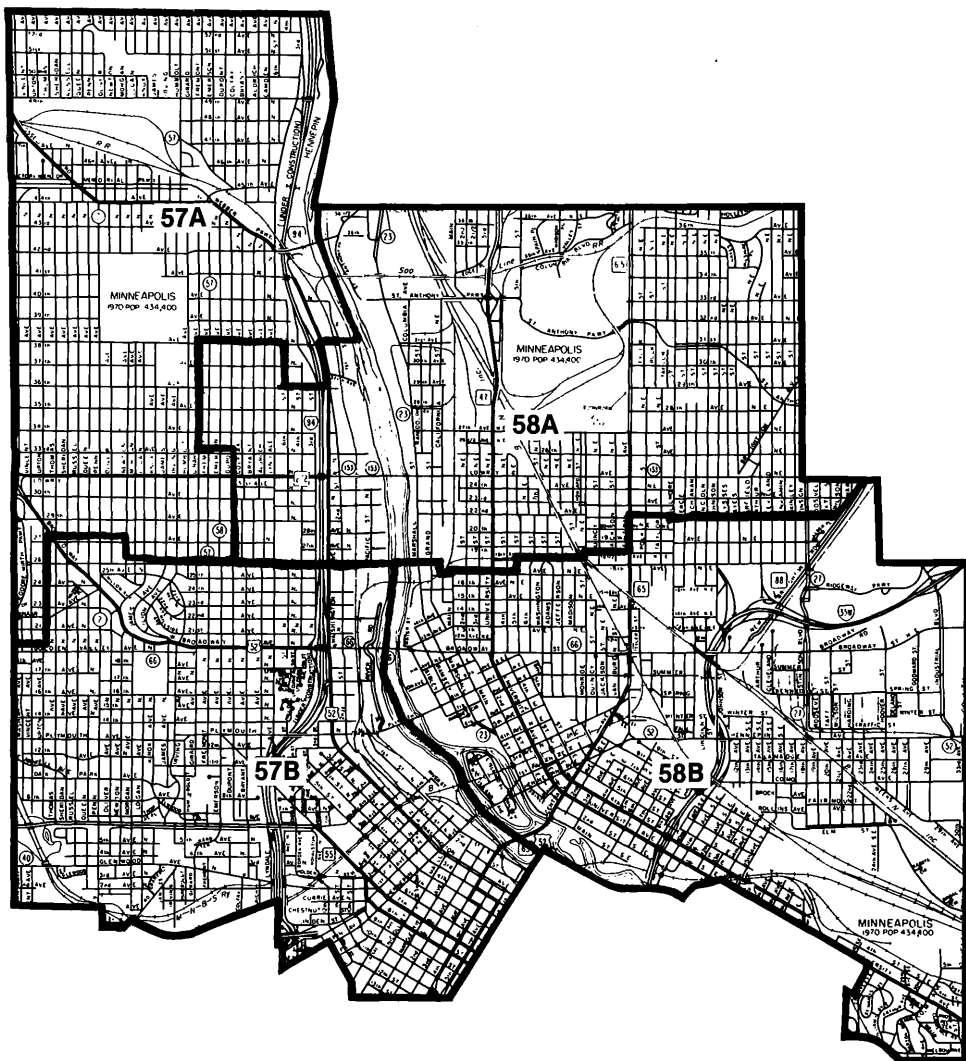
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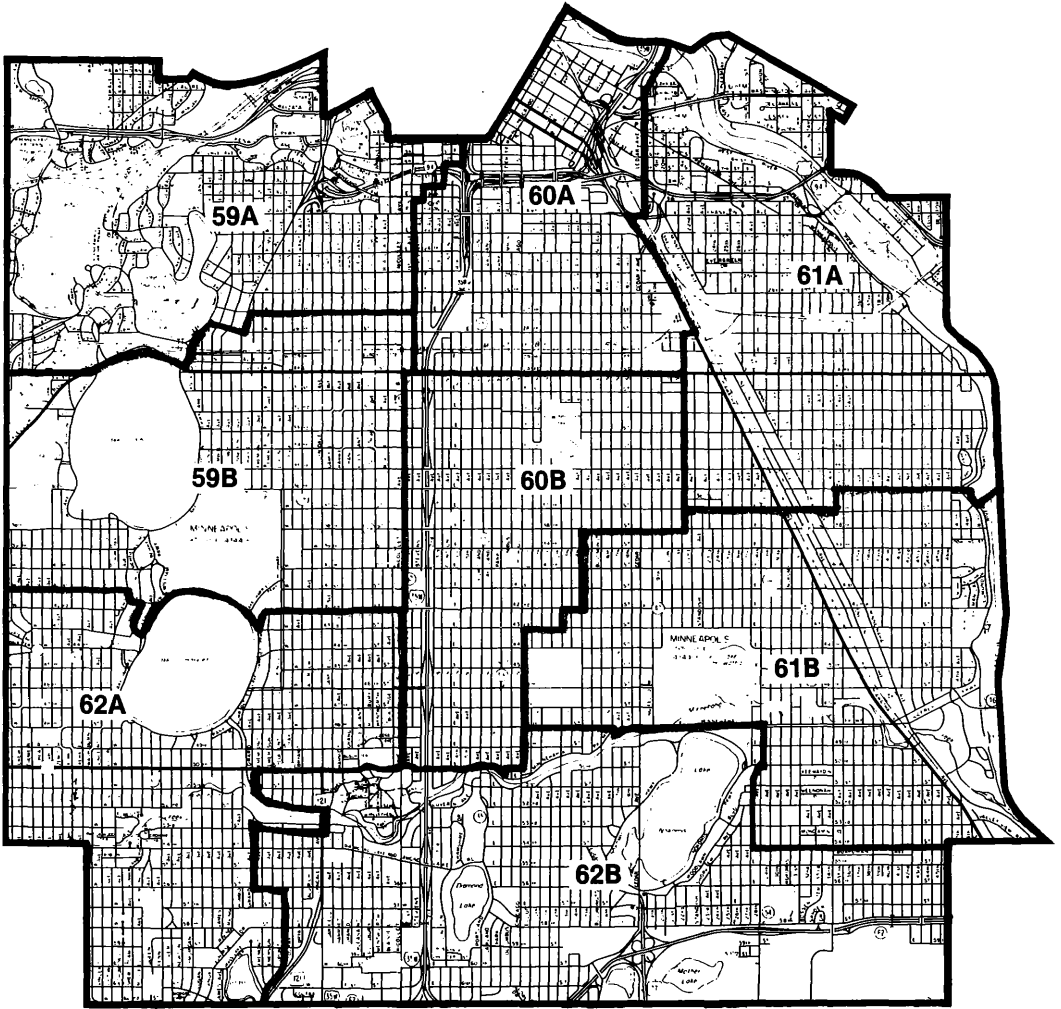
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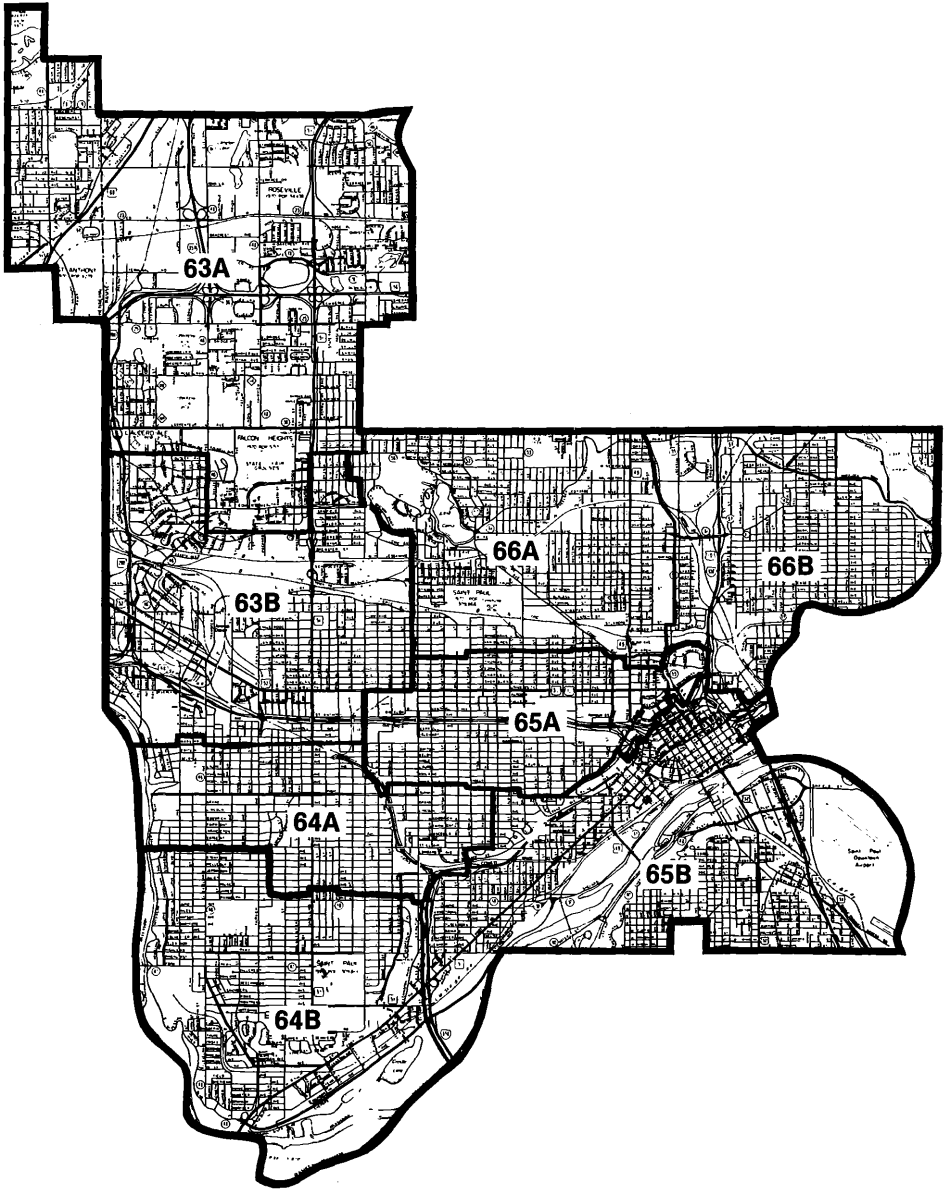
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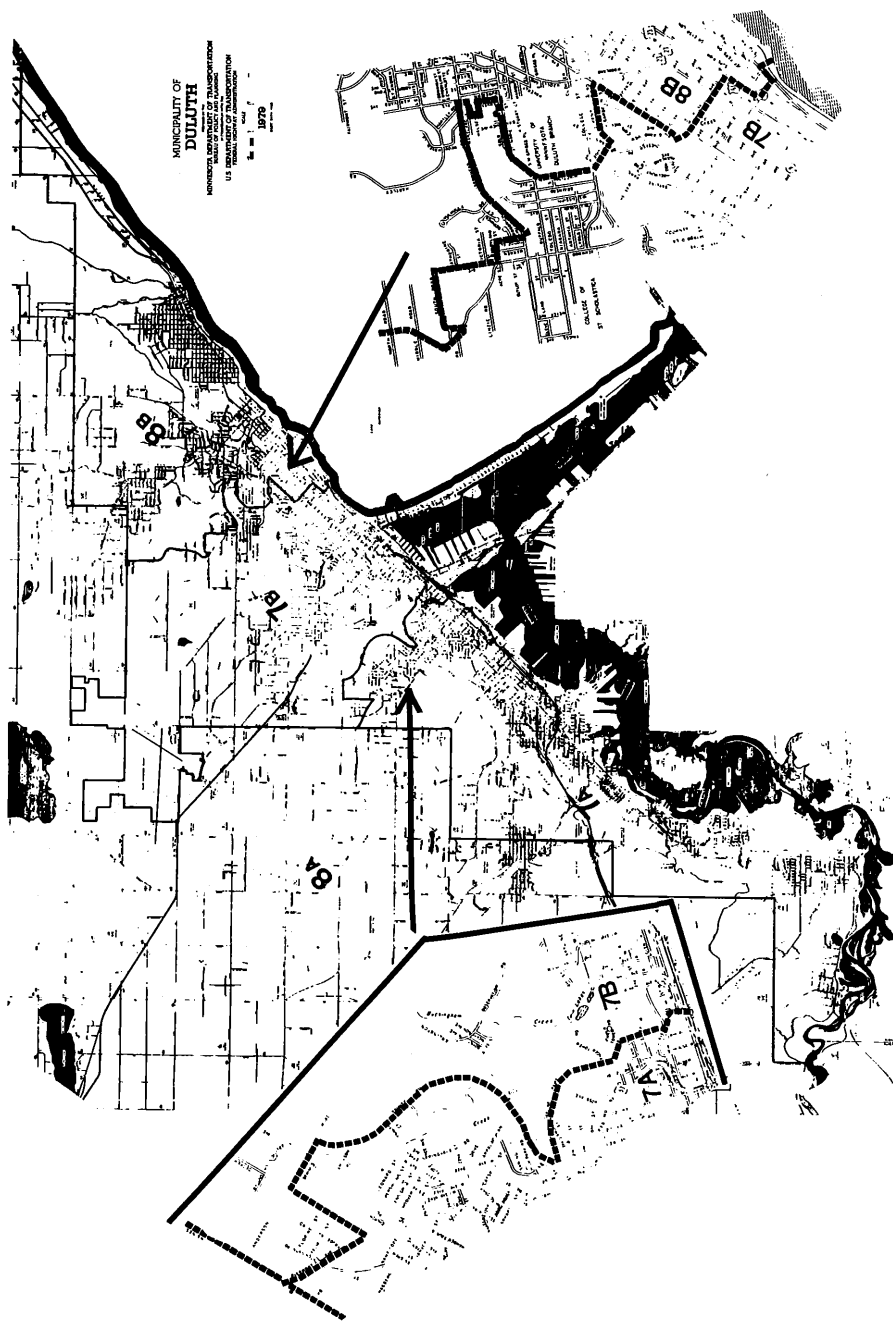


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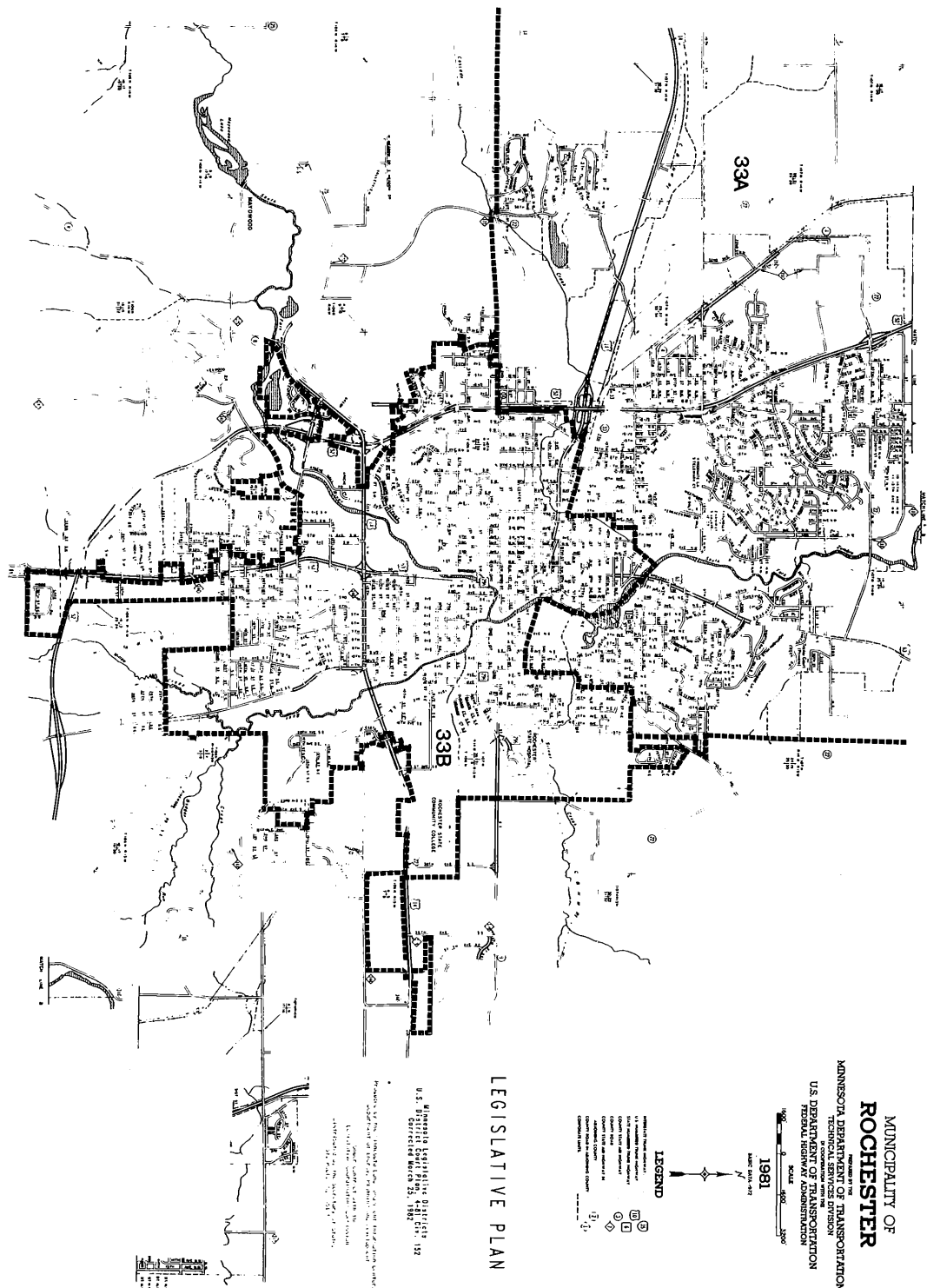


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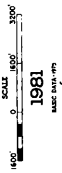


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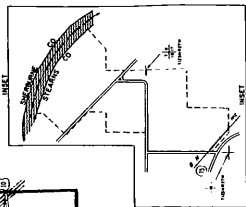
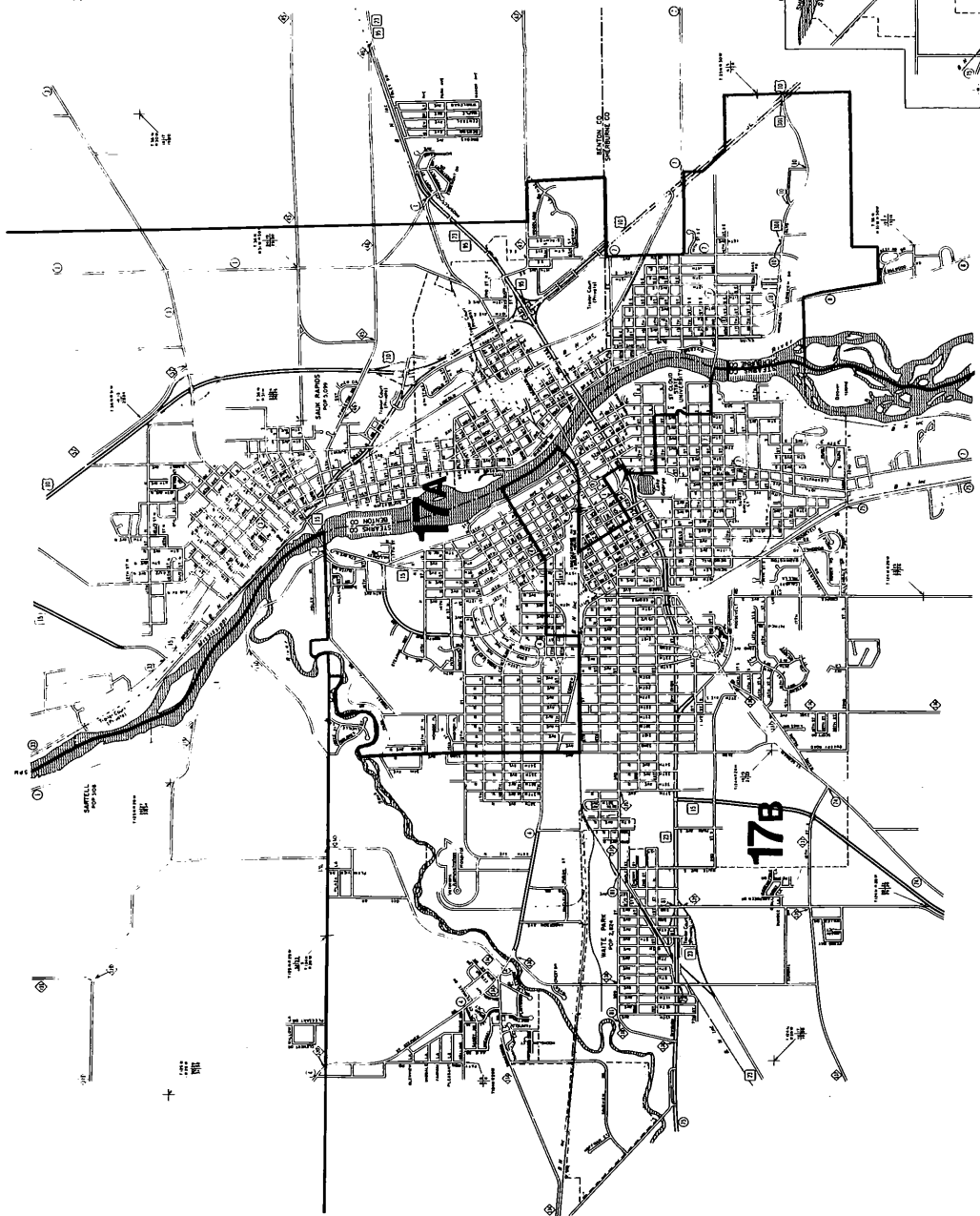
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## LEGISLATIVE PLAN

Minnesota Legislative Districts  
U.S. DISTRICT COURTS  
OFFICE MARCH 25, 1982

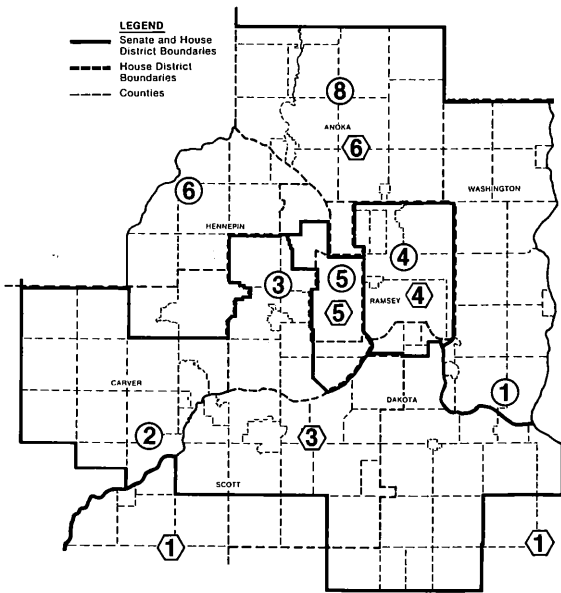
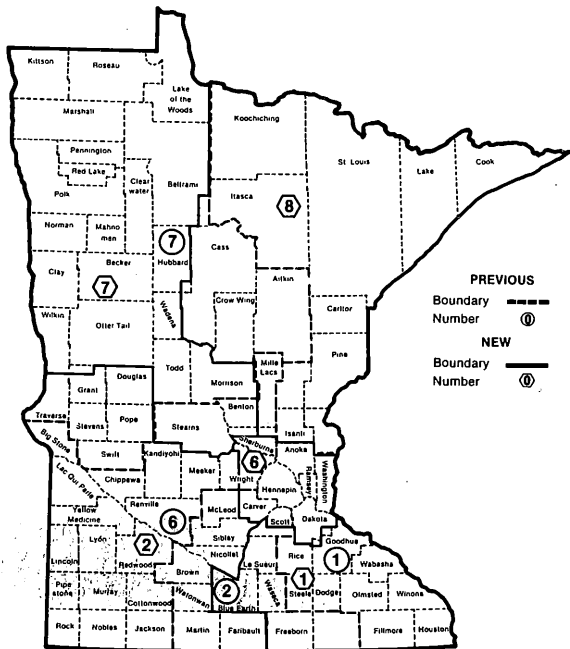
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# MINNESOTA CONGRESSIONAL DISTRICTS

The United States District Court for the District of Minnesota ordered a reapportionment of Minnesota's eight congressional districts on March 11, 1982. The population goal was 509,496 for each district with an average deviation of 9.5. Maps are provided for information only; the controlling district descriptions are detailed in Appendix A of the court order (4-81 Civil 414).



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